

General Welfare Requirement: Organisation

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.

Finance

4.11 Petty Cash

Statement for St Joseph's Pre-School

The decision was taken to no longer hold a petty cash reserve in the Pre-School building. All expenditure by staff is now reclaimed via the staff expense policy on presentation of relevant receipts and a completed expense form.

The Treasurer holds petty cash to fund floats for fundraising events (which is the only time cash is paid out before receipts are obtained). At the start of the academic year this will be £100. Throughout the year, this will increase following fundraising events and any surplus (in complete bags for coins) above the £100, should be deposited into the Pre-School bank account as soon as possible to minimize cash held. At the end of the year the whole amount (minus the initial £100 balance) should be paid in.

Statement of Intent

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 setting, 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.

Procedure: General

- At the end of each summer term the Treasurer will ensure that all monies above the £100 are paid into the Pre-School bank account
- The balance will be maintained at £100 or above throughout the year
- Bank deposits throughout the year must be made up of notes and complete bags of coins (i.e. no loose change) in order to avoid any charges or issues with making deposits

Procedure: Floats and Events

- 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 Event Cash Voucher
- The Treasurer will provide floats to the relevant individuals who will sign the Event Cash Voucher (Annex 1) to confirm they have received these monies
- This form will be held by the Treasurer until the end of the event when it will be used to total up the cash held and deduct the float to calculate the event takings
- The cash up process will be conducted by two individuals (one of which must be a Committee member or member of staff)
- The Treasurer will then sign to confirm they have received the cash (and it reconciles to the Event cash voucher)
- The Treasurer will upload a copy of the signed and verified Event Cash Voucher to the Treasurer G Drive
- Any funds over and above the £100 float will be paid into the Pre-School bank account as soon as possible

Procedure: Cash Payments Received

- For cash payments received, such as payment for charity dress down days, Pre-School trips or in relation to invoices then a Cash Payment for Banking voucher is completed by the Treasurer (See Annex 2)
- This does not include raffle tickets (see cake raffle process) or payments at events (which are covered under the process above)
- The vouchers will be saved on the Treasurer G drive and the funds will be banked as soon as possible
- If monies are not able to be banked immediately they will be kept in the locked petty cash tin until they are banked
- Any cash payments that are held in cash awaiting banking should be kept in a locked box and the key kept securely away from the box
- All cash balances should be paid into the Pre-School account before the last day of the month in order to be correctly recorded in the accounts, and must be paid in before the end of the year (31st August).

Associated policies and procedures

- 4.10.2 Financials Controls Policy
- 4.10.4 Fundraising

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 Jan 2020 Committee Meetingg
4.0	L Farrer	Updated to • 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 June 2022 Committee Member (G Ind)
5.0	L Farrer	Updated to specifically deal with floats for events and also cash payments received	28 Mar 2023 Committee Member (S Webb)
6.0	L Farrer	Reviewed, updated and version controlled	13 May 2025 Treasurer (L Farrer)

Annex 1: Event Cash Voucher

Cash Voucher			
Event: _____		Date: _____	
	Float paid	Cash at end of event*	* inclusive of original float
£20			
£10			
£5			
£2			
£1			
50p			
20p			
10p			
5p			
2p			
1p			
Total	<u>0</u> a	<u>0</u> b	<u> </u> Total Event Takings (b-a)
Float received by: Name: _____			
Date: _____			
Signature: _____			
Cash totals counted by: Name: _____			
Signature: _____			
Name: _____			
Signature: _____			
Reconciled by Treasurer: _____			
Date paid into Bank: _____			

Annex 2: Cash Payments for Banking

	A	B	C	D	E	F	G
1	Cash Voucher						
2							
3							
4	Payee	£	Description of Payment				
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							
5							
6	Total		0				
7							
8	Signed by Treasurer						
9							
0	Date						
1							
2							
3	Date Paid into Pre-School Account						
4							