



## 10.10 Our Financial Management Policy

It is the committee's responsibility to ensure that all Financial Policies and procedures are followed at all times. At least one other member of staff must understand and be involved in all financial procedures in the nursery; this would usually be the manager

### **Petty Cash Procedure**

A copy of the sheet must be kept at the nursery and the matching receipts

Each transaction must be recorded on the sheet and must have a receipt. The petty cash tin must be checked weekly and the balance must match that on the petty cash sheet.

### **Invoices to Parents/Other Agencies**

All invoices must be raised and given to parents on the 1<sup>st</sup> of each month (or next working day) for the month ahead. Invoices should be emailed wherever possible. If an invoice has not been collected in the first week of printing it must be posted to the parent or bill payer.

### **Receiving Cash Payments**

No cash is to be paid to any staff it is all done through BACS

When money is paid in to the bank a receipt must be sent back

### **Bank Statements**

Bank statements will be reconciled at the end of each month

### **Chasing Debtors**



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By the 7<sup>th</sup> of each month all payments received for the previous month must be added any outstanding balances must be investigated and chased accordingly. Any unusual balances i.e. where you are not expecting voucher payments within the first few days of the month should be chased.

IT IS THE ADMINS RESPONSIBILITY TO CHASE

OVERDUE ACCOUNTS.

If payment is still not received by 7 days over the due date, the admin will make contact with the parents requesting payment. The admin will follow the procedure set out below:

- A letter will be sent to all parents with overdue accounts. If payment is not received within another 7 days a second letter will go out. If payment is not received within another 7 days the nursery place suspended, once a committee member has agreed to the suspension. Court proceedings will then take place in due course
- If the invoice amount has not been cleared by the first of the month then late fees will be applied as follows.
  - Debt of £1-£50- late payment charge of £5 will be added to the account per week until the debt has been cleared.
  - Debt of £51-£100 late payment charge of £15 will be added to the account per week until the debt has been cleared.
  - Debt of £101- £500 late payment charge of £25 will be added to the account per week until the debt has been cleared.
  - Debt of £501-£1000 late payment charge of £50 will be added to the account per week until the debt has been cleared.
  - Debt of over £1001 a late payment fee of £75 will be added to the account per week until the debt has been cleared.
- It is the admins responsibility to ensure that debtors are chased for payment and to flag up any accounts they are concerned about.

### **Purchasing Procedure**

Staff should take special care in ensuring that their dealings with other organisations cannot give rise to conflicts of interest between their duty of employment and their personal interest. This extends to the acceptance of hospitality and gifts from these organisations.

Little Gillies will prosecute anyone found to be committing fraud and will seek



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the repayment of losses where a case of fraud has been proven.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed .....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023



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