

OLYMPIC AVENUE KINDERGARTEN INC.

COMMITTEE REIMBURSEMENTS POLICY

Quality Area 7



PURPOSE

This policy will provide:

- guidelines to ensure that purchases made by Committee members are authorised by the Committee.
- procedures for applying for reimbursement for purchases and for gaining authorisation for purchases.

POLICY STATEMENT

1. VALUES

Olympic Avenue Kindergarten is committed to:

- Ensuring that the kindergarten's finances are managed responsibly and within the budget as determined by the Treasurer and ratified by the Committee of Management.
- Accountability for purchases made with the kindergarten's money.

2. SCOPE

This policy applies to the Approved Provider and members of the Committee of Management.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Early Childhood Development (DEECD) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program.

It is the Committee of Management's responsibility to ensure that all income and expenditure is accounted for, in accordance with the budget set by the Treasurer. This policy provides Committee members with guidelines for applying for approval to purchase items/equipment required for the everyday running of the kindergarten program and/or fundraising and social events.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
 - Standard 7.3: Administrative systems enable the effective management of a quality service

4. DEFINITIONS

For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

5. SOURCES AND RELATED POLICIES

Sources

- *Victorian kindergarten policy, procedures and funding criteria:*
www.education.vic.gov.au/ecprofessionals/kindergarten/
- The constitution of Olympic Avenue Kindergarten Inc.

Service policies

- Fees Policy

PROCEDURES

The Approved Provider is responsible for:

- Approving purchases in accordance with the budget.
- Monitoring budget expenditure.
- Ensuring that signatories only sign cheques for other members, and not for themselves.

The Treasurer/Assistant to Treasurer is responsible for:

- Setting and monitoring the budget
- Advising the Approved Provider on whether approval should be granted for purchases.

Committee Members are responsible for:

- Requesting approval from the Committee prior to purchasing materials/equipment exceeding \$50.00 and explaining why the request is being made. When purchases need to be made between committee meetings members must gain approval via email.
- Providing the Treasurer/Assistant to Treasurer with receipts/tax invoices for all purchases, especially those over \$50.00.
- Filling in the reimbursement form (refer Attachment 1) for all purchases.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

- Attachment 1 – Committee Reimbursement form

AUTHORISATION

The policy was adopted by the Approved Provider of Olympic Avenue Kindergarten Inc. on 28th May, 2013.

REVIEW DATE: 28TH MAY, 2015

ATTACHMENT 1 – CHEQUE REIMBURSEMENT FORM



Cheque to be made out to:	
Amount required on cheque:	
Contact details if any further information needed:	
Brief description of expense being claimed:	
Instructions on how you wish to get the cheque:	

Attach receipts here:

(if sending form electronically, send the receipts to the Treasurer in an envelope with the date of the email written on the front)