

# FINANCIAL OPERATIONS DOCUMENT REFERENCE LIST

All of these documents can found in BØRN MANAGER

Area	Form Number	Documents
FO1 Budgets	FO1.0	Budget Policy
	FO1.1	Budget Sheet
FO2 Fees & Invoicing	FO2.1	Schedule for Invoices & Payments Sheets 2021
	FO2.2	Monthly Amendments Sheet
	FO2.3	Parent Payment Methods Leaflet
	FO2.4	Credit Card Handling Policy & Procedure
	FO2.5	Credit/Debit Card Reconciliation Form
	FO2.6	Credit Card Handlers Agreement
	FO2.7	Invoicing End of Month Process
	FO2.8	Schedule of Fees A5
	FO2.9	Flexible Funded Sessions A4
	FO2.10	Flexible Funded Sessions Spring & Summer A4
FO3 Sales Ledger	FO3.0	Sales Ledger Process
	FO3.1	Sales Ledger Monthly Preparation Sheet Nursery
	FO3.1	Sales Ledger Monthly Preparation Sheet Out of School
	FO3.3	Registration Form Reconciliation
	FO3.4	Nursery Education Funding Reconciliation and Journal
FO4 Cash Procedures	FO4.0	Cash Fees & Petty Cash Procedures
	FO4.1a	Cash Feed & Petty Cash Procedures Added Security
	FO4.1	Weekly Cash Receipt Book A5
	FO4.1a	Weekly Cash Receipt Book Front Cover A5
	FO4.2	Accounts Cash Receipt A6
	FO4.2a	Accounts Cash Receipt Book Front Cover A6
	FO4.3	Petty Cash Envelope Front Sheet A5
	FO4.4	Petty Cash Voucher
	FO4.5	Petty Cash Summary Sheet
FO5 Purchase Ledger	FO5.0	Purchasing Policy
	FO5.1	Purchase Ledger Process
	FO5.2	Supplier Information Sheet
	FO5.3	Company Credit Card Process
	FO5.4	Company Credit Card Summary Sheet
FO6 Education Grant	FO6.0	Overview to Funding Sustainability
	FO6.1	Funding Losses Calculator
	FO6.2	Funded Sessions Tracker Mixed
	FO6.3	Flexible Funding Procedures
	FO6.4	How Flexible Funding Works
	FO6.5	Parents 30 hours PowerPoint
	FO6.6	April Leaflet for Grant Parents A5
	FO6.7	Parents Starting Funding Letter
	FO6.8	Flexible Funding Parental Agreement 2020-21
	FO6.9	How to change personalisation in Parental Agreement
FO6.10	Flexible Funding Allocation Table	

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Area	Form Number	Documents
	FO6.11	Floating Days Calendar
	FO6.12	Early Years Pupil Premium Checklist & Evaluation Sheet
	FO6.13	Grant Funded Hours Processing
	FO6.14	Fees to Funding Calculator
	FO6.15	Golden Rules Checklist
FO7 Financial Routines	FO7.0	Accounts Routines
	FO7.1	Monthly KPI Scorecard
	FO7.2	Profit & Loss Forecasting
FO8 Debt Procedures	FO8.0	Debt Collection Process Flowchart
	FO8.1	Polite Reminder Letter
	FO8.2	7 Day Overdue Debt Letter
	FO8.3	14 Day Overdue Debt Letter
	FO8.4	21 Day Exclusion Letter
	FO8.5	28 Day Final Proceeding Notice Letter
	FO8.6	Parent Payment Plan (Monthly)
	FO8.6	Parent Payment Plan (Weekly)
	FO8.7	Agreement to Pay Acknowledgement
	FO8.8	Default Payment Letter
	FO8.9	CCJ Notice Letter
FO8.10	10 Golden Rules for Credit Control	
FO9 Payroll	FO9.0	Payroll Process
	FO9.1	Pay Scale Guidelines
	FO9.2	New Employee Payroll Information
	FO9.3	Employee Salary Calculator
	FO9.4	New Employee Payroll Entry Procedure
	FO9.5	Employee Monthly Summary Sheet
	FO9.6	Payroll Processing Procedure
FO9.7	Leavers Payroll Information	