



## ASSET AND FINANCE POLICY

This policy documents how the Pukekohe East School Board of Trustees will ensure that it meets its obligations under National Administration Goal 4 to:

- i. allocate funds to reflect the school's priorities as stated in the charter;
- ii. monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;
- iii. comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

The Board will meet these obligations through the development and implementation of:

**Financial Management Procedures** to ensure that the Board:

- manages the funds responsibly in the interests of our pupils
- complies with GST regulations
- meets audit office requirements.

**Asset and Property Management Procedures** to ensure the provision of:

- an attractive and welcoming environment that supports students' learning and contributes to the school's positive image in the community.
- a good working environment for staff
- School grounds, buildings facilities and equipment that are well maintained, making good use of school funds.

**Financial Responsibilities and Schedule of Delegations** which outline delegated responsibilities and authorities for financial administration tasks.

**Theft and Fraud Prevention Procedures** 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.

**Gifts Procedures** to ensure that expenditure on gifts incurred by the School are clearly linked to the business of the School.

**Travel Expenditure Procedures** to ensure that travel expenditure incurred by the School is clearly linked to the business of the School while at the same time ensuring that ensure that staff required to travel on official school business do not suffer any negative financial effect.

**Entertainment Guidelines** to ensure that expenditure on entertainment incurred by the school is clearly linked to the business of the school.

**Procedures for use of the School Credit Card** to ensure that credit card expenditure incurred by the school must be clearly linked to business of the school.

**Procedures relating to sensitive expenditure** to ensure that 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.

**Donations and Fundraising Procedures** to ensure there are adequate financial provisions to supplement material resources.

Signed..... Chairperson..... Date.....

Reviewed: