

9.0 Finance and Accounts

- 9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:
- (a) annual reports;
 - (b) annual returns; and
 - (c) annual statements of account.
- 9.2 The accounting records shall, in particular, contain:
- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
 - (b) a record of the assets held and any monies owed by the Pre-school.
- 9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.
- 9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.
- 9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.
- 9.6 Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.
- 9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy.

10.0 Minutes

- 10.1 The Committee will keep minutes of all proceedings at all meetings of the Pre-school and of the Committee. The minutes shall record:
- a) the names of everyone present at the meeting;
 - b) the decisions made at the meetings;
 - c) where appropriate, the reasons for and any actions arising from the decisions; and
 - d) any other material details regarding the meeting.

11.0 Dissolution

- 11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.