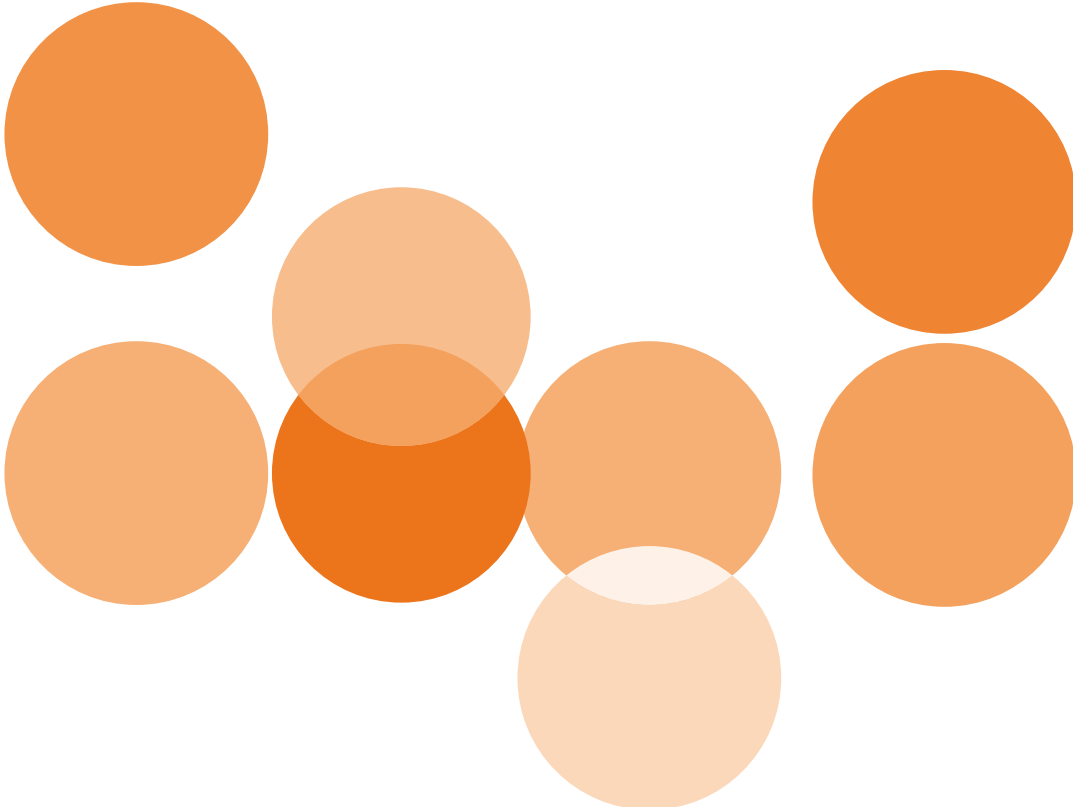


ADULTS WITH INCAPACITY
(SCOTLAND) ACT 2000

Access to Funds
A Guide for Withdrawers



PURPOSE OF THIS BOOKLET

The Public Guardian has granted you authority to access and deal with the funds of another adult on their behalf. A requirement of the Adults with Incapacity Act is that you maintain a record of how you use these funds. This is important because the Public Guardian may ask you, at any time, to send a copy of your records for inspection.

This booklet offers some suggestions on how to keep such records and what the Public Guardian will expect. It also contains a section you can use to record the payments you make.

KEEPING RECORDS

You must keep records of payments you make, as you may be asked by the Public Guardian to send a copy of your records for inspection.

It is advisable that you set up a folder to keep all of the information relating to your authority to Access Funds. This may contain a copy of your application, letters you have sent, or received, from the Public Guardian, your certificate, receipts and bank statements from the “designated” account (this is the account you set up to pay the adult’s bills) and any other account to which you have access on behalf of the adult. It is also advisable that you maintain a written summary of payments made and the reason. You should retain your records for at least five years after the period of your authority has ended.

MAINTAINING A WRITTEN SUMMARY

This can be used to record payments made from the “designated” account, no matter how small the sum. In such a record you should include:

- the date of the payment;
- the item purchased, or the reason for the expense; and
- the amount of the payment.

A written record will help you to keep track of the payments you make and will assist the Public Guardian if a review of your records is required. It is simplest to update your written summary on a regular basis, rather than waiting until the Public Guardian requests this information. This booklet contains space which you can use to record expenditure etc.

BANK STATEMENTS

You should contact the bank involved to request that they provide you with regular statements relating to the accounts you have authority over. Ideally you should ask for these to be prepared monthly or quarterly. Do not worry if you lose any bank statements, you, or the Public Guardian, can request copies. The bank involved may charge a fee for this service, but this may be recovered from the designated account.

REQUESTS FROM THE PUBLIC GUARDIAN

The Public Guardian may contact you to request that you provide your records for examination. This does not mean that you are being investigated; such requests are a routine requirement under the Act. If you are contacted you should submit all of the information you hold within 14 days. Usually the Public Guardian will request information for a fixed time period only.

If the Public Guardian is satisfied with the information supplied you will be informed of this in writing and the evidence you supplied will be returned. Alternatively, we may contact you to obtain some additional information to assist in reaching a decision.

The Public Guardian will expect you to work within the plan submitted in your original application. You will also be expected to act reasonably and for the benefit of the adult.

KEEPING RECEIPTS

You should retain, where possible, all receipts and bills that you have paid from the “designated” account. Space is available in this booklet for you to fix any bills or receipts you receive. Alternatively, you may wish to keep the receipts in date order within the file.

FURTHER INFORMATION AND GUIDANCE

If you have any questions, or require further assistance, please contact the Office of the Public Guardian, where a member of staff will be happy to help you. Our contact details can be found on the back of this booklet.

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RECORDS AND RECEIPTS



NAME OF ADULT:

WITHDRAWER'S NAME(S)

PUBLIC GUARDIAN'S REF: PG/

DATE CERTIFICATE ISSUED
(DD/MM/YYYY)

RECORDS AND RECEIPTS

Date	Item/Reason for Expenditure	Amount

Please Attach Receipts to this Page

Please Attach Receipts to this Page

Please Attach Receipts to this Page

Please Attach Receipts to this Page

Office of the Public Guardian (Scotland)
Hadrian House
Callendar Business Park
Callendar Road
FALKIRK, FK1 1XR

DX 550360 Falkirk 3
LP-17 Falkirk

- Telephone: 01324 678300
- Email: opg@scotcourts.gov.uk
- Website: www.publicguardian-scotland.gov.uk
- Fax: 01324 678301

The office of Public Guardian is open to the public 9am to 5pm
Monday to Friday

This leaflet is available free of charge and available in other formats
and community languages on request. The office of the Public
Guardian subscribes to Language Line and the RNID Typetalk service.

If you have any comments/suggestions regarding the contents/
layout of these guidance notes or ways in which we might improve
them, please send these to the above noted address. Your feedback
is important to us as part of our ongoing review of our services.



INVESTOR IN PEOPLE

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