

Policy title	Kids/Youth Holiday Programme - Financial Policy and Procedures
Policy area	Academic / Accounts
Policy available for Students – yes/no	NO
Policy detail	<p>Budget TLC aims to have fit for purpose budgeting processes in place to meet with the organization’s needs and objectives.</p> <p>The Kids classes / Holiday Programme budget is prepared and proposed by the youth art coordinator and approved by accounts and the Academic Board each term.</p> <p>The budget will take into account material costs, staff wages (including holiday programme staff,) and the youth art coordinator’s administration hours.</p> <p>Materials will be purchased by programme staff and reimbursed at the end of the programme.</p> <p>Financial Management Budgets and financial decisions, in relation to the Kids classes and holiday programme budget are overseen by the Financial Controller who makes recommendations to the Strategy Group for approval.</p> <p>Fees The fee structure will be printed on the programme and on the TLC website prior to the commencement of the programme.</p> <p>Fees are paid directly to TLC, via credit card or online payment.</p> <p>All fees are to be paid before the programme begins by way of automatic payment, cash or cheque with the exception of any payments coming from outside agencies.</p> <p>TLC has been approved for Oscar funding since June 2018.</p>
Related Procedures	
Date Created	Feb 2018
Review Dates	Oct 2019, Jun 2020, August 2021
Next review date	August 2022
Links	