



**Your Life
Your Choice**
care and support designed with you



Direct Payments

7. How to use the Direct Payments cash record form

Durham County Council requires you to provide a record of how you have used your Direct Payments. A Direct Payments cash record form is a simple way for you to record this information.

The form must be used to record all of your Direct Payments cash transactions and transfers made to another bank account which cannot be matched to an invoice or receipt.

The information below provides instructions of how to complete your Direct Payments cash record form.

Step 1: Please record your name, the bank statement number you are providing information about and the period that the bank statement covers.

Step 2: The form has six columns, please complete each column.

- In the first column, please include the date of each transaction
- In column two, you should include a description, for example whether it was to pay for stamps, carers wages etc.
- The amount of cash withdrawn from your Direct Payments must be recorded along with the date and details of transactions
- In the cost column, you should record how much you have spent
- In the balance column, deduct the amount that you have spent from the balance
- You should attach all receipts to each cash record form and number each receipt. The receipt number should be recorded in the corresponding column on the form

Step 3: You should make sure that when a sheet has been completed that you carry the balance across to the next sheet and that you number each sheet

Step 4: You must make sure that you sign each of the sheets of the cash record form. If you have a 'suitable appointed person' who manages your Direct Payments on your behalf, they must sign each form

Please note: all of your expenses must be safe, legal and meet your care and support needs that have been identified in your care plan. If you have any questions, please contact your social worker or care co-ordinator.

EXAMPLE of Direct Payments Cash Record FormClient Name: **Joe Bloggs**Sheet Number **1**Period of expenses: **2nd Jan 2012 to 4th Feb 2012**

Date	Details	Amount withdrawn from Current Account £	Cost £	Balance £	Receipt No.
	balance brought forward:-			-	
02/01/2012	Withdrawn from bank	100.00		100.00	
03/01/2012	expense details		20.00	80.00	1
07/01/2012	expense details		35.42	44.58	2
10/01/2012	expense details		9.00	35.58	3
11/01/2012	expense details		18.99	16.59	4
12/01/2012	Withdrawn from bank	100.00		116.59	
14/01/2012	expense details		20.00	96.59	5
16/01/2012	expense details		22.50	74.09	6
21/01/2012	expense details		42.00	32.09	7
25/01/2012	expense details		20.00	12.09	8
25/01/2012	Withdrawn from bank	100.00		112.09	
27/01/2012	expense details		42.50	69.59	9
01/02/2012	expense details		15.99	53.60	10
02/02/2012	expense details		24.99	28.61	11
04/02/2012	expense details		12.50	16.11	12
04/02/2012	Withdrawn from bank	100.00		116.11	
	balance carried forward:-			116.11	

Signed

Date

Please note: all of your expenses must be safe, legal and meet your care and support needs that have been identified in your care plan. If you have any questions, please contact your social worker or care co-ordinator.

Should you require assistance or advice please contact the Direct Payments Support Team.

Useful contacts:

Telephone: 03000 268 200

Email: directpayments@durham.gov.ukwww.durham.gov.uk/directpayments

Please ask us if you would like this document summarised in another language or format.

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