



Colyton Caterpillars Early Education

Finance Policy Staff/Committee

This policy was agreed by trustees/staff:	
Date of last review:	October 2023
Date of next review:	December 2023
Reviewed by:	K.Clode

Reviewed October 2023 includes recommendations from September 2022 investigation.

- There will be a petty cash tin if money is used, please provide a receipt.
- Use a book to record transactions in petty cash and carry out a monthly check.
- QuickBooks to be used by Management, Family Hub Coordinator/Signatory and Treasurer ONLY.
- Chair and Secretary both have access to QuickBooks account.
- Staff/Committee that use QuickBooks to complete relevant training.
- All receipts where possible are to be in full and placed in correct file by Management/ Family Hub Coordinator and uploaded to QuickBooks for reconciliation.
- Company card is to only be used by Treasurer, Management and Family Hub Coordinator
- If staff/committee buy resources, please provide a receipt and give to the Treasurer for reimbursement.
- Staff will be paid in advance on the 1st of every month.
- Overtime is paid in arrears.
- Sick pay will be deducted by accountant.

- All finance will be dealt with by Management/Treasurer and Family Hun Coordinator.
- Management/ Family Hun Coordinator to keep QuickBooks up to date and reconcile accounts for accountants.
- Holiday to be taken by agreement with management.
- Card to be kept in locked draw at Colyton Caterpillars (one card) Kate and Treasurer only know whereabouts of the key.
- Ensure the payroll payment grid has monthly spot checks, don't just copy, and paste to ensure payments are correct. Save a separate copy of each month's payroll grid on file for audit purposes.
- Ensure all receipts are itemised where possible, if establishments do not provide itemised receipts ensure details of the items purchased are attached to the receipt or noted in QuickBooks.
- All receipts uploaded to QuickBooks and are verified by our accountant (CRW)
- All transactions to be made on premises.
- Agree the roles and responsibilities of the Treasurer.
- CRW to be contacted and name amended if Treasurer details change.

Role of Treasurer at Colyton Caterpillars

The treasurer will:

- Have oversight of the QuickBooks account which will be maintained by Kate Clode – Manager and Meg Bilton – Family Hub Coordinator/Signatory
- Have oversight of the charity's bank account which will be maintained by Kate Clode – Manager, Rachel Nation – Signatory and Treasurer
- Have oversight of the overall accounting records including receipts, statements etc which will be maintained by Kate Clode – Manager and Meg Bilton – Family Hub Coordinator/Signatory
- Review the charity's financial performance and provide reports to the committee at the monthly committee meetings
- Review the charity's finance policies for consideration by the committee.
- Liaise with CRW Accountants when required.
- Attend the setting once a month to review financial information including payroll grid, QuickBooks and bank account.

Please note that all Trustees and not just the Treasurer are responsible for the Charity's finances and should be able to understand, consider and comment on financial information. Chair and Secretary to have access to QuickBooks account