

Financial Procedure

Resources

- The resourcing of the Nursery is the responsibility of the manager.
- The overall budget for the year is set by the manager
- Financial monitoring of the budget is the responsibility of the accountant and reports to the manager.

It is the responsibility of the manager or person in charge with the consultation with staff to

Purchase, replace resources

- Purchasing the provisions (food) the finance for this will be via weekly cheques administered by the manager.
- The manager will administer a monthly petty cash figure of £100 a month
- The manager will administer the payment of milk via the petty cash weekly

Financial responsibility

- The collection of fees is the responsibility of the manager /person in charge
- Fees must be banked weekly, daily on cash machine
- If arrears accrue. A formal reminder letter will be sent out on the second week. If payment is not forthcoming the matter will be dealt with by the manager for pursuing

Dated: 29/10/2009

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