

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

4.11 Petty Cash

The decision was taken to no longer hold a petty cash reserve at Pre-School. In May 2022, the cash held was repaid to the Pre-school bank and the income and expenditure to date for the current year was recorded in the accounts.

The only time that cash is paid out before the expenditure takes place is in terms of a float. This policy will now cover the process involved in funding a float for events.

To ensure transparency in handling all income and expenditure of the Pre-school and to support financial planning, in order to ensure that the charity can meet its obligations to members and users of the organisation, in ensuring that income and property of the Pre-school is applied solely to furthering the objects (central aims) of St Joseph's Pre-school.

- When an event (i.e. tombola, cake raffle) is planned the Treasurer will calculate the relevant float required (and the denominations it is required in) and complete an employee expense form.

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- The Treasurer will include the expense form in the relevant month accounts.
- Once the event has taken place the Treasurer will pay the float back into the Pre-School account.
- Where it is not possible to pay cash into the Bank or via the Post Office, the Treasurer will make a bank transfer and provide a paper trail which will be signed by the Chair/Treasury Assistant. Cash totals will be counted by the Treasurer in the presence of another person (approved by the Chair) and detailed on a cash voucher which will be signed by both and filed with a copy of the bank transfer confirmation in the cashbook analysis.

Cash Voucher

Description of Monies	<u>Return of cash float (paid on EXP7) - tombola float only</u>
£20	20
£10	10
£5	
£2	
£1	
50p	
20p	
10p	
5p	
2p	
1p	
Total	<u><u>30</u></u>

Signed by Treasurer	_____
Counterchecked	Name _____
	Role _____
Date	_____
Reason not paid into Bank/Post Office	Post Office won't accept deposit with Debit card _____
Date Paid Into Preschool Bank	<u>09/05/2022</u>

- Income raised at the event is documented on a cash voucher as above (separate to the float) and paid into the Pre-School account in the same way as the repayment of the float.
- Any floats or income raised that is held in cash awaiting an event or banking should be kept in a locked box and the key kept securely away from the box.
- All cash balances must be paid into the Pre-School account before the last day of the month in order to be correctly recorded in the accounts

Associated policies and procedures

- 4.10.2 Financials Controls Policy

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed and updated	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	16/01/2020 Cttee Mtg
4.0	L Farrer	Updated to <ul style="list-style-type: none"> • reflect petty cash no longer held, with the exception of short term holding of cash floats and cash income raised via events. • All expenses to be reclaimed via staff expense claim form • Inclusion of “Associated policies and procedures” section re Section 175/157 2022 safeguarding audit 	20/06/2022 Cttee Mbr (G Ind)