



Financial Management Policy

Special Character

God gave humanity the responsibility for guardianship of the earth and all that is in it. He requires His creation to accept responsibility for the careful, honest and proper use of all that is entrusted to them

Rationale

The Board of Trustees seeks to use the school's financial resources responsibly towards achieving the goals within the charter and as set by the Board annually, and to maintain accountability for and control of the school's financial resources. The school takes its stewardship of all resources seriously and has developed a range of procedures to ensure the interests of the school and its stakeholders are protected.

Purposes

1. To keep records of all transactions accurate and up to date and in line with legal and accepted practices.
2. To table monthly accounts and reports for the Board.
3. To ensure that all expenditure, and commitment of expenditure reflects the Charter Objectives, Goals and priorities as determined by the Board of Trustees.
4. To keep all expenditure within budget by means of appropriate procedures and regular monitoring.
5. To ensure reports complying with Public Sector Accounting Standards, are prepared annually for audit by the auditor appointed by the Audit Office, and are made available to the community.

Guidelines

In Accordance with the National Administrative Guideline 4, and other sources in Section F of the Handbook for Schools (ERO 1996), this school is committed to meeting the moral, legislative and regulatory obligations on financial matters.

1. BUDGET DEVELOPMENT AND MONITORING

In consultation with the Principal and Administrative staff, the Board will develop and follow:

1. Accepted, safe and appropriate procedures for all financial transactions.
2. A clear system and timeline for developing a budget so all stake holders can contribute.
3. Procedures for compliance reporting: Annual Reports and Audit Statements.
4. Monitor financial spending against budget at each Finance Committee meeting

2. ATTENDANCE DUES

In consultation with the Proprietor, the Board of Trustees through its Principal and Administrative staff will develop and follow:

1. Procedures for billing, collecting, receipting and remunerating to the proprietors all attendance dues for the school.

2. A clear system and timeline for the transfer of information between the school and the proprietors on all matters relating to attendance dues.
3. Procedures for compliance reporting on attendance dues.
4. Clear and fair processes for dealing with parents not paying their fees.

3. VOLUNTARY CONTRIBUTIONS AND FUNDRAISING ACTIVITIES

The Board of Trustees seek the financial support of parents through voluntary contributions and fundraising activities.

1. For special projects and activities in the school and as part of the school's programme or outreach in mission work from time to time, fundraising activities will call upon parents for support.
2. The school endorses and unequivocally supports the proprietors by developing in parents and caregivers an awareness of the important contribution of the Special Character Donation to the operation of the South Auckland Seventh-day Adventist School. The school actively encourages payment of the Special Character Contribution and provides resource to support collection and remunerate any Contributions collected to the proprietor.

4. BORROWING MONEY

While the Board of Trustees is opposed in principle to borrowing money, it will consider each proposal on its merits, provided it conforms to regulatory limitations and gains Ministry of Education approval.

5. ENTERPRISE ACTIVITIES

In consultation with the Principal and Executive Staff, the Board may approve enterprise activities for profit. The Board is committed to other policies and will not approve or support activities which may be harmful, or contradict its Special Character. Food products sold and items offered for purchase should be consistent with the school's Special Character and preferred lifestyle.

6. SCHOOL CREDIT CARD

The Board of Trustees through the Principal and the administrative staff has a responsibility to ensure that credit card expenditure incurred by the School must be clearly linked to the business of the School.

- i. The School Credit Cards **are** only to be issued to the Principal **and the Administration Manager** as authorised by the Board of Trustees
- ii. The limit set for **each** School Credit Card is not to exceed \$5000 unless prior Board approval
- iii. The School Credit Cards **are not to** be used for personal expenditure and can only be used for:
 - Payment of actual and reasonable travel, accommodation and meal expenses incurred on School business
 - Purchase of goods where prior authorisation from the Board is given
- iv. All expenditure charged to the credit card should be supported by a detailed invoice or receipt to confirm expenses incurred on School Business.
- v. The credit card monthly statement is reconciled and certified by the cardholder as evidence of the validity of expenditure.
- vi. Monthly reconciliation reports prepared by the Principal to be authorised by the Board of Trustees Chairperson (or on a one-up basis, in this case a Board member acting on behalf of the Board of Trustees Chairperson) **Monthly reconciliation reports prepared by the Administration Manager to be authorised by Principal (or on a one-up basis, in this case the Board of Trustees Chairperson)**

The cardholders must return the credit card to the school upon ceasing employment there or at any time upon the request by the Board of Trustees.

7. ACCOUNT MANAGEMENT

To protect the interests of the school the Cheque Signatories must be any two of the following:

- The Principal
- The School Secretary
- The Deputy Principal
- The Assistant Principal

FORMULATED BYPolicies Committee.....

APPROVED.....
Chairperson BOT

REVIEWED 22 June 2015