

## **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

### **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**

## Hoole Enterprise Trust – Time for You (HETTY)

- 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 file, 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

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
28/04/23	Denise Bowes	<b>28/04/24</b>