



Martlesham Playschool, At Gorseland School, Deben Avenue,
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Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
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PLEASE DO NOT REMOVE

FINANCE POLICY

Finance Policy

- 1 The committee is responsible for :
 - Safeguarding the assets of the charity
 - Preventing fraud
 - Avoiding mistakes
 - Keeping financial records in accordance with the governing document and relevant legislation (eg. Charities Acts, HMRC, Customs & Excise, Companies Acts etc)
 - Preparing annual accounts in accordance with the governing document and relevant legislation
- 2 To enable the committee to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all committee members and staff
- 3 The policy and procedures will be reviewed annually by the committee and revised as necessary.

Financial Procedures

- 1 **Organisational Information**
 - Our financial year runs from September 1st to August 31st
 - Name of bankers – Barclays
 - Name of Auditor – Isles & Storer (auditor to be appointed at each AGM)
- 2 **Bank Accounts**
 - All bank accounts must be in the name of Martlesham Playschool, and will include : Current account, Deposit account, Reserve account
 - No account may ever be opened in the name of an individual or individuals
 - New accounts may only be opened by a decision of the committee which must be minuted
 - Changes to the bank mandates may only be made by a decision of the committee which must be minuted
 - Two people should be involved in counting cash receipts
 - All cheques must be signed by two signatories
 - The signatories are responsible for examining the cheque for accuracy and completeness
 - All Internet Bank Transfers must be authorized by two signatories
 - The Finance Manager is responsible for ensuring accuracy and completeness prior to transmission
 - The signatories are responsible for examining the payment documentation (purchase invoices etc) prior to signing the cheque or authorizing an internet transfer
 - Blank cheques must never be signed
- 3 **Signatories to the accounts**
 - Name – Caroline Swale Role – Business Manager
 - Name – Emma Minns Role – Committee Treasurer

- Name – Donna Creasey Role – Committee Vice Chair

4 Annual Budget

- An annual budget, setting out Martlesham & Kesgrave Playschools' financial plan for the year, will be prepared so that the committee can approve it before the start of each financial year
- The draft budget will be prepared by the following three personnel :-
Chairperson
Treasurer
Business Manager

5 Financial Reports

- A financial report will be prepared for every committee meeting
- The financial report will consist of :
Profit Loss
Balance Sheet
- Each financial report will be circulated to all committee members and discussed at the following committee meeting
- The reports will be prepared by the Finance Manager

6 Accounting & Other Financial Records

Martlesham & Kesgrave Playschools maintain a computerized accounting system which records :

- Cheques and cash received and banked
- Cheque payments, internet banking transfers and other amounts paid from the bank accounts
- Every transaction will be entered onto the accounts spreadsheet and will include:
The date of the transaction
The name of the person money was received from or paid to and the full amount
A brief description of why the money was received or paid
An analysis of each amount under its relevant budget heading, where applicable
- All documents relating to receipts and payment will be filed in the month they are input into the system
- A regular backup copy will be taken

7 Authorisation and Payment

- The committee must approve the purchase of any single item over £100
- No committee or staff member may authorize payment to themselves, their partner or relatives
- All goods received must be signed for, if unchecked they must be checked for completeness before payment
- Two signatories must sign the cheque or internet bank transfer sheet
- Once payment has been made the invoice (or receipt) should be marked "paid", together with the cheque number and date.
- All payments must be entered in the computerized accounting system only after being authorized
- Money will only be spent to meet conditions and requirements of the funding bodies and in pursuance of the objectives of Martlesham & Kesgrave Playschools
- Only the Finance Manager, Business, Play Manager & Deputy Play Manager will have access to using the debit card

8 Income

All monies received will be recorded promptly and banked without delay. Martlesham & Kesgrave Playschools will maintain files of documentation, ie letters from funding bodies to back this up

9 Payroll

- All employees must be asked to complete the relevant PAYE forms before they receive any payment
- All employees will be paid within the PAYE, National Insurance rules.
- All staff changes and changes to terms and conditions of employment must be authorized and minuted by the committee
- Payroll and all calculations will be made by the Finance Manager, together with Isles & Storer, accountants, who process the salaries

10 Insurance

- Appropriate insurance policies will be maintained to cover :
Employer's liability
Public liability
Contents
- An inventory of all assets of Martlesham & Kesgrave Playschools will be kept and regularly updated
- An electronic copy plus a copy on file will be kept

11 Fundraising

All fundraising and grant applications undertaken on behalf of Martlesham & Kesgrave Playschools will be done in the name of the organization

12 Confidentiality

- The confidentiality of employees' financial circumstances will be respected at all times
- Committee members, volunteers and employees will at all times act in the best interest of Martlesham & Kesgrave Playschools

13 Other Rules

- The committee will consider the level of reserves that is prudent for Martlesham & Kesgrave Playschools to have at its first meeting after the AGM. Consideration will be given to redundancy liabilities, lease agreements and any other significant factors that should be taken into account were Martlesham & Kesgrave Playschools to close
- Martlesham & Kesgrave Playschools will adhere to good practice in relation to its finances at all times

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)