

OPERATION OF THE SPECIAL NEEDS ACCOUNT

Version 1.1

PURPOSE

To provide a clear set of guidelines for collecting, banking and reporting money raised for Special Needs. This money will be used to purchase items agreed upon that will enhance the Pre-School facilities and/or program in the specific area of Special Needs and will also help fund the wages of any extra Assistants that may be required.

POLICY STATEMENT

VALUES

Woodridge Pre-school is committed to:

- Providing responsible financial management of the centre, which includes collecting and banking Special Needs money that will result in adding to the financial viability of the centre.
- To set out clear guidelines to the Treasurer on the process of collecting, banking and reporting Special Needs funds per month.
- Advising users of the centre of the fundraising totals.
- Complying with legislative requirement.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Woodridge Pre-school.

RESPONSIBILITIES

The approved provider and persons with management or control is responsible for:

- Implementing and reviewing this policy, in consultation with the staff.
- Providing a copy of the Operation of the Special Needs Account Policy to all families and making the Operation of the Special Needs Account Policy available at the Centre and the Pre-School's Treasurer
- Collecting and receipting all Special Needs money and communicating monthly with the Pre-School's bookkeeper, via the Treasurer, so the monthly reports reconcile.
- Providing details of the fundraising totals to all parents/guardians and explaining how the fundraising money will be spent.

The nominated supervisor and persons in day-to-day charge is responsible for:

- Informing the committee of any complaints/concerns raised regarding the policy at the centre.
- Providing the Committee with wish list items for fundraising efforts to go towards.

Families are responsible for:

- Reading the Operation of the Special Needs Account Policy summary.

PROCEDURES

- Any Special Needs monies are to be deposited by the Treasurer into the Special Needs Account
- The Special Needs account is only to be used for Special Needs income and expenses.
- All original invoices are to be given to the President or Treasurer who will authorise payment.
- At the end of the financial year all funds raised for Special Needs will remain in the account and any reimbursements required to be made to the General Wages account (generally reimbursement for Wages as paid to the Assistant) need to be transferred.
- A monthly report is to be provided the Treasurer so that the information can be included in the financial information provided to the bookkeeper.
- The monthly report is also to be presented to the Committee.
- Signatories on the Special Needs Account shall be the President and Treasurer

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- Nil

AUTHORISATION

The policy was adopted by the Approved Provider of Woodridge Pre-school on 4 August 2025.

REVIEW DATE: August 2026