

AKA AKA SCHOOL POLICY DEVELOPMENT

POLICY - CONTROL OF FINANCE

RATIONALE

- 1) To effectively manage the school's financial resources and use them to achieve the goals set within the Charter and Strategic Plan.
- 2) To maintain accountability for and control of the school's financial resources.
- 3) To safeguard the assets of the school for future generations of students.

GUIDELINES

- 1) Produce a budget for the coming year by 30 November and present it to the Board for approval at the last meeting of the year.
- 2) Keep expenditure within budget and report monthly to the Principal and Board on performance against that budget.
- 3) Ensure all expenditure, and commitment of expenditure, is discussed within the Board's delegations.
- 4) Ensure reports comply with public sector accounting standards, and that the annual financial statements are presented to the Ministry of Education on time.
- 5) Ensure records of all financial transactions are correct and up to date.

FUNCTION OF THE BOARD

The Board of Trustees retains primary responsibility for the overall financial management of the school in accordance with governance obligations.

Specific Responsibilities Retained by the Board

The Board has retained the following financial management responsibilities:

- Approval of the finance policy
- Approval of all delegations
- Approval of the annual budget
- Approval of all purchases or contracts to the value of \$2,000 or more
- Approval of any expenditure in excess of budgeted levels.

In addition to this the Board will receive a monthly report from the executive officer summarising the school's performance against budget.

RESPONSIBILITY OF FINANCE COMMITTEE (Principal, Board Treasurer, contracted Financial Consultant and School's Executive Secretary)

Budgeting:

- Consult with school's budget holders for budget preparation
- Base budget on historical record
- Ensure budgets are drafted
- Ensure the final budget is presented to the Board for approval.

Monitoring:

- Monitor budget control and cashflow on a monthly basis through cross referencing expenditure, income, and budget against the school's computerised accounting programme.
- Report expenditure outside the budget to the Board.

Reporting:

- Provide the Board of Trustees with a monthly financial report
- Ensure reports comply with legislation, authoritative accounting standards and generally accepted accounting principles
- Ensure draft annual financial statements are presented to the Board prior to 31 March
- Ensure the draft financial statements are provided to the auditor by 31 March
- Present draft or final financial statements at the Annual General Meeting
- Ensure the audited financial statements are provided to the Ministry of Education by 31 May.

Provide Advice:

- Give advice to the Board as required about the school's financial management
- Advise the Board of Trustees on financial procedures set out by the Ministry of Education

Record Keeping:

- Review on a yearly basis the school's Financial Procedures Handbook
- Oversee the maintenance of the asset register
- Maintain appropriate accounting and purchasing procedures, and make recommendations to the Board on their implementation.

Responsibilities of the Principal

The Principal will manage this policy on the Board's behalf and ensure appropriate systems and procedures are in place to safeguard the school's assets.

CONCLUSION

The school's accounts must be kept in accordance with Ministry regulations and guidelines.

FORMULATED BY: Principal, Secretary, Board of Trustees Treasurer

APPROVED: _____

DATE: _____

REVIEWED: _____

Appendixes: Financial Procedures Handbook, Schedule of Delegations, Cash Management