

## Appendix 6

### **Central Bedfordshire Council** **Children's Services Personal Budgets**

#### **Audit and Financial Monitoring Process**

##### Open Personal Budgets

- You need to send returns to the Children with Disabilities Commissioning Officer (CWD Officer) detailing how you have used the Personal Budget money allocated. This will have been discussed with you and you will have been advised what can and cannot be used as evidence.
- Returns checked by Children with Disabilities Commissioning Officer (CWD Officer), account reconciled and new forms sent out for completion for the next period. Missing information requested if necessary.
- If not received 8 weeks after the period date, a late Returns letter is sent by the CWD Officer,.
- After a further 2 weeks, the family will be contacted by telephone and their Social Worker should be notified. A second letter is sent out requesting returns within 2 weeks or the Personal Budget will cease.
- If the family do not respond after these 2 weeks and documentation is still outstanding, the Personal Budget will cease and final account reconciliation will need to be completed and outstanding funds returned.

The closed Personal Budget Process will now follow, unless you have specified that you do not wish to continue with Personal Budget and would like Central Bedfordshire Council (CBC) to take over the arrangements. This will require 4 weeks' notice (see Introduction to Personal Budget Manual – section 13)

##### Closed Personal Budgets

- The Council will write to the family advising that the Personal Budget has been closed and there is a final amount outstanding that will need to be returned; this figure is calculated on the basis of the bank statement balance on the date of closure.
- 
- As returns may be outstanding, you may not have bank statement for that period. In this case, to calculate the outstanding figure, you will need to use the last return as a reference, including any monies paid by CBC after this date and any missing receipts/invoices. Documentation and cheques are requested to be returned with 2 weeks.

- If the family fails to send in requested documentation and cheques, a second letter is sent, advising that an invoice will be raised for the final outstanding balance if the information is not received within 2 weeks.
- Finally, if no information is received, an invoice will be raised to you/your carer
- If there is a dispute, the invoice will remain outstanding and the family must put dispute by letter. If this remains unresolved, the invoice will remain outstanding and the CBC Debt Procedures will be followed.
- Once the invoice has been sent out, if the family provides the information requested, the invoice can be cancelled. In this case, if the family wish the Personal Budget to be reinstated, a request must be made to panel by the Social Worker.

Please note that the process for financial monitoring for Personal Budgets is the same as Direct Payments.