

The Bosco Centre	
<b>Policy:</b>	<b>Management information systems policy</b>
<b>Applies to:</b>	<b>College, Independent school, Nursery and Youth clubs</b>
<b>Reviewed:</b>	<b>October 2018</b>
<b>Next Review:</b>	<b>October 2019</b>

**Management information systems shall be used in the following way:**

Principal, Financial Assistant, and QA officer shall have access to and be involved in checking and adjusting, where appropriate, the following documents for management information.

- Initial assessments
- ILR data (Pics) and online collections
- In funding learners' lists
- Weekly/ monthly cash payments and reconciliations, Bank statements and reconciliations (Sage, computerised system)
- All receipts for payments both in cash, cheque and BACs forms as stored on computer

Management Information should be kept along with the audited accounts for at least 5 years in a locked cupboard when the year is completed

All financial information is audited by an accredited chartered accountant and auditor, on a yearly basis, in line with the Charity's Commission recommendations. Copies of all documentation are kept for at least 5 years in a locked cupboard, when the auditor has completed his/her accounts. Copies of the accounting procedures are kept in the filing cabinet for reference.

We have a whistle blowing policy, to ensure there are no fraudulent activities or unfair treatment of staff or learners. (See "Whistle Blowing Policy")