

ROSENEATH SCHOOL FINANCE POLICY

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GENERAL STATEMENT: the Roseneath School Finance Policy deals with the financial management of the School. The desired outcomes of the Roseneath School Finance Policy are that:

- *Roseneath School allocates funds to reflect the priorities as stated in its Charter;*
- *Roseneath School expenditure is monitor and controlled; and*
- *ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.*

In the formulation and approval of this Policy the Board has had due regard to the accepted standards of sound financial management and applied these to the School.

GENERAL STRUCTURE / CROSS-REFERENCES: the Roseneath School Finance Policy comprises a number of Chapters dealing with different aspects of financial management at the School. Each Chapter is to be read in conjunction with the other Chapters due to the interconnected nature of finance issues. Cross-references to other policies will generally be appropriate. Staff must also take into [Financial Information for Schools Handbook](#).

This policy meets the aims of [National Administration Guideline 4](#).

APPROVAL: when the Roseneath School Board of Trustees approved this Policy it was agreed that no variations of this Policy or amendments to it can be made except by the unanimous approval of the Board.

As part of its approval the Board requires the Principal to circulate this Policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The school policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

APPROVED:



DATE: 12 March 2018

REVIEW DATE: March 2021

ASSET MANAGEMENT POLICY

The board has a responsibility to protect the assets of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

The board requires the Principal, as the chief executive and the board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.

This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Acquisition of Assets:

The board agrees to review the asset management plan annually and agree a budget for annual asset acquisitions.

The Principal shall have delegated authority to purchase assets within the annual asset acquisition budget, following good procurement processes, provided that the value of any individual asset is no more than \$10,000.

The decision to purchase any asset with a cost of over \$10,000 must be made by the Board, not the principal alone.

The board shall consider the most cost efficient acquisition method for each new assets acquisition decision i.e. whether to buy or lease, and whether to acquire by operating or finance lease.

The board shall follow good procurement processes for the acquisition of assets over \$10,000. This may include placing a notice on the Government Electronic Tendering System (GETS) for acquiring assets with a combined value over \$100,000; obtaining several quotes to compare value for money; and managing any potential conflicts of interest appropriately.

Information Technology Assets:

All information technology assets, such as computers and laptops and associated software, must be compatible with the standard operating platform used within the school.

The board aims to provide and maintain a suite of IT assets that provides the best possible learning tools for students, within budget constraints, including a replacement programme that matches the expected useful life of each asset.

Expected Useful Lives:

The Board agrees on the expected useful lives of the following types of assets:

Buildings – School	18-40 years
Building improvements – Crown	10–20 years
Furniture and equipment	10–15 years
Information and communication technology	4 years
Motor vehicles	5 years
Textbooks	3 years
Leased assets	4 years
Library resources	8 years

Maintenance of Assets:

The Principal shall have delegated authority to maintain the school's assets in good working order, within the approved budget.

Asset Records:

A fixed asset register for all assets with a cost of \$1,000 or more shall be recorded in the fixed asset register.

Assets that cost less than \$1,000 shall be recorded in a register of valuable assets.

A review of assets against the fixed asset and valuable asset registers shall be undertaken at least once a year.

Disposal of Assets:

The Principal shall have delegated authority to dispose of any asset that has reached the end of its useful life (as recorded in the fixed asset or valuable asset registers), provided the original cost of that asset was less than \$10,000. The principal shall report to the board about reasons for disposal, disposal process and any net disposal proceeds.

The board shall approve the disposal of any asset that had an original cost of over \$10,000, including the reasons for disposal, disposal process and use of any disposal proceeds.

CASH MANAGEMENT POLICY

The Board accepts that it has a responsibility to protect the cash resources of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.

This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations.

Cheque, Call, and Term Deposit Accounts:

The Board appointed Education Services Limited (ESL) to provide an outsourced finance function for the School from Term 4, 2017. ESL are contracted until the end of 2020.

ESL, the Principal, and the Office Manager will work together to ensure the finance function operates efficiently and effectively.

One cheque account will be operated for Board receipts and payments. Another cheque account will be operated for the Friends of Roseneath School fundraising activities.

Interest-bearing call and term deposit accounts will be operated in order to hold cash resources not currently required for operating purposes. These accounts are to be managed by the Principal only.

Authorised signatories on School bank accounts are as follows:

- the Principal
- the Deputy Principal
- the Office Manager

No accounts or invoices are to be paid directly by the School without prior authorisation by the Board. ESL are responsible for this.

Authorised signatories for the Friends of Roseneath School bank account are as follows:

- the Principal
- the Office Manager

No accounts or invoices are to be paid directly by the School. ESL are responsible for this.

Investments:

Investments of School funds may only be made in accordance with the terms of Section 73 of the Education Act 1989.

Notwithstanding the requirements of Section 73, no investments may be made in equity stocks or in synthetic money market products (e.g. Forward Rate Agreements and Interest Rate Swaps).

Investments may only be made with the written authorisation of the Principal and the Board Chairperson.

Fundraising:

The Board acknowledges that under Section 73 of the Education Act 1989 some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by the School. If doubt exists about the legality of a proposed fundraising

contract, the Principal will contact the regional Financial Adviser of the Ministry of Education for advice.

Cash Receipts:

All cash and cheques received must be paid into the school office and properly receipted. This includes trading income, other local funds receipts and reimbursements for learning materials.

No cash received can be used to pay accounts in cash.

All receipts must be banked as soon as possible but will be banked no later than weekly.

All cash and cheques kept on the premises must be kept secure and under the control of the Office Manager or Principal.

Receipts will always be issued for amounts over \$50 and on request for amounts under \$50.

Accounts for Payment:

ESL are responsible for the payment of all invoices.

Office Manager is to collect, code, and present invoices to Principal for approval.

Once approved invoices are to be scanned and sent to ESL for payment.

Expense reimbursements must be certified by the Principal. An expense claim should be supported by GST receipts or invoices. Claims for the use of private motor vehicle usage must be certified by the Principal to indicate that approval was given. Scale rates as per the award will be the basis of reimbursement per kilometre.

Friends of Roseneath School:

ESL are responsible for the payment of all invoices.

Friends' committee members are to either; pay for any goods or items necessary for fundraising events and seek reimbursement from the account from ESL, or have the school invoiced directly, which is preferable. Receipts and invoices must be retained for reimbursement.

Office Manager is to collect receipts and invoices and present to Principal for approval.

Once reimbursement approved, Office Manager to scan and send to ESL for payment.

Petty Cash:

A petty cash fund of no more than \$100 shall be held.

Reimbursement claims from the petty cash fund shall not exceed \$20 and must be accompanied by a receipt and approved petty cash voucher.

Petty cash advances will only be made for amounts up to \$20. They must have an approved petty cash voucher. A receipt for the actual expense with any unspent cash must be provided within 2 working days of the advance.

Accounting Records:

The Principal shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in Acts of Parliament, financial reporting standards and other applicable standards.

The financial system must be so organised by the Principal that the Principal and Chairperson can sign without hesitation the annual Statement of Financial Responsibility as required by Section 155 of the Crown Entities Act 2004.

Periodic and Annual Financial Statements

ESL are responsible for providing monthly management reports, which include a summary of key numbers, Statement of Financial Performance (including comparison to budget), a summary Statement of Cashflow, and a summary Statement of Financial Position.

For each month the Principal shall present a written summary report that describes:

- key (financial) achievements from the previous month
- expectations for the month ahead and
- significant matters and/or risks that must be addressed by the School.

The Principal and Board Treasurer are responsible for presenting these management reports to the Board at each meeting, for the month previous.

Any recommendations made to the Board for the purchase of fixed assets, investments and other use of cash resources must refer to the impact on the School's present cash resources and projected cashflows for the next 12 months.

ENTERTAINMENT POLICY

The Board has a responsibility to ensure that expenditure on entertainment incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.

This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Purposes of Entertainment:

Entertainment expenditure in general will be for the following purposes:

- Building relationships and goodwill
- Representation of the school in a social situation
- Hospitality provided in the course of school business to external parties
- Internal social functions

The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

School Events and Staff Meetings:

This includes conferences, seminars, workshops, training courses and meetings.

When deciding upon a venue, teachers should take into account location, accommodation standard and tariff rates. They should give due consideration to the nature of the event, total cost, expectations of participants and their home location.

When deciding upon catering, teachers should take into account the nature of the event and the quality of food required. Lunch should only be provided for staff meetings where it is not possible to arrange the meeting for a period which avoids the lunch break.

Alcohol Purchases:

The school should only purchase alcohol for entertainment purposes.

Purchases are usually for the consumption by staff and guests at school hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

PROTECTED DISCLOSURES POLICY

Introduction

The Board accepts that it has a responsibility to have in operation internal procedures for receiving and dealing with information about serious wrongdoing in or by the School. The Board also accepts that it must regularly educate and train its employees on the internal disclosure system.

The Board agrees that this Policy must be published widely in the School, will be provided to all new employees and will be republished at regular intervals (at least annually).

The purpose of this policy is to provide information and guidance to employees of the School who wish to report serious wrongdoing within the school. The policy is issued in compliance with the Protected Disclosures Act 2000 and the Education Act 1989.

What is a Protected Disclosure?

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

Definition of Serious Wrongdoing

Serious wrongdoing includes any serious wrongdoing of any of the following type:

- an unlawful, corrupt, or irregular use of funds or resources; or
- an act, omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
- an act, omission or course of conduct that constitutes an offence; or
- an act, omission or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

Conditions for Disclosure

Before making a disclosure the employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the School;
- the employee believes on reasonable grounds the information to be true or likely to be true;
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected.

Who can make a Disclosure?

Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:

- current employees and Principal;
- former employees and principals; and
- contractors supplying services to the school.

Protection of employees making disclosures

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- may bring a personal grievance in respect of retaliatory action from their employers;
- may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and
- will, subject to paragraph 15 in the Procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

Procedure

Any employee of the School who wishes to make a protected disclosure should do so using the following procedure:

The employee should submit the disclosure in writing.

Information to be contained:

The disclosure should contain detailed information including the following:

- the nature of the serious wrongdoing;
- the name or names of the people involved; and
- surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.

Where to send disclosures:

- A disclosure must be sent in writing to the Principal who has been nominated by the Board under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.
- OR
- If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Board Chairperson.

Decision to investigate:

- On receipt of a disclosure, the Principal or Board Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal or Board Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.

Protection of disclosing employee's name:

- All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal or Board Chairperson will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:
- to ensure an effective investigation; or
- to prevent serious risk to public health or public safety or the environment.

Report of investigation

At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board Chairperson.

Disclosure to an appropriate authority in certain circumstances

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The Board Chairperson is or may be involved in the wrongdoing;
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of the disclosure.

Appropriate Authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- The head of any public sector organisation

Disclosure to Ministers and Ombudsman

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure has made the same disclosure according to the internal procedures and clauses of this Policy and reasonably believes that the person or authority to whom the disclosure was made:

- has decided not to investigate; or
- has decided to investigate but not made progress with the investigation within reasonable time; or
- has investigated but has not taken or recommended any action;

and the employee continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

DELEGATION SCHEDULE

Introduction

This Delegation Schedule was approved by the Board of Trustees (the Board) of Roseneath School at its meeting on 12 March 2018 and became effective at this date. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the chief executive (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.

The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School's executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.

If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that should doubt arise in the exercise of a delegated responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.

This Schedule does not in itself provide the right to executive management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a Memorandum of Delegations which sets out the delegations and is signed by the parties involved. An outline example is set out at the end of this Schedule.

The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any Court hearing a case related to the School's finances.

Delegations Retained by the Board

The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:

- a. Approval of all operating, capital, cashflow and property maintenance budgets and amendments to these budgets;
- b. Commitment of operating expenditure for any invoice in excess of \$2,500 (outside of payroll);
- c. The commitment or purchase of capital expenditure;
- d. The disposal of fixed assets with a cost price in excess of \$10,000;
- e. The transfer of money between any Board cheque and term deposit account for a period longer than 12 months;
- f. The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;
- g. Leave on full pay granted to all staff (teaching and non-teaching) to attend training sessions or courses outside the school for a period greater than four half-days;
- h. The termination of employment of any paid employee;
- i. Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
- j. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
- k. Responses to the Secretary of Education or any other permanent head of a Government department which was initiated by a report, written communication,

request for information or required declaration received from such persons and addressed to the Board or Board Chairperson;

- l. Interviews with the media and the distribution of media releases on any matter which involves the School;
- m. The initiation of any legal actions and any communications in relation to these actions;
- n. Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Principal

- 2. The Board delegates to the Principal the responsibilities listed below:
 - a. The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
 - b. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
 - c. Approval of any orders for goods and services up to the value of \$2,500 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
 - d. Transfers to at-call deposits for periods less than 12 months;
 - e. Ordering fixed assets for which the capital expenditure has the prior approval of the Board;
 - f. The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
 - g. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
 - h. Delegation in writing to specified staff positions of responsibilities according to the format set out below.

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson. In such an absence the Acting Principal shall sign a copy of this Schedule.

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations.

SIGNED:

Principal

DATE:

12 March 2018

Principal's Delegations to Specified Positions

With the Board's delegation to me as Principal and with the Board's approval for me to delegate to a specified staff position I delegate to the position of [name of position] the following responsibilities:

1. Approval of any orders for goods and services up to the value of \$500 and provided such an order will not exceed the Board approved budget allocation for (name of budget item or sub-budget item);
2. [List here any other responsibility within the Principal's delegation.]

These delegations are to be exercised in terms of the delegation schedule set out in the Roseneath School Finance Policy.

Delegations are to be signed by the end of Term 1, and expire on the last day of Terms 4, each year.

SIGNED:

Principal

DATE:

[date]

I accept responsibility for the proper execution of the delegations assigned to me as (name of position) and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

SIGNED:

[Name of delegate]

[Name of Position]

DATE:

[date]

SEPARATION OF DUTIES

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's Schedule of Delegations, and when carrying out these tasks Trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their Memorandum of Delegation.

Banking and Cash Handling

What	Who
Opening mail and receipting the cash and cheques received	Office Manager
Receipting of all student cash received	Office Manager
Receipting of any Friends fundraising cash received	Office Manager
Preparation of banking	Office Manager
Signature of bank deposit	Office Manager
Deposit of banking	Office Manager
Reconciliation of daily receipts with banking	ESL
Periodic bank reconciliation	ESL
Certification of bank reconciliation	ESL
Custody of cash and cheques	Office Manager

Petty Cash

What	Who
Authorising reimbursement of petty cash claims/vouchers	Office Manager
Reconciling petty cash balance	Office Manager
Signing petty cash top-up cheque	ESL

Purchases and Payments

What	Who
Raising purchase orders – paper, phone or internet	Budget Holders
Verifying receipt of goods or services	Budget Holders
Approval of invoices for payment	Principal
Signing cheques/approving bank payment	Principal

Investments

What	Who
Transfer to and from general, at-call and term deposit accounts	Principal
Reconciliation of transfers	ESL

Accounting System

What	Who
Accounting systems daily back-up	ESL
Weekly off-site back-up storage	ESL
Monthly history file back-up	ESL
Annual archive back up safe deposit	ESL

Payroll

What	Who
Check of fortnightly SUE report	Principal and Treasurer

Reconciliation with bank debit with errors followed up	Principal
Verification of SUE reconciliation report and bank debit	Principal
Reconciliation of leave and reliever attendance	Principal and Treasurer
Staff expense claim – voucher approval	Principal

Income

What	Who
Preparation of receivables invoices	Office Manager
Certification of invoices	Office Manager
Reconciliation of receivables ledger	Office Manager
Verification of reconciliations	ESL
Debt write-off approvals	Principal and Treasurer

Fixed Assets

What	Who
Fixed asset purchase approval	Board
Fixed asset purchase order approval	Principal
Fixed asset delivery acceptance check	Principal
Fixed asset invoice certification	Principal
Fixed asset voucher certification	Principal
Fixed asset register update	ESL

SIGNED:

Principal

DATE:

12 March 2018

SENSITIVE EXPENDITURE POLICY

The board agrees that it has a responsibility to ensure that all expenditure of board funds is clearly linked to the business of the school and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff or students).

The board acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

The board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fund raising specific to that expenditure.

Particular reference should also be made to the board's travel policy in considering expenditure which may benefit individuals or groups of individuals.

The board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the principal (as the chief executive and the board's most senior employee).

Principles:

The board requires the principal, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure:

- Does the expenditure benefit student outcomes?
- Does the expenditure represent the best value for money?
- Is it in the budget?
- Could the board justify this expenditure to a taxpayer, parent or other interested party?
- How would the public react if this expenditure was reported by the media?
- Would there be perceived to be any personal gain from this expenditure?
- Does this expenditure occur frequently?

Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (e.g., Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

Accounting for expenditure:

All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the board.

THEFT AND FRAUD PREVENTION POLICY

The board has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.

The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

General:

As preventative measures against theft and fraud the Board requires the Principal to ensure that:

- The School's physical resources are kept secure and accounted for.
- The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School

The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.

The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

Procedures:

In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:

1. Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
2. So far as it is possible and within 24 hours:
 - a. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud;

- b. Request a written statement from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft;
 - c. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation;
 - d. Inform the Board Chairperson of the information received and consult with them as appropriate.
3. On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
 4. The Principal shall then carry out the following procedures:
 - a. Investigate the matter further;
 - b. If a prima facie case is thought to exist to continue with their investigation;
 - c. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - d. Lay a complaint with the New Zealand Police;
 - e. If necessary, commission an independent expert investigation;
 - f. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - g. Seek legal advice; or
 - h. Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
 5. Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
 6. If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
 - a. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - b. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - c. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - d. Advise the person in writing of the processes to be involved from this point on.

Allegations Concerning the Principal or a Trustee

Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 4 of this Policy.

TRAVEL POLICY

The board has a responsibility to ensure that travel 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 Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.

This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Principles:

The Board agrees to ensure that:

- the travel expenditure is on the Board's business, and the School obtains an acceptable benefit from the travel when considered against the cost;
- expenses are reimbursed on an actual and reasonable basis; and
- staff that are required to travel on business do not suffer any negative financial effect.

Process for Making Travel Arrangements:

1. Under no circumstances may any staff member approve their own travel.
2. All booking for international and domestic travel is to be conducted through the School's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.
3. Travel bookings are not to be made using manual cheques or credit cards.

Travel within New Zealand

4. The justification for travel within New Zealand must be documented. It is to be transparent and must relate to a school need. Travel within New Zealand is to be authorised 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).
5. All domestic air travel is to be economy class.

International Travel

6. Prior to international travel being undertaken, the traveller must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.
7. All international travel should be authorised by the Board before it is commenced. A proposal must be put to the Board detailing the purpose of the trip, the expected benefit to the Board which will arise from the trip and an estimate of the costs of the trip. The Board will approve the travel in writing.
8. At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board and the School of the trip.

9. Except where the flight time exceeds 10 hours, all international air travel is to be economy class.
10. Business class travel may be approved, where the Board considers appropriate, for travel more than 10 continuous hours in duration.
11. If a staff member has a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before commencing work is permitted.

Accommodation

12. Staff should opt for good but not superior accommodation, for example Qualmark 2 star accommodation and must be prepared to justify exceptions to this rule to the Board.
13. Staff who stay privately will be reimbursed on production of receipts, for koha or for the cost of a gift given to the people they have stayed with. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift. (Refer to Gift Policy).

Vehicles

14. When using rental cars, staff should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Board.
15. Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the Inland Revenue Department.
16. If taxis are used, then staff should pay for the taxis out of their own pocket, obtain a receipt and seek reimbursement through petty cash or as part of an expense claim.

Reimbursement of Expenses

17. The reimbursement for business related travel expenses is on the basis of actual and reasonable costs. Actual and reasonable expenditure is defined as “the actual cost incurred in the particular circumstance, provided that it is a reasonable minimum charge”.
18. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred.
19. All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies, laundry and private phone call charges are to be paid separately by the travelling staff member.
20. All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
21. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the School.
22. Authorisation can still be given for expenditure less than \$50 where there is no receipt, for example if it is not practical to obtain a receipt or if the receipt is lost. The expenditure can be reimbursed provided there is no doubt about its nature or the reasons for it.

Discretionary Travel Benefits

23. Travel benefits, including airpoints and loyalty scheme rewards/points (Flybuys, Global, etc), accrued from official travel are only to be used for subsequent travel on behalf of the School. They should not be redeemed for personal use.
24. Staff must travel by the most direct route unless scheduling dictates otherwise.
25. The School will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the School did in no way incur additional expenditure.