



Policy Name <b>RESIDENTS' CASH/PERSONAL EFFECTS</b>	Policy Number: <b>0934</b>
	Effective Date: <b>November 3, 1999</b>
Approved By: Management Committee	Date Revised: <b>May 16, 2012</b>
Classification: Governance and Administration	Page No: <b>Page 1 of 2</b>

## **POLICY**

Under no circumstances will employees or volunteers of Agapé Hospice store or manage residents' cash or personal effects.

## **PROCEDURE**

1. Residents and/or their advocates must manage/store their own personal belongings and/or cash at their own risk. It is highly recommended that no cash or valuables be stored on the premises.
2. No personally owned furniture or equipment belonging to residents will be stored by the hospice other than in the residents' rooms. There is no insurance coverage for such items.
3. Should a resident be unable to manage their own cash or personal effects, staff must report to their immediate supervisor or the Manager On-Call after hours, so that suitable arrangements can be made according to the "Safe Keeping" Policy. In such cases, Resident's Cash Deposit / Withdraw Form (Policy 0934a) will be used.
4. Failure to adhere to this policy will result in disciplinary action up to and including dismissal.

## **ATTACHMENT**

[Resident Cash Deposit / Withdraw Form](#)

## **Cross Reference**

[Policy 0116 - Waiver of Responsibility](#)

[Policy 0146 - Resident's Belongings](#)

