

Policy & Procedure Concerning Financial Resources of Persons Served
Appendix D

INSTRUCTIONS FOR COMPLETING FINANCIAL INCIDENT REPORT

A Financial Incident Report will be completed anytime there is a discrepancy. All entries will be initialed. The completed form is filed in the Area Director's office. Financial Incident Reports will be reviewed at least annually, with the Quality Assurance review.

Name:	The full name of the person will be recorded
Address:	The address/name of the location where the discrepancy occurred will be recorded
Date Discrepancy Found:	The date the discrepancy was detected will be recorded
Time Discrepancy Found:	The time the discrepancy was detected will be recorded
Finances Noted in Discrepancy:	The specific finances that were involved in the discrepancy, (e.g., individual petty cash account, house petty cash account, checkbook) will be recorded
Discrepancy and How It Was Found	The person finding the discrepancy will describe what the discrepancy was and how it was found
How was Discrepancy Handled:	The person finding the discrepancy will explain how the discrepancy was handled
Explanation of Discrepancy:	The person making the discrepancy will explain how the discrepancy occurred, if known
Comments:	Any additional comments will be recorded
Follow-up Action:	The management staff involved will comment on any follow-up action taken in response to the discrepancy
Person Finding Discrepancy:	The person(s) finding the discrepancy will record their signature, position, initials and the date
Person Making Discrepancy:	The person(s) making the discrepancy will record their signature, position, initials and the date
Support Supervisor:	The appropriate Support Supervisor will record their signature, initials and the date, after reviewing the report
Area Director:	The Area Director will record their signature, initials and the date, after reviewing the report