



Play • Learn • Grow

Christ the King site (registered office):
c/o Christ the King School, Easton Hill Rd, Thornbury, BS35 1AX
01454 858580
christtheking@firststeppreschool.co.uk

Crossways site:
c/o Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ
01454 867283
crossways@firststeppreschool.co.uk

www.firststeppreschool.co.uk

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Petty Cash Policy

Procedures

Petty cash will be reconciled monthly and the combined monthly running total will be £200.00 (£100.00 per site). The petty cash tins will be locked and kept in a locked cupboard or drawer.

All payments will be signed for. All items paid for will need a receipt. All payments will be entered on a petty cash sheet. This is for accounting purposes.

Payments over £20.00 need approval from the Leader prior to purchase.
The Manager/Deputies decision regarding all reimbursements is final.

All access to the petty cash is limited to the Manager/Deputies and the Administrator.

This policy was adopted at a meeting of	First Step Committee Meeting	name of setting
Held on	20/11/2019	(date)
Date to be reviewed		(date)
Signed on behalf of the management committee	Signed copy can be viewed at Pre School	
Name of signatory	Signed copy can be viewed at Pre School	
Role of signatory (e.g. chair/owner)	Signed copy can be viewed at Pre School	