

Centre Financial Guidelines

Centres within Playcentre Aotearoa establish their financial practices as they relate to:

Centre determined practice	Recommendation
Fee setting, consideration and donation guidance	Fees/donations be paid directly into Centre bank accounts to limit the cash being handled by Centre members
	When cash is received by the Centre, it is counted by two members, a receipt is given, and it is banked within one week
Approvals and limits for spending and withdrawals	The daily limit for internet transactions be set at a maximum of \$10,000
	Petty cash held on the premises for incidentals be no more than \$100.
	Cash floats for fundraising events be limited to \$200
	Gift vouchers held be limited to \$50
	Cheques (if used) be limited to \$500 per transaction
Reimbursement rules and process, avoiding self-authorising own reimbursement	Debit and credit cards (if used) have a limit of \$500
	Reimbursements be pre-approved, either specifically, or as agreed for regular purchases
	Reimbursement requests be checked by an appropriate Centre member before payment is made
Investment decisions as they relate to term deposits	Accounts are set up with suppliers wherever possible to encourage direct payment from the Centre to the third party
	Interest rates and length of term be taken into consideration and discussed with the Centre committee or equivalent



It is recommended that centres annually approve a list of standing orders to allow prompt payment of regular, necessary expenses. The Treasurer should ensure that these expenses fall within the Annual Budget set by the centre, and report to the centre if any budget line exceeds this.



Standing orders can include, but are not limited to:

- Electricity
- Water
- Phone charges
- Wages
- Lawn mowing
- Housekeeping supplies
- Consumables (paint, paper, art supplies)
- Stationery
- Equipment/supplies required for Health & Safety