

Financial reviewing processes

- The Manager/person in charge will undertake a full review of the operation of the nursery every year in August.
- A financial review of the operation will be undertaken each year as part of the budget making process
- The manager has the right to ask the team to review any policy/practice at any time
- If a parent/main carer questions a policy or practice the team will review such and amend if necessary
- Reviewing working practice will be part of the supervision undertaken by the manager with individual members of the team
- The manager will report any changes to policies by newsletters
- Records of fee collection are to be kept as instructed by the accountancy
- Records of other financial transactions are to be kept as instructed by the accountancy
- The cash boxes are to be kept locked at all times and the keys kept on the person of either the manager/person in charge.
- Any financial discrepancies are to be reported to the manager immediately

Dated: 29/10/2009

Review Date: 01/11/2010