# Westmont Aged Care Services Ltd

## Client Cash Transactions — WI.Co.W.21.01

| QUALIFICATIONS | SPECIFIC TRAINING | REFERENCES |
|---|---|---|
| Knowledge and understanding of this work instruction. | | |

| TASK | METHOD | HAZARD | CONTROL MEASURES |
|---|---|---|---|
| Prior to Shopping | Use Client Cash transaction form Fm.A.Co.06 latest version | None detected | |
| Client Details | Enter Client Name, Address and Date. | None detected | |
| Cash Given | Put in the amount of cash given to you by the client for the shopping. Get the clients signature to verify they agree with the amount given. | None detected | |
| Separate receipt Amounts | Obtain receipts for each item purchased. Return the receipts to the client and enter the amount of each receipt on the transaction sheet | None detected | |
| Total receipt Amount | Add all the receipt amounts and put the total in the Total Receipt Amount section. Get the client to sign this amount | None detected | |
| Change | Deduct the total receipts from the Initial cash given. Put this amount in the Change given to client column and ask Clint to sign that they have received the correct change. | None detected | |
| Administration | Hand transaction forms in with completed rosters each Friday | None detected | |
| Checking | Manager to sign off each transaction weekly, verifying that the amounts entered are correct. | None detected | |