

Finances at the beginning of the Pilot

- The Centre Treasurer remains in place.
- Decision making and financial processes remain unchanged.
- Suppliers used are refined.
- Xero is tidied up by Centre whānau as much as possible.
- Funds remain with the Centre.

Finance handover during Pilot

- The Centre Treasurer completes the financial questionnaire.
- Treasurer works with the Finance Team as required.
- A list of standing orders is agreed upon by Centre whānau to cover utilities, consumables and any other relevant items.
- Centre whānau approvals will relate to items outside of regular payments (equipment, whānau events, gifts, property and playground expenditure etc).
- Once set up, funds are transferred across to Playcentre Aotearoa.
- Centre whānau advise the Kaimahi of any purchases required.
- Kaimahi makes the purchases.
- Invoices will be forwarded to the finance team by the Kaimahi to be paid on the Centre's behalf.
- Budget variances and reporting on fundraised funds will be provided by the Kaimahi.
- Additional reporting can be provided on request including profit and loss and expenditure reports for the month. A report on fundraised funds and associated expenditures can also be provided.
- Fees/Donations will be invoiced/managed by the Playcentre Aotearoa Finance team.
- A way to manage fundraising payments is being worked through now. These payments will be tagged to the Centre.

Finances after the Pilot (at a guess)

- An annual budget is provided for the centre which the Kaimahi adheres to.
- A budget variance and report for fundraised funds will be provided to Centre whānau, by the Kaimahi, for information and decision making purposes.
- Centre whānau advise the Kaimahi of any purchases required or the Kaimahi ensures consumables are available for use for the Centre.
- Kaimahi makes purchases.
- Centre whānau will sign packing slips when goods arrive to confirm receipt of goods.
- Funds required to support ongoing fundraising efforts will be available to Centre whānau (details to be determined through Pilot Project).
- Supplier accounts will be transferred to Playcentre Aotearoa with invoices going direct to the Finance team.
- Centre whānau decisions may be on new equipment purchases and the use of fundraised funds (to be determined through Pilot Project).
- Some property and playground decisions may also be made by Centre whānau.
- Reporting on fundraised funds will be provided to Centre whānau.
- The Playcentre Aotearoa operational whānau will manage and adhere to the Centre budget so that Centre whānau can focus on being the first and best educators for their tamariki.

