



## FINANCIAL MANAGEMENT GUIDELINES

**Preamble:** These guidelines are in accord with the **Finance Policy** approved by the School Board on **13 June 2022**.

**Guidelines:**

### 1. SPECIFIC RESPONSIBILITIES RETAINED BY THE BOARD

The Board has maintained the following financial management responsibilities:

- Approval of the finance policy;
- Approval of all delegations;
- Approval of the annual budget;
- Approval of any expenditure in excess of budgeted levels and
- Approval of the annual SUE report.

To fulfil these responsibilities, the Board will receive a monthly report from the Principal and Board Finance Chair, summarizing the school's performance against budget and outlining the expectations for the remainder of the year. A representative of the Board will conduct regular meetings with the Principal and will conduct spot checks of compliance with the Financial Management Policy and Guidelines as they deem appropriate.

### 2. BUDGET

- .1 An annual draft budget will be prepared by 30 November each year, for the forthcoming year, and presented to the Board for approval. The year's budget will usually be finally approved at the February Board meeting.
- .2 Any budget will ensure a capital reserve of not less than 10% of the school's operational grant.
- .3 Monthly analysis of income and expenditure will occur and be reported at each Board meeting.
- .4 All expenditure and commitment of expenditure will be approved within the Board's delegations.
- .5 All reports will comply with public sector accounting standards, with an annual statement presented to the Ministry of Education within the agreed timeframes.
- .6 SRN Partners – Peter Granville or any other such provider as approved by the Board will be employed to work closely with our Finance Officer.
- .7 The school's collective Credit Card operational limit is \$10,000.00.
- .8 International income expenditure will be clearly identified.
- .9 Teachers who hold authority for specific sections of the school budget must:
  - a) Check that any item for expenditure is part of the agreed annual budget;
  - b) Obtain an order form from the school office, and enter the room number, name of supplier, items required and any quote number / estimated cost;
  - c) All requests / orders must be signed and dated by the teacher; and
  - d) Request a GST invoice for all goods ordered.

**NOTE:** Please refer to the Teacher's Organisation Manual for full instructions. These procedures must also be applied to field trip purchases / expenses.

### 3. TRANSACTIONS

- .1 All financial transactions must be actioned through the school office.
- .2 The finance officer ordinarily pays accounts online.
- .3 **Classroom teachers** will collect any money and make a record in the classroom register. A deposit slip will be completed for the correct amount and sent to the school office with an explanatory note (what is the money for). The school secretary will count the money received and issue a receipt.
- .4 On no occasion is money to be left in classrooms.
- .5 **Students** who bring money from home for a particular reason should place the money in an envelope with the amount recorded on the envelope. The envelope should indicate the student's name and what the money is for. The school secretary will issue a receipt.

### 4. FUNDRAISING

- .1 At times it will be necessary to inject funds into the schools budget which have been generated through various methods such as promotions, gala's, raffles and the like. This requires the approval of the School Board and through them, the Principal. If so, the following will apply:
  - .2 **School based fundraising:**
    - (a) The fundraising programme will be set by November each year, for the following year. Activities will be determined by the budget requirements, time span and availability of products. All require the Board's approval.
    - (b) Wherever possible, the school's community will be involved in coordinating and implementing any activities, usually through the PTA.
    - (c) The use of student or teacher time with such activities should only be used if deemed necessary by the Principal.
  - .3 **EOTC:** This may be permitted to meet a particular need, however must be approved in advance by the Principal and booked into the school's diary. It is not generally encouraged, but if it occurs, the school's banking system must be utilized for receipt of all monies.
  - .4 **Student Leaders:**

This group may fundraise in order to purchase goods / articles to enhance the environment of the school, promote a recreational pursuit, to add resources or to donate to school selected charities. All monies are to be banked as detailed above, and students are to be consulted before making any purchase decisions. A Deputy Principal holds responsibility for any Student Leaders' fundraisers.

### 5. PROFESSIONAL DEVELOPMENT

- .1 The Principal will submit a professional development plan each year to the School Board, outlining the requirements in accordance with the School's Strategic Directions and Charter. The PD plan will ensure that all facets of the curriculum and associated areas are given appropriate attention. Staff consultation will occur during the development phase.
- .2 Following ratification by the school Board, the budget will incorporate an allowance for professional development, which also allows for in-service requirements. Other areas that are to be addressed include:

(a) **School In–Service**

Staff costs are to be met by the School Board. This includes costs of travel, meals, accommodation as stipulated in NZEI and PPTA employment contracts.

(b) **Refresher Courses**

Registration and accommodation expenses are to be met by individual staff member(s). Travel is at the Teachers Registration payment rate.

(c) **Personal Qualifications**

All costs are to be met by the individual staff member(s)

(d) **Personal Professional Development**

The School Board has the responsibility to receive any submission or request for monetary assistance from any staff member. The Board may agree to subsidise, or pay in full, specific costs deemed to be:

- of direct benefit to the school;
- ratified by the Principal, for registration purposes; and
- manageable within the school’s budget.

## 6. OUTSTANDING ACCOUNTS

To ensure that budgeted income is realized, the recovery of all debts must occur. This is important from a budgeting purpose and for the credit system to be maintained. The school does not offer credit facilities and parents are encouraged to set up a direct credit account with the school. EFTPOS facilities are available at the school office. Payments may be made by POLi through the parent portal on EDGE

.1 **Statements**

These are to be issued every term and sent out electronically.

.2 **We do not offer credit.** Parents must organise Direct Credit or pay through the EDGE POLi parent portal if they are unable to pay cash or by EFTPOS.

## 7. PAYMENTS/REIMBURSEMENTS

.1 **Online payments:**

- a) account approved by purchaser;
- b) account stamped “approved” by Principal who also signs it;
- c) created online by the Finance Officer and authorised by the Principal or any additional authorised user.

.2 **Accounts to be paid:**

- a) account approved by purchaser;
- b) account stamped “approved” by Principal who also signs it;
- c) accounts entered into XERO and paid online by the Finance Officer

.3 **Reimbursement:**

- a) staff complete Staff Expenses form (NZPF 2005);
- b) Principal’s completed form signed by Deputy Principal for approval;
- c) Reimbursement must be approved by the Principal prior to purchase.

## **8. SENSITIVE EXPENSES:**

The school will review its financial operational risks annually especially at those times when authorised users or payment methods are altered. The school will take reasonable steps in order to reduce the risk of fraud or theft. Such processes will be in collaboration with the Board.

- a) All Board funds will be clearly linked to the business of the school and do not at any time provide unreasonable and personal benefit from those funds to any individual or groups of individuals.
- b) At times there will be expenses which may be considered to be beneficial only to individuals to small groups of individuals. These could include expenses in relations to travel, to koha, gifts or other payments to individuals.
- c) Any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinized prior to approval and may be supported by appropriate fundraising. Such expenditure will be shared with the Board prior to approval.
- d) Gifts from staff to students to celebrate effort and achievement, or the end of the year must not exceed \$5 per student over the course of a year.

## **9. OVERSEAS TRAVEL**

### **.1 Funding overseas travel using crown funding:**

- a) Ministry checklist to be completed and approved by the School Board prior to travel.

## **10. CREDIT CARD**

### **Introduction**

1. The board agrees that it has a responsibility to ensure that credit card expenditure incurred by the school must clearly be linked to the business of the school. The board has agreed on the fundamental principles of this guideline and has delegated responsibility for the implementation and monitoring of this guideline to the principal.

### **Process for issue of credit cards**

2. Credit cards should only be issued to staff members after being authorised by the board.
3. A register of current cardholders must be maintained.
4. The limits set for credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require board approval.

### **Procedures to be followed when using the card**

5. The credit card is not to be used for any personal expenditure. In the event that a credit card is used for personal expenditure immediate repayment of that expenditure is required.
6. The credit card will only be used for:
  - payment of actual and reasonable travel, accommodation and meal expenses incurred on school business, or
  - purchase of goods or services where prior authorisation from the board is given.

7. The cardholder must ensure all transactions:
  - are evidenced by supporting documentation for each transaction
    - if greater than \$50 including GST, a detailed tax invoice is required.
    - if less than \$50 including GST then a tax invoice or receipt is sufficient.
  - have adequate description of the business purpose and reason for the expenditure.
8. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
9. Authorisation for the expenditure should be obtained on a one-up basis (for example the principal should authorise any travel by the deputy principal and the board should authorise any travel by the principal). Cardholders are not allowed to approve their own expenditure.
10. All purchases should be reconciled and accounted for within five working days of receiving a credit card statement.

#### **Cash advances**

11. Cash advances are not permitted except in an emergency.
12. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts, of how the cash was used. Any unspent monies must be returned to the school.

#### **Discretionary benefits**

13. Any benefits of the credit card, such as a membership awards programme are only to be used for the benefit of the school. They should not be redeemed for personal use.

#### **Cardholder responsibilities**

14. The cardholder is responsible for:
  - Ensuring the credit card and pin are kept secure and not given to or accessed by any other person under any circumstances.
  - Using the credit card for permitted purchases only.
  - Retaining all supporting documentation of purchases.
  - Providing a full reconciliation of transactions within five working days of receiving a credit card statement.
  - Identifying any unusual or disputed transactions and escalating to the credit card company as required.
  - Purchasing within the credit limit applicable to the card.
  - Notify the credit card company and the school immediately if the card is lost or stolen.
  - Seeking prior approval from the board if the necessity to use the credit card on the internet arises. Note: If utilising for approved internet purchases, these must be from established reputable companies on secure websites.
  - Returning the credit card to the school upon ceasing employment or at any time on request of the board.

**Review:** 2025

These Guidelines will be reviewed in accord with the review of the Finance Policy.