

Policy title	Kids/Youth Holiday Programme - Financial Policy and Procedures
Policy area	Kids/Youth Programmes / Accounts / Operational Management
Policy available for Students – yes/no	YES
Policy detail	Budget TLC aims to have fit for purpose budgeting processes in place to meet with the organisation’s needs and objectives. The Kids Classes/Holiday Programme budget is prepared and proposed by the Tutor/Kids Art Programme Coordinator and approved by Operational Management and accounts each year. The budget will take into account material costs and staff wages (including holiday programme staff). Routine materials will be purchased by the Tutor/Kids Co-ordinator each term or as required according to the ‘Expenditure Policy & Procedure’. Any non-routine materials require a proposal to be submitted for consideration. Financial Management Budgets and financial decisions, in relation to the Kids classes and holiday programme budget are overseen by the Finance Controller who makes recommendations to the Operational Management team for approval. All government funding received will be separated out in the accounts and subsequent reporting in accordance with OSCAR requirements. Fees The fee structure will be printed on the programme and on the TLC website prior to the commencement of the programme. All fees are paid at the time of registration directly to TLC, via credit card on the Enrolmy App. If payment is not received within two hours of the booking being made then the booking will be automatically deleted. Once payment has been made, both the invoice and the payment transactions/ journals sync with xero. Showing the parent/child invoiced (booked/registered) and paid. OSCAR subsidies received are allocated to the child/parent booking as per the Te Kahui Kahu remittance received by email. The balance of fees owing are paid by the parent either before or after the receipt of the subsidy. Any outstanding fees will be followed up for collection by the finance team. TLC has been approved for Oscar funding since June 2018.
Related Procedures	Expenditure Policy_CURRENT
Date Created	Feb 2018
Review Dates	Oct 2019, Jun 2020, August 2021, March 2023, Nov 2023, Nov 2024, Sept 2025
Next review date	Sept 2026