



Financial Procedures

Version History	
Date	Comments
13/09/2016	Reviewed
17/10/2016	Rebrand
22/05/2018	Reviewed. Reference to CSSIW replaced with CIW

Children and their parents are safeguarded by the registered person operating sound financial procedures.

As a registered childminder I have a duty to operate effective financial procedures. This includes maintaining records of all financial transactions relating to my business including my income and expenditure. These records will be made available to CIW if requested.

I will use PACEY's contracts and I will keep an attendance register that I will link to my accounts.

I will also ensure that I retain all receipts for all food purchases in line with the requirements of Environmental Health.

As a childminder I will ensure that I keep up to date with legislation and attend training on Inland Revenue and Business Planning.

I will maintain public liability insurance at all times and ensure that I have valid car insurance to transport child-minded children which will include business use, having a valid driving license and MOT certificate where applicable.

I understand that I am self-employed and have the duty to complete annual tax returns.