



West End School

Te Kura O Urumutu

Finance and Property Policy

RATIONALE:

West End School will utilise its funding to maximise the learning of its students and staff.

West End School will manage its property so that it is maintained, replaced and added to, to ensure a safe, tidy, clean and attractive learning environment.

PURPOSE:

The West End School Board of Trustees is the guardian of public money and property and is publicly accountable for the way it is controlled and spent. It monitors and controls school expenditure, and ensures that annual accounts are prepared and audited as required by law.

GUIDELINES

- Complies with legislation on financial and property matters
- Allocates funds to reflect the school's priorities as stated in the charter
- Adopts an annual budget
- Monitors and controls school expenditure delegating responsibility for effective management of the school finances to the principal, who may further delegate responsibilities and duties
- Ensures that the school meets public sector expectations for management of conflicts of interest
- Ensures that annual accounts are prepared and audited
- Manages assets, including property, and implements a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students
- Takes responsibility for protecting the school's resources, both physical and financial, through its theft and fraud prevention policy
- Insures board-owned property, such as vehicles, buildings, etc. and documents it
- Uses the Ministry of Education's Risk Management Scheme for contents and liability insurance, and premiums are deducted before receiving the operational grant.

CONCLUSION

Careful management of Finance and Property will ensure that the Board of Trustees provides the best learning environment possible.

Signed: .....(Board Chair)

Date: 25/3/19.....

Name: .....

Review Date: .....

ASSOCIATED PROCEDURES

1. Ordering of Goods and Services, Expenditure and Internal Control
2. Monthly BOT Accounts Procedures
3. Hall Hire
4. Property Management
5. Telephones
6. Foreign Fee Paying Students
7. Fees for Staff Undertaking Study
8. Sponsorship
9. Gifts
10. Smoke Detectors
11. Damage to School Property
12. PE Equipment
13. School Resources
14. Photocopier / Laminator