

POLICY STATEMENT

Mallee COGS will comply with the Southern Mallee District Council's Policies and Procedures on:

- Asset Management
- Audit and Control
- Debt Collection
- Procurement
- Statutory Finance

For the purpose of this Policy, "parents" includes parents, guardians and families.

Rationale:

Communities need childcare services of high quality, which are financially viable and efficiently managed.

Children need:

- Quality childcare;
- A well-equipped Service able to meet developmental needs of children.

Parents need:

- Affordable service which is efficiently managed
- Quality child care.

Staff need :

- An employer who is professional in their employment practices
- Adequate resources to provide quality programs
- A service that is financially viable.

COGS Management needs to:

- Be aware of the service's financial status
- Ensure appropriate financial systems are in place to meet accountability requirements.

Other relevant policies/procedures:

Financial Management Procedure 2.06.01

Regulations:

Regulation 168-172 – Policies and procedures

Regulation 177-180 – Prescribed records

Reference:

Management Handbook - Operators of Community Based Occasional Child Care Service - Lady Gowrie Tasmania

Community Based Management in Child Care

Financial Management of Centre Based Children's Services

Legislation

Funding Agreement Guidelines (Commonwealth);

Educational and Early Childhood Services (Registration and Standards) Act 2011;

Superannuation Guarantee Charge Act 1992 (Commonwealth);

Income Tax Assessment Act 1997 (Commonwealth);

Local Government Act 1999 (SA);

Municipal Officers Award/ Enterprise Agreement.

Associations Incorporations Act 1964

QA7 Governance and Leadership		
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Element 7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
Standard 7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Element 7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Policy Name and Version No.	Financial Management Policy
Previous Policy Review Date	June 2013
Current Policy Review Date and Resolution No.	June 18 - 04/0618
Next Policy Review Date	June 2020
Responsibility	COGS Administration Coordinator