

## Family Nursing & Home Care Child Accident Prevention (Jersey) procedure

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Approved By: P Massey, Acting CEO  
Date Approved: 03.02.09  
Date for Review: 03.02.11

Relevant FN&HC Policies: Finance

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### ***Statement of Intent***

Family Nursing & Home Care is part of a multi-agency alliance that was formed in early 1996 with the aim of developing a proactive approach to issues related to child accident prevention in Jersey.

Family Nursing and Home Care contributes to “Child Accident Prevention (Jersey)” in numerous ways, for example:

- representation
- administration of funds
- involvement in alliance led initiatives

This procedure should be followed when funds are received by FN&HC on behalf of Child Accident Prevention (Jersey).

It is important that these processes are followed in order to facilitate the management of budget and resources, and ensure that the organisation is following the correct accounting procedures and can fulfill the audit requirements.

### ***Scope/Responsibility***

This applies to the Family Nursing & Home Care’s Chief Executive Officer and Finance Department.

### ***Process***

#### ***1. Administration of CAP funds***

Annual grants are received from the States Departments and are received on success of application and as their budget allows.

Additional funding is received through sponsorship from various local charities and private enterprises.

Payments on behalf of CAP (Jersey) are authorised by the CAP Chairperson.

Monies provided for CAP (Jersey) are administered through the FN&HC general account with all entries identified as CAP - and a separate record of CAP related transactions kept.

#### ***2. Reporting***

CAP transactions are reported to the Chief Executive Officer as part of the monthly income and expenditure statement(s) produced/distributed by the Finance & IT Manager.

Income and expenditure statement(s) are reported to the CAP (Jersey) Steering group on a quarterly basis and the CAP (Jersey) Operational group bi-monthly.

***Child accident prevention (Jersey) procedure - document history***

<b>Version</b>	<b>Who Changed</b>	<b>Date</b>	<b>Approved by</b>
1.1	Brian Marsh	16/06/04	K Huchet
1.2	Working Party & L Hamilton	29.01.09	P Massey

<b>Version</b>	<b>Narrative</b>
1.1	Annual Review - updating of the procedure
1.2	Annual Review – changes made to process