

NAME OF SERVICE USER: _____

ADDRESS: _____

Email Address _____

Comhairle nan Eilean Siar

SELF-DIRECTED SUPPORT FINANCIAL

MONITORING FORM – QUARTER 3 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?
27	19/09/2022						
	to						
	25/09/2022						
28	26/09/2022						
	to						
	02/10/2022						
29	03/10/2022						
	to						
	09/10/2022						
30	10/10/2022						
	to						
	16/10/2022						
31	17/10/2022						
	to						
	23/10/2022						
32	24/10/2022						
	to						
	30/10/2022						
33	31/10/2022						
	to						
	06/11/2022						

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?
34	07/11/2022						
	to						
	13/11/2022						
35	14/11/2022						
	to						
	20/11/2022						
36	21/11/2022						
	to						
	27/11/2022						
37	28/11/2022						
	to						
	04/12/2022						
38	05/12/2022						
	to						
	11/12/2022						
39	12/12/2022						
	to						
	18/12/2022						

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 02 Jan 2023** 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.**