

KINDERGARTEN/CENTRE MONIES POLICY

RATIONALE:

Parents/caregivers/whanau contribute to kindergarten/centre operating expenses by contracting to payment of fees on a regular basis. Parents/caregivers/whanau and community are encouraged to support the kindergarten/centre financially by participation in fundraising activities. Money is held in the kindergarten/centre until banked.

OBJECTIVE:

To provide systems whereby all monies are accurately accounted for and held securely.

POLICY:

1. Parents/caregivers will make regular fee payments to the kindergarten/centre.
2. Employees shall be responsible for counting and recording all payments received and ensuring that monies are held securely until banked.
3. Banking must take place on a regular basis, at least once a week as a minimum with no more than \$100.00 to be held in the safe overnight. Exceptions to this policy must have the prior approval of the CEO or Finance Manager.
4. Receipts are to be issued for all monies received.
5. The amount of any fee payment from a parent/caregiver is confidential to staff and auditor.
6. All monies raised through fundraising are to be banked into the central billing account.
7. In the event of monies going missing a report is to be sent to the Finance Manager detailing the circumstances surrounding the money going missing and what action has been taken to prevent future loss.