

Version: 2 FOI Status: Public	Vacation of Adult Social Care Establishments – Financial and Administrative Procedures Derbyshire County Council - Adult Social Care	Originally issued: January 2022 V2 issued: May 2022 Review due: May 2024 Author: Graham Woodhouse
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## Vacation of Adult Social Care Establishments –Financial and Administrative Procedures Derbyshire County Council - Adult Social Care

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If you would like to make any comments, amendments or additions please email [ASCH.AdultCare.Policy@derbyshire.gov.uk](mailto:ASCH.AdultCare.Policy@derbyshire.gov.uk)

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## Introduction

This document provides clear guidance detailing how to deal with the administrative processes for vacating of adult social care establishments. The information provides those responsible for organising the temporary or permanent vacation of establishments with important and relevant information to assist them in arranging the successful suspension of the financial and administrative processes in operation at the units.

## Petty Cash Imprest Account

In the period immediately before the vacation of an establishment the unit manager should take action to bank any cash balances in the petty cash account. This will involve ensuring all bank reconciliations have been entered into the Imprest system and any un-presented cheques have been investigated and resolved.

The remaining balance of cash in hand must be paid into the council's bank account using the ledger code XN00001 702200. Any unused postage stamps should be handed over to the relevant area office; they should **not** be converted back into cash and included with the cash in hand.

## Official Income

Unit managers must ensure all official income received at an establishment, including private telephone call charges and call box income, is banked prior to the date of vacation. Managers at establishments who have the facility to raise official county council invoices must check that each debtor has been issued with an invoice for all goods or services provided.

The last income return (GA10 at residential homes, TR130 at all other establishments) submitted to the Corporate Finance Division should be marked 'final return prior to temporary vacation of establishment'.

## Personal Property of Residents

At residential establishments where items of personal property belonging to residents are being safeguarded by the authority on their behalf, action must be taken to return each item to its rightful owner prior to the vacation of the home. When property is returned to a resident, they must be asked to acknowledge the return of the property by signing the appropriate page in the property receipt book.

Any property that, for whatever reason, cannot be returned to a resident should be sent to Client Financial Services at County Hall, Matlock along with details of the resident and reason for non-return.

## Retention of Financial Records

Following the vacation of an establishment the financial records must be removed from the building and retained at the area office where they should be

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kept available for possible audit inspection.

The documents include:

- receipt books
- order books
- bank paying-in books
- petty cash bank account statements
- expenditure vouchers and cheque book stubs
- amenity fund account books
- cheque books
- bank account statements
- expenditure vouchers
- paying-in books
- copies of income returns

### **Inventory and the Disposal of Furniture and Equipment**

The unit manager must ensure a full check of the inventory is carried out prior to the vacation of the establishment and any unserviceable items of equipment are removed from the inventory with the endorsement of the service manager. At the time of vacation, the inventory must be removed to the area office for safekeeping with the financial records.

### **Payment of Accounts**

During the period leading-up to the vacation of an establishment the unit manager should seek the co-operation of the suppliers of goods and services by asking them to provide their final few invoices promptly, thereby enabling as many invoices as possible to be processed for payment before the property is vacated.

### **Amenity Fund**

Prior to the vacation of an establishment all cash balances relating to the amenity fund should be paid into the fund's bank account. The fund should be balanced, and a statement of accounts produced for retention at the area office along with the other financial records.

At those establishments where there is a trolley shop or a bar which is run in association with the amenity fund, the unit manager must ensure that a final stock take is carried out (if any stock remains at the time of vacation) and a trading statement is produced for retention with the financial records. A note should be made of the way in which any remaining stock is disposed of. It is advisable to allow the amount of stock to reduce to a minimum level during the final few weeks before vacation.

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## Informing Interested Parties of the Vacating of an Establishment

It is important that either the unit manager or business services officer work closely with the Asset Management team and Corporate Landlord to determine who takes responsibility to ensure all appropriate internal sections and external agencies are informed of the vacation. These include:

- external organisations
- district/borough council for business/council tax
- utilities for gas, electric and water (with a copy to County Procurement Section to ensure the establishment is taken off any contract lists)
- post office, with provision of a forwarding address for mail
- waste companies, sanitary bin suppliers, food suppliers, papers, linen hire, call system, burglar alarm

Internal sections:

- Property Services
- Financial Management (ASCH)
- Client Financial Services
- Insurance Section
- Adult Social Care and Health General Office with provision of a forwarding address for mail
- Audit Services
- Exchequer Division
- Human Resources
- ICT Section for telephones, MFD (multi-functional devices - e.g. printers, scanners) and computer equipment. British Telecom (BT) for final telephone bill.

## Final 'Housekeeping' Tasks

Responsibility for these following tasks needs to be determined in conjunction with the Asset Management team and the Corporate Landlord.

Readings should be taken from the gas, electricity and water (if metered supply) meters at an establishment immediately prior to its vacation. These records should be kept safely at the area office for future reference.

When the vacation date of an establishment becomes known it is important the service relationship manager (ASCH) is kept informed of the situation as they will be responsible for arranging the close-down of the IT applications in operation at the establishment, and for the removal of the equipment from the building.

The unit manager will ensure that regular services supplied under contractual or standing arrangements are cancelled prior to the vacation of the establishment.

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Examples include trade/sanitary waste collection, roller towel replacement, linen hire, window cleaning and newspaper delivery.

As the building will be unoccupied for a period of time, Property Services should be asked, as a precautionary measure, to drain the water from the central heating system. The water supply should be turned off at the mains and the electricity and gas supplies should also be switched off.

After a property has been locked-up for the last time the keys should be handed to a representative of the landlord (for leased properties) or Property Services (for Derbyshire County Council properties).

<b>Author History</b>
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**Authorisation and Approval History**

Created by Graham Woodhouse      Head of Finance      October 2019

Approved by Andrew Bartle    Group Manager Performance /      January 2020  
Alison Briddon    Service Manager – Quality

**Change History**

Version 1	October 2019	Graham Woodhouse	New guidance to complement the Major Change and Closure Guidance
Version 2	May 2022	Graham Woodhouse	Updates to reflect change of department/section names. Revised main title