

Holding your own money and monitoring to Norfolk County Council

If you want to hold your own money you will need to:

- Set up a bank account in your name - separate to any other accounts you have
- Receive money from Norfolk County Council and/or other funding bodies into that account
- If you are required to make a Personal Contribution you will need to set up a standing order so this is paid directly to your account from your personal finances, or pay this into your bank account by another method
- Make payments from your account as necessary
- Keep ultimate control over your account and how your money is spent
- Keep statements of your account sent to you by your bank
- Keep records of what you have spent money on please write on your statement if you have made cash withdrawals what these were for and keep receipts for any items which have cost £50 or more
- Keep records of payments you have made to employees (payslips/inland revenue payments/signed receipts if paying cash) and invoices/bills from providers
- Provide information regarding your account to Norfolk County Council every four weeks, to satisfy monitoring requirements (See below information).

How will the money be paid to me?

Your money from Norfolk County Council will be paid as detailed in your support plan. This will be either one off for amounts up to £1000 or ongoing (on a four weekly basis).

Monitoring Requirements:

If you receive money from Norfolk County Council you have a responsibility to monitor how you have used it. This should be done every four weeks using a form they provide. You are responsible for making sure the money is used appropriately. They have a duty to check this is being used as intended, as detailed in your support plan. If you do not provide the information required Norfolk County Council may suspend or stop any payments to you.

How to fill out a monitoring form: (example overleaf)

Name: You need to put your name here

Period Covered: You need to put the four weeks the monitoring relates to here

Income: You need to list the date you received any payments into the account, with a description stating how much they were for and who they were from. These are usually four weekly payments from Norfolk County Council and any Personal Contribution payments from you if these are required. At the bottom you need to add up all the incoming money into your account.

Expenditure: Within this section you need to list the date you made any payments or withdrew money from your account, with a description stating what they were for, write the cheque or receipt number (if you have one) and then list the dates the expenditure related to. Finally you need to list how much each payment / withdrawal was for and then add up all the outgoing money from your account.

Summary: In the summary box you need to write the balance brought forward (this will be the balance of your account from your previous monitoring form or for first monitoring form this would be £0). You then need to write in the boxes 'Total Income', 'Total Expenditure' and work out the balance carried forward (by adding the balance carried forward to the total income and deducting the total expenditure).

Once your form is complete this needs to be sent to the Direct Payments Office at Norfolk County Council, by post or email, with a copy of any bank statements/ receipts / invoices as proof as to how you have used the money as listed on your monitoring form.

When Norfolk County Council may contact you:

As part of the monitoring process Norfolk County Council may contact you if they have not received monitoring from you or if money is not being used. They will also contact you at the end of each year to arrange the return of remaining money in your account.

If you need to contact Norfolk County Council's Direct Payments Office:

Direct Payments Team, The Annexe, County Hall, Martineau Lane, Norwich, NR1 2SQ.

Tel: 01603 638170 / Fax: 01603 638171 / Email:
ssddirectpaymentsteam@norfolk.gov.uk

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing:
info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ

**Personal Budget
FINANCIAL MONITORING FORM**

Name: _____ Period Covered: _____

INCOME

Date Received	Income Details	Amount

EXPENDITURE

Date Paid	Expenditure Details	Cheque No	Period Covered	Period Covered	<i>Amount</i>
			From	To	
<i>Total Expenditure</i>					

SUMMARY

Balance Brought Forward	
Total Income	
Total Expenditure	
Balance Carried Forward	

Signed: _____

Dated: _____

Please send your completed monitoring form by Email/Fax or Post to:

Direct Payments Monitoring Team

**County Hall Annexe
Martineau Lane
Norwich
NR1 2SQ**

