Financial Management Contingency Policy

Introduction

In order to continue operating, the flow of income (from Surrey County Council and parents who pay fees), and outgoings, primarily staff wages needs to be maintained.

These day to day financial operations of the Pre-school are managed primarily by the Pre-school Treasurer, the Pre-school Manager and the Church Treasurer.

Purpose

This policy will be adopted to ensure that the Pre-school can continue to operate should either the Manager or the Treasurer be unable to carry out their normal duties.

Contingency Plans

Normal system shown in black
Contingency measures when Pre-school Manager absent shown in Red
Contingency measures when Pre-school Treasurer absent shown in Purple
Contingency measures when Church Treasurer absent shown in Orange

Monthly Staff Wages

1. Preschool Manager records the monthly hours on the excel Staff Attendance sheet and sends to the Preschool Treasurer (SM) via email on or around the 20th of the month.

   Note: Wages are paid for the month but extra hours/absences etc are paid based on actual hours to the 20th.

   Preschool Deputy Manager to prepare in Manager's absence

2. Preschool Treasurer calculates the monthly wages (using the Excel Little Stars Wages Jan to Dec sheet – see detailed procedure below) and sends to the Church Treasurer who then prepares the 'Wages Payable'.

   Preschool Manager or Committee Chairman to prepare in Treasurer's absence and send to the Church Treasurer (DM)

Need to find out from David what the contingency is if he isn't available to prepare – who to send to

3. Church Treasurer provides figures for Net Wages, PAYE/NI and Pension to Preschool Treasurer

   Church Treasurer provides figures for Net Wages, PAYE/NI and Pension to Preschool Manager or Committee Chairman to prepare in Pre-school Treasurer's absence

Need to find out from David what the contingency is if he isn't available to prepare

4. Preschool Treasurer makes wage payments through Little Stars Bank account via online banking on or around the 28th of the month

   Church Treasurer to make payments through Stoughton PCC bank account (bank details for the employees are held in Sage software).

   The total to be reimbursed by a cheque from Little Stars Preschool to Stoughton PCC. A cheque book is to be held by Preschool Manager. A single signatory is required

Other Monthly Payments

1. Pre-school Treasurer makes monthly bank transfer to the Stoughton PCC account to cover
   - Rent, Light & Heat
   - Cleaner
   - Pensions
   - PAYE/NIC

   The total to be reimbursed by a cheque from Little Stars Preschool to Stoughton PCC. A cheque book is to be held by Preschool Manager. A single signatory is required

Income

Is any contingency required for income?

Detailed Procedure for Calculating Wages

The calculation uses the Excel Spreadsheet: 'Little Stars Wages Jan to Dec'

The Spreadsheet is password protected as it is sent via email

Excel Column / Cell	Action required
C	Extra Hours - add the hours to Column C and £ is calculated in column J
D	Holiday pay calculated for Cover Staff only on hours worked in the month, automatic calculation when figure entered in column D for existing cover staff and £ calculated in column K
E	Absence Hours - add hours to Column E as a negative figure and £ calculated in column I
F	Profiles – paid for 20 minutes per week per child, based on number of weeks in the month (Box2) and calculated in column L. Need to update column B in January, April/May & September for new term.
G	Hourly Rate calculated each term, need to update in January and update column G
H	Basic Pay calculated each term, need to recalculate this figure in January, April/May & September and update column H for new term.
M	Items Bought – add detail in expenses box and total into column M
E23	Rent Heat & Light – add number of days in the month to box E23
E27	Cleaner – add number of days in the month to box E27

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Financial Management Contingency Policy v1.0	02/2025		SM/DH/AP/	Initial issue