

Subject: Fiscal Policy #2
Revised 2/2024
CLIENT BANK ACCOUNT

Choices In Community Living, Inc. will take all reasonable measures to ensure that funds of the clients, which CICL is the Representative Payee, are used and accounted for appropriately.

- I.** CICL will establish a For-Benefit-Of “FBO” checking account with no fees for each client named as follows:
Choices In Community Living, Inc.
For (client name)
- II.** The signer on the account will be the CEO, the Program Director and Office Manager. Only duplicate checks will be ordered.
- III.** This account will be used to manage all of the client’s earned and unearned income. It will also pay their monthly invoice to CICL.
- IV.** The Program Administrator will assure that:
 - Client funds are deposited into the account as soon as possible (within five days in licensed programs).
 - Client bills (supported living programs only) are paid on time and no late fees are incurred.
 - If late fees are incurred the Program Administrator and Program Director will determine who is responsible. That person must pay the late fee and this must be documented on the bill, invoice, ledger and/or the monthly income/expense sheet.
 - Client bank statements are reconciled and turned into the consumer benefits specialist by the 20th of the following month.
 1. The Consumer Benefits Specialist prints the bank statement off the web site for each client on the 5th day of the month.
 2. The bank statement is given to the Program Administrator and Director who reconciles the statement then has a third-party individual not involved in the transactions of the account verify the statement. Both individuals will sign their names and date the statement. A copy of the check register must be turned in with the bank statement to the consumer benefits specialist by the due date including receipts and paystubs.
 3. The consumer benefits specialist will perform a desk audit review of the statement. If everything is correct, the statement will be filed into the client’s file.