



FINANCIAL MANAGEMENT POLICY

The Director of Bottesford Bunnies Limited Clare Williams is responsible for the financial management of the setting.

Clare Williams has access to the company bank accounts (via internet)

Clare Williams is responsible for:

Banking all monies collected

Issuing all fee invoices to parents / Collecting fees and updating the Connect Childcare management system.

Receiving bank statements and checking for errors

Collecting all receipts and passing to accountant

Payment of salaries in line with HMRC guidance

Payment of Tax and National Insurance contributions

Maintaining a cashflow forecast

Regularly sending all accounts paperwork to accountant for auditing.

Adhering to pension regulation and requirements.

Bottesford Bunnies Limited employs the services of

Kerry Welton
Easter Rise
North End
Goxhill
North Lincs
DN19 7JR
Tel 07544549872

Any issues or discrepancies within the setting accounts will be investigated by Clare Williams

If the issue/discrepancy is of a serious nature, Kerry Welton (Accountant) will be contacted for guidance.

References to other relevant policies

Payment & collection of fee Policy

This policy was adopted at the meeting held on the 16th May 2012 by
Review date May 2013
Updated September 2012
Next Review September 2013
Updated October 2012 Review October 2013 Updated 08.04.13
Reviewed June 2013
Next review June 2014
Reviewed December 2014
Next review December 2015
Reviewed and updated February 2016
Reviewed and updated January 2017
Next review date January 2018
Reviewed December 2017
Next Review date December 2018
Reviewed and updated October 2018
Next review date October 2019
Reviewed and updated July 2019
Next review date July 2020
Reviewed and updated January 2021
Next review date January 2022
Reviewed and updated at staff meeting January 11th, 2021
Next review January 2022
Reviewed and updated at staff meeting January 2022
Next review January 2023
Reviewed at staff meeting November 30th 2022
Next review November 2023
Reviewed at staff meeting November 28th, 2023.
Next review November 2024
Reviewed and updated at staff meeting Wednesday 4th March by Director/Manager,
Deputy and Educators
Next review date March 2027