



## FINANCE POLICY

- At Worstead Parent, Baby & Toddler Group we ask parents/carers to contribute towards the running cost of the group by paying a fee each time they attend. This ensures that we can meet our outgoings such as rent, insurance and the cost of resources and equipment.
- The group has a bank account to ensure that any money received is accounted for and safe.
- Appropriate financial records are kept ensuring that all transactions are recorded and to help with future financial decisions.
- Additional sources of funding are researched and developed including applying for grants and fundraising activities, if applicable. If parents/carers can help with this, they are encouraged to let a group leader know.
- Group leaders' budget to help make financial decisions and to minimise the possibility of the group closing as it is no longer financially viable.
- If parents/carers are struggling with fee payments, they can talk in confidence to group leaders.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	<i>C L Gwilliam</i>
Name:	Alicia Grix
Position	Committee Chair
Signed	<i>AGrix</i>
Date:	1 <sup>st</sup> September 2025
Date for Review:	31 <sup>st</sup> August 2026

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*