

NAME OF SERVICE USER: _____

ADDRESS: _____

Email Address _____

Comhairle nan Eilean Siar

SELF-DIRECTED SUPPORT FINANCIAL

MONITORING FORM – QUARTER 1 2022/23



A. Week	B. Payments Received	C. Expenditure Amount	D. Cheque / Electronic Funds Transfer No.	E. Invoice Number / Payslip Number	F. Expenditure Description	G. Receipt Included?
1	21/03/2022 to 27/03/2022					
2	28/03/2022 to 03/04/2022					
3	04/04/2022 to 10/04/2022					
4	11/04/2022 to 17/04/2022					
5	18/04/2022 to 24/04/2022					
6	25/04/2022 to 01/05/2022					
7	02/05/2022 to 08/05/2022					

Continued on reverse side

IMPORTANT: Please ensure that this form is completed in full and signed by the person nominated to manage the Direct Payment.

A. Week		B. Payments Received	C. Expenditure Amount	D. Cheque / Electronic Funds Transfer No.	E. Invoice Number / Payslip Number	F. Expenditure Description	G. Receipt Included?
8	09/05/2022						
	to						
	15/05/2022						
9	16/05/2022						
	to						
	22/05/2022						
10	23/05/2022						
	to						
	29/05/2022						
11	30/05/2022						
	to						
	05/06/2022						
12	06/06/2022						
	to						
	12/06/2022						
13	13/06/2022						
	to						
	19/06/2022						

Declaration: The information stated above is an accurate record of expenditure, which I have incurred in relation to my agreed package for the above weeks.

SIGNATURE:

DATE:

Checklist: Have you included...	Please tick
• details of all direct payment expenditure above?	<input type="checkbox"/>
• all receipts / invoices / payslips including tax due?	<input type="checkbox"/>
• all bank statement(s) covering the whole quarter?	<input type="checkbox"/>
• an appropriate signature at the end of the form?	<input type="checkbox"/>

Please ensure **all** documentation for this quarter is submitted to us by: **Mon 04 Jul 2022** Submissions can be made by email to: **sds@cne-siar.gov.uk** or by post to: **Self Directed Support, Social & Community Services, Comhairle nan Eilean Siar, Sandwick Rd, Stornoway, Isle of Lewis, HS1 2BW.**