



## Financial Policy

### Finance

The treasurer shall keep proper accounts of the finances of the organisation. At each meeting of the Management Committee the Treasurer or her/his deputy shall present a Statement of the Accounts to the committee. Approval of budgets and annual accounts shall be recorded in the minutes.

All cheques shall be signed by two Officers, one of whom shall normally be the Treasurer. Duplicate bank statements shall be sent to the Chairperson.

In general there will be two company debit cards, one of whom shall normally be the payroll officer and the Business Manager.

At the end of the financial year the Treasurer shall prepare the accounts, which, will be verified by an independent examiner appointed by the committee, once completed the accounts shall be presented to the Annual General Meeting. The financial year runs from January to December

The funds of the organisation shall only be used for the purposes of the organisation and no payment shall be made to any member except:

- If that member is employed by the organisation
- As repayment of expenses properly incurred on behalf of the organisation
- As interest at a reasonable rate on money lent to the organisation

**This policy was adopted at an Under5s AGM meeting held  
on.....14.5.2018.....date**

**Signed on behalf of the Pre-school .....Chair  
person.**