

Finance Policy

Rationale:

To ensure all aspects of school expenditure are for the promotion of students' learning, directly or indirectly. This will occur through properly regulated expenditure of limited funds to provide a well resourced, attractive, safe and healthy learning environment for all students and staff. Responsible management of the school's funds is a legal requirement defined in NAG 4.

The Principal shall:

1. Meet those aspects of the Charter relating to financial management.
2. Follow financial procedures that do not adhere to accepted principles of good financial management.
3. Ensure that the school expenditure is based on the strategic plan for students.
4. Ensure a draft annual budget is prepared in December each year for the ensuing year. A final budget will be adopted by the Board before the March meeting and can only be changed by approval of the entire Board.
5. Present financial reports at each monthly Board meeting in formats approved by the BOT.
6. Authorise any expenditure more than \$500 outside of allocated budget without Board approval prior to commitment.
7. Authorise any expenditure of \$5000 or more on a single invoice should be notified to the Board.
8. Make timely payment to staff and other creditors.
9. Ensure that no one person has complete authority over the school's financial transactions. The school's financial management procedures will document cheque signatories for all school accounts. (Cheques must be signed by no more than one school employee wherever possible. In situations where this is not possible, notification to the BOT is required).
10. Have annual audited financial reports prepared. These are to be made available to the required parties within the required time frames set by the Ministry of Education and relevant legislation.
11. Ensure credit card procedures are followed.
12. Spend beyond the \$5,000 credit card limit without BOT approval within any given month.

Sensitive expenditure:

The board acknowledges that at times there are expenses which may be considered to be beneficial to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

For sensitive expenditure the following is school policy

- Principals sensitive expenditure is approved by the Chairperson of the board.
- All staff sensitive expenditure is approved by the Principal.

Theft and Fraud Prevention

The Board of Trustees has a responsibility to protect the physical and financial resources of the School. This includes preventing and detecting theft and fraudulent actions by persons who are employed or contracted by the School, or who are service recipients of the School.

Objectives:

- To ensure preventative measures are implemented to protect the School against theft and fraud.
- To ensure there is a process for conducting an investigation into any theft or fraudulent action according to the principles of natural justice.

Guidelines:

1. Physical resources are to be kept secure and accounted for by staff.
2. Financial systems are designed to prevent and detect occurrences of fraud.
3. Staff members who are formally delegated responsibility in their job descriptions for the custody of physical and financial resources shall be competent and be held accountable for carrying out those responsibilities.
4. All staff shall be made aware of their responsibility to inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors or other persons associated with the school.
5. In the event of an allegation of theft or fraud the Principal shall advise the BOT and decide either to immediately report the matter to the New Zealand Police or proceed to investigate in accordance with the theft and fraud procedures.
6. To protect the privacy of the person(s) under investigation, those who are party to proceedings shall keep all details strictly confidential. Any improper disclosure of information shall be investigated as a breach of confidence and the Principal shall decide if further action is required.
7. The Board shall ensure that any allegation of theft or fraud will be subject to due process, equity and fairness. If a case is deemed to exist then the due process of the law shall apply to the person or persons implicated.
8. Any disclosure or written statement made on behalf of the school about any instance of supposed or actual theft or fraud shall be written by the BOT Chairperson after consultation with the Principal and the board.

9. Any allegation concerning the Principal shall be made to the BOT Chairperson who shall conduct an investigation in accordance with procedures as outlined.
10. Any allegation concerning a member of the Board of Trustees shall be made to the Principal who will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with procedures as outlined.

Evidence Can Include:

- Fixed asset register
- Financial Management Standards. Audit Reports
- Minutes of the Board

Approved: July 2017

Review: July 2020