

POLICY: FINANCE POLICY

Rationale

To use the school's financial resources to work towards achieving the goals as specified in the Charter.

Purpose

1. To ensure allocation of financial resources is carried out in a co-ordinated manner.
2. To see that the resources allocated help achieve the Charter Goals.
3. To ensure equity of allocation of financial resources.
4. To ensure the partnership in the Treaty of Waitangi is recognised in the equity of allocation.

Guidelines

1. To provide a draft budget by the last BOT meeting of any calendar year for the coming year. A final to be presented after the March 1st Return is published. This budget to be revised by the July meeting.
2. The Board to approve the annual setting of fees.
3. To keep expenditure within budget by means of established procedures and regular monitoring.
4. To ensure regular monitoring of income.
5. To ensure all expenditure and commitment of expenditure is approved within the recognised delegations.
6. To table monthly accounts for the Board.
7. To ensure reports comply with the Public Sector Accounting Standards and are prepared annually for audit by an agency approved by the Audit Office.
8. To report yearly to the community the financial position of the school through the Annual Account.
9. To keep records of all financial transactions accurate and up-to-date.
10. This policy to be reviewed annually.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self-review (SEP 2016)

DATE CONFIRMED: 25 September 2013