

RESIDENT ACCOUNT RECORD

RESIDENT \_\_\_\_\_ PROVIDER \_\_\_\_\_  
 PERIOD COVERED \_\_\_\_\_ TO \_\_\_\_\_

I. CASH ACCOUNT: (INDICATE ALL MONIES RECEIVED AND DISBURSED INCLUDING DEPOSITS AND WITHDRAWL FROM SAVINGS)

DATE	MONIES RECEIVED		EXPENDITURES		Items Purchased	BALANCE	INITIALS
	Source	Amount	Amount	Rec'd by			

Staff Signature \_\_\_\_\_ Initials \_\_\_\_\_ Staff Signature \_\_\_\_\_ Initials \_\_\_\_\_  
 \_\_\_\_\_  
 Staff Signature \_\_\_\_\_ Initials \_\_\_\_\_ Staff Signature \_\_\_\_\_ Initials \_\_\_\_\_  
 \_\_\_\_\_

II. SAVINGS ACCT# : \_\_\_\_\_ NAME OF SAVINGS INSTITUTION \_\_\_\_\_

DATE	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE	INITIALS

## INSTRUCTIONS FOR USE OF RESIDENT ACCOUNT RECORD

1. A single Account Record shall be used for each resident.
2. The period covered may be for one month per page or maybe on-going.
3. **Monies Received** (see example)

List all sources and funds received for or on behalf of the resident even if you are the payee, i.e.:

SSI	\$320
Social Security	50
DHR	200

4. **Expenditure**
  - a. List expenses. The provider should give a receipt for room and board and secure payment.
  - b. Receipts should also be kept for expenditures over \$10.00; these can be stapled to the Resident Account Record.
  - c. Show savings account deposits as an Expenditure.
5. **Savings Account**

Show all deposits, withdrawals, and interest. Maintain running balance.
6. Check balances for accuracy on a monthly basis.