

## L'ARCHE ANTIGONISH

### **POLICY AND PROCEDURE MANUAL**

#### **POLICY: CORE MEMBER PERSONAL USE ALLOWANCE**

---

A personal use allowance is intended for use by the Core Member. The personal use allowance is used to purchase items that are for the personal comfort and enjoyment of the individual.

The personal use allowance is issued monthly in the amount \$115. (Personal Use Allowance is often referred to as the comfort cheque, Core Member are issued a cheque for \$95 as \$20 goes towards the vacation fund, managed by L'Arche Antigonish Finance Manager)

Personal Use Allowance funds not given directly to the Core Members are to be placed in a locked container in the home or deposited in an interest bearing account in the Core Member's name as needed or when the funds in the house exceed \$150.

Each L'Arche Home is to have a monthly log (Personal Use and Savings) containing the transactions for each Core Member related to personal use allowance. The House Leader shall see that monthly reconciliations are carried out on the personal use allowance accounts administered through the home and submitted to the Homes Coordinator with all correlating receipts. The Homes Coordinator stores the records in their office.

A L'Arche employee is permitted to receive personal use funds from a Core Member only where the funds are to be used to purchase items of personal need for the resident. The employee must produce receipts for these purchases.

Upon death of a Core Member the balance in the personal use account is to be used towards their funeral costs and any remaining monies would be given to the next of kin.

When a Core Member is discharged from a L'Arche Home, the balance in the personal use account is to be turned over to the individual.