

The Bosco Centre	
<b>Policy:</b>	<b>Payment procedure</b>
<b>Applies to:</b>	<b>College, Independent School, Nursery and Youth Club</b>
<b>Reviewed:</b>	<b>October 2018</b>
<b>Next Review:</b>	<b>October 2019</b>

Due to the particular circumstances of the Bosco Centre and staff, and with the agreement of both staff and Trustees, The Bosco Centre pays its salaries weekly, in two ways via BACs payment/Cash. All these shall be signed for and reconciled with the Inland Revenue (National Insurance and Tax) for each staff member. Each staff member receives a weekly/monthly pay slip, using the Sage Payroll package which can be paper based or e-mailed electronically to an employees work e-mail address.

#### **Banking and Custody Procedures**

Bosco Centre uses the Lloyds TSB bank, and keeps all monies in locked safes in a secure place.