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# Direct Payments



## Direct Payment Financial Monitoring – what we need to see.

There are two ways you can send us your Direct Payment Financial Monitoring:

1. Send us copies of your bank statements from your dedicated direct payment account. This is the option that we would like you to use if you can.
2. Email us an Excel spreadsheet showing us your financial monitoring.

It is up to you how you want to provide your financial monitoring details, however there are several things we need to know, and they must be clearly shown on the information you send us.

These are:

1. Start date – This is the date the monitoring information runs from; it is either the first day your direct payment started or the day after you last sent us financial monitoring.
2. Start balance – This is the bank account balance on the start date of your financial monitoring.
3. Income – We need to see what money has gone into your direct payment account; this will include the amount paid from Sheffield City Council and any personal contribution you are required to pay into the account. We also need details of any other funding that may be going into this account.
4. Expenditure - We must see all money going out of the direct payment account. All outgoings must be clearly marked with what they are for. For example, PA Wages, day centre service, cleaning service etc.

5. **Important:** If you pay PA wages, please **do not include the names of your PA's on your monitoring**. If these are shown on your bank account, please blank these out.
6. End date – This is the date the monitoring runs up to and should be as close to the date you send us the information as possible.
7. End balance – This is the direct payment account balance on the monitoring end date. This is the amount of money in your direct payment account which you will carry forward to the next period. If the end balance is more than 4 weeks of direct payment money, and you are saving this for any bills or support, please make a note of this at the bottom of the monitoring.
8. Your name and reference number – This is to help us identify who the information belongs to. If you are completing the form on behalf of someone else, please provide the name and reference number of the person who the direct payment is for. This reference number is written on the top of all the letters you receive from the Direct Payment Audit team or you can telephone the team to request this information.

If it's unclear how the direct payment has been spent we will get in touch with you to ask for further information. This could be asking to see copies of invoices, timesheets or receipts.

#### Sending your monitoring

1. Please send copies of your bank statements. You can send print outs if you use online banking, but these must show a running balance.
2. If you are unable to send copies and want the bank statements returned to you, please write a note each time you send them asking us to post them back to you.
3. If you want to email your monitoring our email address is:  
[DPUAudits@sheffield.gov.uk](mailto:DPUAudits@sheffield.gov.uk)

We are here to help. Please tell us if you need support with your financial monitoring and ask us if there is anything that you don't understand by calling 0114 2735397 Option 2 or emailing [DPUAudits@sheffield.gov.uk](mailto:DPUAudits@sheffield.gov.uk).



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