ADMIN PROCEDURES

Recording Payments

- All payments are recorded on the clip board
- Payments can be cash, cheque, card, voucher, Standing Order
- Open Income / Expenditure Record (shortcut on desktop)
- Income is recorded for each child
- Reconcile the cash & cheques card payment
- Fill in on bank book and taken to the bank
- Print off bank statement (if available) and record any standing orders of voucher payments
- Print off and attach to hand records
- File in Bank Statements for current year
- Copy and paste the top lines to the summery sheet – so a weekly summary is produces
- HETTY has a soft wear system in place to record payments

Recording Expenditure

Expenditure is in the form of orders placed, cheques written, and wages.

- Record all orders placed on the yearly Income / Expenditure Record – highlight yellow to identify it's been recorded and file in expenditure file section 1
- Invoices received should be reconciled with the order if both same leave and simply file, if different amend the spreadsheet
- Wages should be obtained from the payroll file and recorded monthly
- Each week check the cheque book, record payments on expenditure sheet and highlight yellow to indicate it's been entered
- Copy top lines to summary sheet – so weekly summary is produced

Bank Reconciliation

- Each week the bank statement should be printed, and all items should be reconciled. Items reconciled are shaded grey. Any outstanding items would remain clear until resolved.

- Occasions may arise when items appear on the bank statement that you have no record of – check with DB and add to sheet if required.

Recording pupil payments

- Each week after banking is done, print out the income side of sheet, attach the hand written record sheets and card payment slips and staple.
- In pupil payment , record each payment – if bill is rising and few payments alert DB – send out bill
- At the end of each month or more frequently when needed send out bills to all parents with outstanding debt
- If parents fall behind with payments we will follow our debt recover policy
- All parents receive a monthly invoice and a receipt on payment via our soft wear system Connect.

This policy was adopted at a meeting of HETTY preschool Staff & Trustees