**FINANCE POLICY**

**Rationale:** Good financial management practices ensure the long-term viability of any Early Childhood Centre/Service.

**Purpose:** To ensure the financial operation systems within the Centre are maintained in a manner that accurately monitors the day-to-day finances and shows accountability to Management, parents and Ministry of Education.

**GUIDELINES**

* An annual review of fees will take place to ensure the Centre is able to meet all financial commitments.
* The annual review of fees shall reflect the current rate of inflation.
* The child attendance fees should be set to cover the operating costs and to support the on-going viability of the Centre. Fundraising may be under taken to support the running of the Centre.
* The Centre will subscribe to the Ministry of Education 20 hours ECE Funding Programme.
* Management and teaching staff will have knowledge and understanding of the resources required to provide a quality early childhood education programme and the budget required to achieve this.
* The Owner/Board of Trustees will provide guidance and support to Management to achieve budget requirements.
* Professional accountancy services shall be contracted to support the financial management of the Centre.
* Parents/whānau of children attending the Centre will be informed of the amount of Ministry of Education (MoE) Funding the Centre receives and how this is spent.

**PROCEDURES AND RESPONSIBILITIES**

**Budget**

* Management will be responsible for the development of an annual budget in consultation with those in key leadership roles within the Centre.
* Provision will be made for staffing costs, professional development, equipment, consumables, and all operational costs.
* The budget will be monitored on a monthly basis recording actuals against the budget. A monthly financial report ensures all parties are well informed on the current financial viability of the Centre

**Annual Reporting**

Management is responsible for the preparation of the annual audited financial statements at the end of the financial year. These will be made available to relevant key stakeholders to show how Government funding has been spent.

**Financial Records**

* Parents will sign the attendance register (sign in and out sheet) each day to verify that their child has attended the service.
* Parents will be made aware that the Annual Financial Statement is available for viewing. Funding received from the Ministry of Education and Work and Income will be clearly shown.
* Audited financial statements will be sent to the Ministry of Education within the timeframe required.

***The following can be added, using the procedures within your Centre.***

* Centre Accountant Responsibilities
* Manager/Supervisor Responsibilities
* Payment of Salaries/Wages
* Payment of Accounts
* Fundraising
* Role of the Treasurer
* Petty Cash
* Discretionary Expenditure
* Audit

**FEE STRUCTURE**

**Rationale**

To provide a clear and accurate fee structure that ensures the Centre can plan for appropriate staffing levels and meet all financial obligations.

**Procedures**

* The Centre will review fees annually to ensure fee increases are manageable for families. Increases should be consistent with current inflation.
* If the Centre is informed children are to be absent on their booked days, an Absence Fee of **XX**% of regular fees for the time absent shall apply. *Check this reflects your Centre policy.*
* For children who receive a WINZ Subsidy, the Absence Fee will be the equivalent of their subsidy or **XX**% of their usual fee, whichever is the greater. *Check this reflects your current Centre policy.*

**Notified Absence**

**Sickness**

* When the Centre is notified of a child’s absence due to illness before 8.30am (or 12:00pm for those booked for the afternoon only) the Absence Fee shall apply.
* Parents/caregivers will be charged 100% for the day that their child attends the Centre, but is asked to go home because of sickness. The Absence Fee shall apply thereafter. *Check this reflects your current Centre policy.*

**Holiday**

* Five days’ notice is required for children’s absence due to holidays.
* A Non-attendance form will be completed by parents and passed on to the Manager or respective Head Teacher for all holiday absences. *Check this reflects your current Centre policy.*

**Un-notified Absences**

Un-notified absence will be charged at the usual full rate.

**Late Fee**

* Any child not picked up after their booked session time without notification will incur a $**XX** per ¼ hour surcharge.
* If children are not picked up within 15 minutes of their booked time, staff are to notify the parent/caregiver or emergency contact on the child’s registration form.
* If children are not collected at the end of the day two staff will stay with the child/children until **XX** pm. After this time the police will be notified. *Check this reflects your Centre policy.*

**Payment of Fees**

* All accounts are to be paid weekly or fortnightly in full.
* Statements will be available fortnightly to parents and/or on request.
* Payment will be due in full 7 days after receipt of statement/invoice.
* Payment will be requested by automatic payment, bill payment or alternatively by cheque or cash.

**Annual Schedule of Fees for 2017**

Hourly Rate $

Daily Rate $

Weekly rate $

Any other options provided.

Fees to apply from XXX date.

*Complete using your Centre fees*

**Optional Charge**

* Children receiving 20 Hours ECE Funding will be asked to pay an Optional Charge of $**XX** *(state reason here).*

***Licensing Criteria GMA 3.***