

Finance Policy

Procedures

As a private nursery it is important to ensure we are a viable business, to cover all staff's expenses, legal costs, insurances and requirements throughout.

To ensure the sustainability of the setting for staff, children and parents.

It is also important to us as a setting to ensure the nursery is well supported financially through wages, according and where possible above the average requirements, staff training and resources required by staff and children in enabling us to provide quality childcare throughout the setting.

Petty cash is kept on the premises allowing staff to purchase resources in helping them full fill their roles without any disruptions. All purchases are receipted and recorded.

All accounts are kept up to date and in accordance to requirements.

All Grant funded money is accounted for and recorded and spent in accordance of requirements set out in agreement and can be inspected on request at any time.

Payments to the setting can be paid through BASC'S payments through cheques or cash which are all receipted, recorded and paid in directly.

All payments received and method of payments are kept confidential.

Signed.....Date.....

Review date.....