



Committee Finance Policy

General Welfare – Documentation

The Committee is responsible for the payment of all invoices, expenses, salaries and must maintain records, policies and procedures required for the safe efficient management of the settings finances.

This document sets out the procedures of payments, expenses and salaries.

Time Sheets and Salaries

We aim to reduce manual input required. Supervisor will advise the Finance Officer and the Treasurer of billable hours for each member of staff. The Treasurer will approve these and from this information, the Finance Officer will complete the payslips and input the information into HMRC website in order to pay correct National Insurance contributions.

The Finance Officer will then set payments up online and Treasurer will approve.

The Finance Officer, on behalf of the Committee, sets up payments online through the Cooperative Bank Account and advises Treasurer of the payment who then approves the payments online.

Bank Account

The Finance Officer, Treasurer and Supervisor have access to the bank account and will sign this policy to state they understand implications of security, not leaving passwords written down anywhere or disclosing confidential financial information regarding salaries etc.

Debit Card

A debit card is available for use when approved by Chair and Supervisor in exceptional circumstances only. All other payments will be made through BACS transfer.

Reimbursement of Expenses

These must be agreed in advance and an expense form filled out and receipts produced. These must then be signed off by the Supervisor, Financial Officer, Chair or Treasurer. Finance Officer will decide which method of payment is appropriate depending on amount and how much petty cash is available. BACS might be more appropriate than cash.

Cash

The Finance Officer will have a safe at their residence to store all Pre-School cash securely. Wherever possible, not more than £500 in cash will be kept at any one time to reduce risk in case of fire or theft.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
	2.1 Respecting each other	3.4 The wider Environment	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

We need to remind all parents/carers, staff and committee members that we are a charity and we are running a business. Without the payment of fees and trustworthiness from staff and committee we cannot sustain our business going forward.

Related policy

Fees and collection

This policy was adopted at a meeting of Rudgwick Pre-school

Held on 17th November 2022

Date to be reviewed 17th November 2024

Signed on behalf of the management committee

William Baldwin

Name of signatory

William Baldwin

Role of signatory

Chairperson

Signed on behalf of the management committee

Kirsten Jackson

Name of signatory

Kirsten Jackson

Role of signatory

Treasurer

Signed on behalf of the management committee

Ari Knight

Name of signatory

Ari Knight

Role of signatory

Finance Officer