

st. James' CHURCH



Kindergarten

“.....where every child matters.”

Administrative & Financial Policies Handbook

March 2007

ST. JAMES' CHURCH KINDERGARTEN

St. James' Church Kindergarten is wholly owned by St. James' Church, located at 1 Leedon Road S.267828. The Kindergarten is a non-profit kindergarten constituted under the Church and registered with the Ministry of Education. It is operated professionally under the administration of the Kindergarten Management Committee, composed of Church members, duly appointed in accordance to the Kindergarten's constitution. The business operation of the Kindergarten is under the supervision of a Supervisor, appointed by the Parish Church Council.

The financial accounts of the Kindergarten are managed by a professional accounting company, in consultation with the treasurer of the Kindergarten Management Committee. Quarterly financial reports are provided and accepted by the Kindergarten Management Committee in its quarterly management meetings. The annual final accounts are audited by a public accountant firm and submitted to the Church for acceptance at the Annual General Meeting of the Church.

St. James' Church Kindergarten will honour all contractual arrangements with parents/guardians of the children enrolled in the Kindergarten. In the unlikely event that the Kindergarten should cease operation, the Kindergarten and/or St. James' Church shall be wholly responsible to return all refundable monies in full to the parents/guardians of the children.

The financial policies shall clarify and guide all financial transactions between the Kindergarten and the parents/guardians of the children enrolled in the Kindergarten. These policies shall be enforced for year 2007 and thereafter until further notification of any revision. These policies are subject to the sole discretion of the Kindergarten in its interpretation and implementation.

The financial authority lies with the Kindergarten Management Committee. The Kindergarten Office and the Principal only administer the financial policies set by the Committee.

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St. James' Church Kindergarten

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