

AKA AKA SCHOOL POLICY DEVELOPMENT

POLICY – APPLICATION FOR FUNDING

RATIONALE

To provide guidelines for people given the responsibility for making applications for funding on behalf of the Aka Aka Board of Trustees.

GUIDELINES

- 6) Provide the Board of Trustees an income and expenditure budget for the proposed application for funding and advise if any changes are made to the original proposal.
- 7) To ensure any resulting expenditure is kept within the proposed budget.
- 8) Ensure all applications are approved and supported by an endorsement letter from the Board of Trustees as may be required and necessary.
- 9) Ensure all necessary documentation required to support applications is included (i.e. statement of accounts, bank details etc).
- 10) All applications are to be forwarded from the school office for final approval.

FUNCTION OF THE BOARD

The Board of Trustees retains primary responsibility for the overall financial management of the school and associated committees in accordance with legal requirements .

Specific Responsibilities Retained by the Board

The Board has the following financial management responsibilities under the law:

- Approval of all delegations
- Approval of the budget
- Approval of all purchases or contracts to the value of \$2,000 or more
- Applications for grants/funds are overseen and approved by the Board of Trustees
- Approval of any expenditure in excess of budgeted levels.

CONCLUSION

The delegated group or committee conducts their financial responsibilities in accordance with the legal obligations that the Board of Trustees is required to meet.

FORMULATED BY: Principal, Secretary, Board of Trustees Treasurer

APPROVED: _____

DATE: _____

REVIEWED: _____