**FINANCE POLICY   
Licensing Criteria GMA 2.**

**Rationale:** Good financial management practices ensure the long-term viability of any Home-based Network Service.

**Purpose:** To ensure the financial operation systems within the Service are maintained in a manner that accurately monitors the day-to-day finances and shows accountability to families and Ministry of Education.

**GUIDELINES**

* An annual review of fees will take place to ensure the Homebased service is able to meet all financial commitments.
* The annual review of fees shall reflect the current rate of inflation.
* The child attendance fees should be set to cover the operating costs and to support the on-going viability of the Service. Fundraising may be under taken to support the running of the service.
* The service will subscribe to the Ministry of Education 20 hours ECE Funding Programme.
* Management and educators and coordinators will have knowledge and understanding of the resources required to provide a quality early childhood education programme and the budget required to achieve this.
* The Owner will provide guidance and support to the educators and coordinator to achieve budget requirements.
* Parents/whānau of children attending the service will be informed of the amount of Ministry of Education (MoE) Funding the Centre receives and how this is spent.

**PROCEDURES AND RESPONSIBILITIES**

**Budget**

* Home-based Network Service Owner will be responsible for the development of an annual budget in consultation with those in key leadership roles within the service.
* Provision will be made for professional development, equipment, consumables, and all operational costs.
* The budget will be monitored on a monthly basis recording actuals against the budget. A monthly financial report ensures all parties are well informed on the current financial viability of the Service.
* The Family Tree Homebased office administrator is responsible for overseeing all financial systems, payment of wages, and ensuring that appropriate advice is given to the Directors on a regular basis.
* Services owner is responsible for the development of the annual budget in consultation with the Home-based Coordinator.
* An annual budget will be formulated by the Services Owners setting out the services revenue and expenses for the year. It will include professional development costs, equipment and material costs for the ongoing purchased of toy library equipment and consumables, and operational costs, as necessary.

**Annual Reporting**

Home-based Network Service Owner is responsible for the preparation of the annual audited financial statements at the end of the financial year. These will be made available to relevant key stakeholders to show how Government funding has been spent.

**Financial Records**

* Parents will sign the attendance register (sign in and out sheet) each day to verify that their child has attended the service.
* Parents will be made aware by the educator when required that the Annual Financial Statement is available for viewing. Funding received from the Ministry of Education and Work and Income will be clearly shown.
* Audited financial statements will be sent to the Ministry of Education within the timeframe required.

**FEE STRUCTURE**

**Rationale**

To provide a clear and accurate fee structure that ensures the Home-based Network Service can plan for appropriate staffing levels and meet all financial obligations.

**Procedures**

* The Service will review fees annually to ensure fee increases are manageable for families. Increases should be consistent with current inflation.
* If the Service is informed children are to be absent on their booked days, an Absence Fee set by individual educations will be informed to families on enrolment. *.*
* For children who receive a WINZ Subsidy, the Absence Fee will be the equivalent of their subsidy or of their usual fee, whichever is the greater.

**Notified Absence**

**Sickness**

* When the Service is notified of a child’s absence due to illness the Absence Fee shall apply.
* Parents/caregivers will be charged 100% for the day that their child attends the Service, but is asked to go home because of sickness. The Absence Fee shall apply thereafter.

**Holiday**

* Five days’ notice is required for children’s absence due to holidays.
* A Non-attendance form will be completed by parents and passed on to the coordinator for all holiday absences.
* The coordinator will pass holiday form onto the office manager.

**Un-notified Absences**

Un-notified absence will be charged at the usual full rate.

**Late Fee**

* Any child not picked up after their booked session time without notification will incur a ¼ hour surcharge for every ¼ of an hour the parent/caregiver is late. (Please note individual Educators set their own hourly rate, which will be informed to families on enrolment.)
* If children are not picked up within 30 minutes of their booked time, educators are to notify the parent/caregiver or emergency contact on the child’s registration form.
* If children are not collected at the end of the day by 7-30pm and the educator has not been able to reach the child’s parent/caregiver or emergency contacts, first the coordinator will be contacted. After 8-30pm and still no contact has been reached the police will be notified.

**Payment of Fees**

* All accounts are to be paid in full weekly either by direct debit or personally as per the parent information pack directly to the Educator.
* Statements will be available weekly to parents and/or on request.
* Payment will be requested by automatic payment, bill payment or alternatively by cheque or cash.
* WINZ childcare subsidies are available to some families. Parents are responsible for the ongoing renewal of any subsidy forms to maintain their eligibility.
* Educators must give parents a minimum of 30 days’ notice if they intend to increase their fees.

**Annual Schedule of Fees for 2018**

Hourly Rate $

Daily Rate $

Weekly rate $

Any other options provided.

Fees to apply from XXX date.

**Optional Charge**

* Educators may choose to ask families to pay an optional charge for the children receiving 20 Hours ECE funding. Educators will inform parents of Optional Charge and reasons for optional charge on enrolment.