

# Direct Payments Factsheet – Keeping Good Records

## A checklist of records to be kept by the Direct Payment recipient

We do not expect you to keep detailed accounts but there are some records you must keep. The records you must keep will differ depending on whether you employ Personal Assistants or whether you contract with an agency. We ask that you retain your records as we may need to request them at any time. If you need to purchase stationery to maintain your records, you can reimburse the cost from your direct payment card account.

The following information is for your guidance only. You may wish to check with HMRC (Her Majesty's Revenue and Customs) who can provide further guidance on employer records. Alternatively, Barrie bookkeeping will provide you with this advice.

| Record Category                       | Examples  | Suggested Retention Period                     |
|---------------------------------------|---|--|
| <b>Major Financial Records</b>        | Direct Payment card account<br>Records relating to any payments to or refunds from HMRC   | 7 years  |
| <b>Everyday supplies and services</b> | Invoices, receipts, payslips, time sheets, workplace pension information and contributions<br>Insurance policy to cover against Employer's Liability and Public Liability insurance | 2 years  |
| <b>Employer Records</b>               | Advice on this is part of the role of the support service, Barrie Bookkeeping. If you have chosen not to have this support, you can receive advice from HM Revenue and Customs      | Contact HMRC for advice or Barrie Bookkeeping. |

## Who to contact

Barrie Bookkeeping - Tel: 01902 912895  
Email: [DP@barriebookkeeping.co.uk](mailto:DP@barriebookkeeping.co.uk)

Adult Social Care - Tel: 01902 551199

Disabled Children and  
Young Person's Team - Tel: 01902 550911

Direct Payments Team - Tel: 01902 551294 (Option 6)  
Civic Centre  
St Peter's Square  
Wolverhampton  
WV1 1RT  
Email: [Direct.payments@wolverhampton.gov.uk](mailto:Direct.payments@wolverhampton.gov.uk)

[wolverhampton.gov.uk/adultsocialcare](http://wolverhampton.gov.uk/adultsocialcare)

Direct Payments Team