

<b>Policy title</b>	<b>Kids/Youth Holiday Programme - Financial Policy and Procedures</b>
<b>Policy area</b>	Kids/Youth Programmes / Accounts
<b>Policy available for Students – yes/no</b>	YES
<b>Policy detail</b>	<p><b>Budget</b>          TLC aims to have fit for purpose budgeting processes in place to meet with the organisation’s needs and objectives.</p> <p>The Kids Classes / Holiday Programme budget is prepared and proposed by the Kids Art Programme Coordinator and approved by Management and accounts each term. The budget will take into account material costs and staff wages (including holiday programme staff).</p> <p>Routine materials will be purchased by programme staff using a TLC prepaid credit card. A prepaid credit card will be loaded with funds by the Finance team and the Programme Coordinator is required to provide receipts of purchased materials to the Finance team. Any non-routine materials require a proposal to be submitted for consideration.</p> <p><b>Financial Management</b>          Budgets and financial decisions, in relation to the Kids classes and holiday programme budget are overseen by the Finance Controller who makes recommendations to the Management team for approval.</p> <p>All government funding received will be separated out in the accounts and subsequent reporting in accordance with OSCAR requirements.</p> <p><b>Fees</b>          The fee structure will be printed on the programme and on the TLC website prior to the commencement of the programme.</p> <p>All fees are paid at the time of registration directly to TLC, via credit card on the Enrolmy App. If payment is not received within two hours of the booking being made then the booking will be automatically deleted.</p> <p>Once payment has been made, both the invoice and the payment transactions/ journals sync with xero. Showing the parent/child invoiced (booked/registered) and paid.</p> <p>OSCAR subsidies received are allocated to the child/parent booking as per the Te Kahui Kahui remittance received by email. The balance of fees owing are paid by the parent either before or after the receipt of the subsidy. Any outstanding fees will be followed up for collection by the finance team.</p> <p>TLC has been approved for Oscar funding since June 2018.</p>
<b>Related Procedures</b>	
<b>Date Created</b>	Feb 2018
<b>Review Dates</b>	Oct 2019, Jun 2020, August 2021, March 2023, Nov 2023
<b>Next review date</b>	Nov 2024