Finance and accounts	
Date approved by General manager and Board of Trustees	**June 2024**
Reviewed	**May 2026**
Date for next review	**May 2028**
Compliance lead	**General Manager**

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OSCAR Standard – The service has a sufficient body of trained and competent staff to deliver and support service. Services are managed competently (including competent financial management).

1. Finance and Accounts

The programme will be run in a manner which keeps control of day-to-day finances and shows accountability to the LifeKidz Trust Board, families, and community who use the programmes.

Overall management of the programme is the responsibility of the General Manager who reports to the Board of Trustees. The Board of Trustees must approve all policies, financial reports and budgets, monitor expenditure and set limits on how much spending can be delegated.

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The General Manager may delegate certain tasks to the Accounts Officer as appropriate, for example, invoicing and reconciliation..

It is the General Manager's responsibility to:

- Keep clear and accurate financial records
- Ensure government funding is accounted for separately from other income
- Set the budget, in consultation with the Board of Trustees
- Produce reports on income and expenditure for the Board of Trustees
- Arrange for the annual auditing of accounts.
- Keep a record of parent's fees and follow up all debt.

- Preparation of an annual budget
- Payment of tax, wages, and ACC levies
- Banking

All LifeKidz Trust financial records are recorded in XERO.

LifeKidz Trust also meets the requirements of their Trust

Deed.

On a monthly basis, LifeKidz has a chartered accountant to oversee the financial accounts. He sends monthly reports to the General Manager and the Board who then minute them at the Board Meetings. LifeKidz accounts are externally audited yearly .