

## Accessible direct payments paperwork

People who use direct payments must account for the money they have spent. Some councils ask people to record this on spreadsheets. Some deafblind people who use a computer Braille display or screen magnification have reported problems when accessing spreadsheets. If your service decides to use a spreadsheet, these are some of key ways to make a spreadsheet more accessible:

- ask an individual how a spreadsheet can be made more accessible;
- use a consistent ordering and format throughout worksheets;
- have a consistent system for how individuals should enter data;
- have some text in the first cell (A1);
- avoid empty cells;
- avoid merged or split cells;
- ensure that individuals know there is more than one worksheet in a file.

Sense has produced a more accessible sample spreadsheet for a summary and record of income and expenditure.

[Download the sample spreadsheet](#) (excel, 47kb).