

Financial Policy

- BEL session fees are £15.60 and lunch is £2.60 There is a ½ termly £5.00 administration fee payable on all chargeable sessions.
- After School Club (ASC) session fees are either 3:15pm-5:00pm at £9.25 or 3:15pm-6:00pm at £12.50.
- Fees are invoiced at the start of each half term and must be paid by 2 weeks prior to the end of the half term unless weekly terms have been agreed and therefore paid 1 week before the end of the half term.
- In the event of non-payment of fees the following procedure may be implemented:
 - A reminder letter will be issued requesting payment and if this is not paid by the due date, a further reminder will be sent incurring a £5.00 late payment administration fee.
 - If no payment is received following this, legal action can be sought via the PLA and Lawcall to reclaim the money.
- Families with outstanding fees may have sessions withdrawn and will not be allowed to increase sessions or start siblings until debts are cleared in full.
- Four weeks paid notice is required for reduction of sessions or early withdrawal from BEL and/or ASC.
- No refunds are made when BEL / ASC has been forced to close due to circumstances beyond its control (e.g. snow closures, heating, burst pipes, national or local mandatory or recommended closures, etc).
- Refunds for missed sessions are only available in exceptional circumstances and only with the Management Committees approval.
- BEL late fee - a £10 fee is charged for each late collection of a child. This being defined as 10 minutes after the end of the session and is at the Managers discretion.
- ASC late fee – late collection of children after 6pm will result in a fee of £1 per minute per family.

To ensure the financial stability of BEL, the committee will ensure that

- All fees are reviewed on an annual basis.
- All fees including uniform sales are receipted.
- All fundraising money is kept separate from any fees and is counted by the Bursar and another member of staff or committee.
- No additional expenses are to be paid unless
 - Under £50.00 authorised by either the Manager, Deputy or Bursar
 - Under £500.00 authorised by Manager and Bursar.

Over £500 a minimum of 3 quotes will be attempted to be obtained, and spending authorised by at least two members of the Committee. The only exception being emergency work to ensure the safe opening of BEL whereby our existing contractors can be authorised without further quotes being obtained.

- Any mileage expenses paid are in line with Government guidelines.
- There is sufficient money held to cover any costs associated with staff lay off and redundancy. This amount to be reviewed annually in line with Government guidance on redundancy amounts.