

# Information and Records

## Reserves

### Policy statement

The parent committee is responsible for the pre-school finances.

To ensure good practice in the financial management of the pre-school at least one term's operating expenses are to be held in a reserves account. The reserves account will be a higher interest savings account.

The amount to be held in the reserves account has been calculated at:

£32,500

This is to ensure the continuity of the pre-school in times of financial difficulty and enable the management committee to meet its financial obligations regarding staff salaries, rent and any other contractual expenses.

In the event of the pre-school closure this fund is available for redundancy payments.

This policy will be reviewed regularly to ensure the amount held is appropriate to the pre-schools current operational expenses

|  |                              |                 |
|--|------------------------------|-----------------|
| This policy was adopted at a meeting of      | <b>Handsworth Pre-school</b> | name of setting |
| Held on                                      | <b>4 June 2018</b>           | (date)          |
| Date to be reviewed                          | <b>3 June 2019</b>           | (date)          |
| Signed on behalf of the management committee |                              |                 |
| Name of signatory                            | <b>Elizabeth Kent</b>        |                 |
| Role of signatory (e.g. chair/owner)         | <b>Chair</b>                 |                 |