Part 3.9 - Operational Policies – Financial Condition Policy

**Outcome statement**

The school is financially viable and manages risks effectively.

**Scoping**

The financial viability of the school must be protected at all times, and every practicable effort is made to eliminate the risk of theft or fraud.

**Delegations**

The principal is required to ensure robust, clear procedures are in place to safeguard the integrity of financial management.

**Expectations and limitations**

The principal must ensure:

* Unauthorised debt or liability is not incurred
* Generally accepted accounting practices or principles are not violated
* Tagged/committed funds are not used for purposes other than those approved
* More funds than have been allocated in the fiscal year are not spent without prior board approval
* All money owed to the school is collected in a timely manner
* Timely payment to staff and other creditors is made
* Unauthorised property is not sold or purchased
* All relevant government returns are completed on time
* No one person has complete authority over the school’s financial transactions
* When making any purchase:
  + of over $5,000.00, comparative prices are sought
  + of over $5,000.00, an adequate review of ongoing costs, value and reliability is undertaken
  + of over $5,000.00 on a single item, board approval is first sought
* Effective systems are in place to meet the requirements of the payroll system

**Procedures/supporting documentation**

*Board to enter own documentation.*

**Monitoring**

*Board to enter own monitoring and reporting procedures.*

**Legislative compliance**

Refer to the Ministry of Education website for information on managing school finances and the Financial Information for Schools Handbook [(FISH)](https://www.education.govt.nz/assets/Documents/School/Running-a-school/Financial-Information-for-Schools-Handbook/Financial-Information-for-Schools-Handbook-2019.pdf)

Review schedule: Triennially

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| Meeting Reviewed: | 28 June 2022 |
| Meeting Approved: | 28 June 2022 |
| Board Presiding Member: | Chris France |
| Signed by Presiding Member: |  |
| Date: | 28 June 2022 |