



14.1 EMPLOYEE RESPONSIBILITY OF FUNDS

Including Petty Cash

A small amount of LADD petty cash may be kept in the people's home or office. The money will be kept in a locked and secure area. Management is responsible for supervising the expenditures of petty cash. Each time LADD funds are used employees must sign the money out, and/or sign a receipt so that the transaction is recorded.

Administration supervises and reviews all petty cash expenditures. Any employee handling LADD funds or personal funds of the people supported is responsible to make appropriate purchases and account for all funds with receipts and change. Receipts must be signed. If a receipt is not turned in, it will have to be considered a personal purchase and/or donation. Any funds not accounted for are the responsibility of the employee to replace.

Any misuse of funds must be reported immediately to Corporate Compliance. Misuse of funds may also be reported to Office of Recipient Rights, Licensing, and the Police. Employees need to be aware that any misuse of vulnerable people's funds may be punishable by fines and jail time. Immediate separation will occur for inappropriate/misuse of funds, stealing, etc. LADD requires honest employees who do not steal from the people receiving services and/or their employer.

[Click Here to View the Personal Funds Policy](#)

LADD

WE MAKE THE DIFFERENCE