



October 2021

## *Finance and Business Policy*

The owners of the provision, Julie and Ian Partridge intend to run a sustainable organisation.

To enable this to happen we will appoint a suitable finance manager who will report to us on a regular basis.

Budgets will be drawn up each year, cash flows prepared and the cash flows used as a financial monitoring tool.

Budgets and cash flows will be monitored on a monthly basis and any necessary action will be taken immediately.

Full book-keeping records will also be done.

On a yearly basis, within three months of the provision's year end, all necessary records will be lodged with the provision's accountant and accounts prepared within the following three-month period.

The provision's business plan will be updated as necessary and always on a yearly basis.

The person responsible for the policy is: Julie Partridge

Signed:

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Date:

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Policy review date:

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