



## Adult Foster Home Resident Account Record

**See instructions on page 2.**

Adult Foster Home Licensee:	Resident:
<b>Period covered</b>	
From:	To:
Case number:	
<input type="checkbox"/> N/A for private pay resident	

**1. Petty cash account**

Date	Monies received		Expenditures		Rec'd by	Balance (Balance forward)
	Source	Amount	Item purchased if by delegate	Amount		

**2. Savings/checking or trust account**

Name of financial institution:		Account number:
Address:		Account number:
Name of financial institution:		Account number:
Address:		Account number:

Date	Monies received		Expenditures		Rec'd by	Balance (Balance forward)
	Source	Amount	Item purchased if by delegate	Amount		

## Resident Account Record Instructions

- Purpose:** This expenditure form is used to document monies received and used for, or on behalf of, residents in an AFH. Licensee must keep receipts of all deposits and purchases of \$5.00 or more. This accounting record is kept in the resident records file. On a quarterly basis, the licensee must provide a copy to the resident.
- Who uses:** The Adult Foster Home (AFH) Licensee who is delegated to manage or handle monies on behalf of a resident.
- Completion:** The Licensee completes all entries and balances in the petty cash and savings/trust accounts. The Licensee itemizes income and expenditures (*including amounts given to resident or others*) with receipt of such funds being acknowledged with initials in the "Rec'd. by" columns. All entries are to be initialed by the AFH Licensee.
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