

MAHANA SCHOOL PROCEDURE

FINANCIAL MANAGEMENT

The Financial Management Policy ensures that the Board of Trustees has a sound and comprehensive understanding of its financial accountability in regard to the National Administrative Guidelines (in particular Nag 4), the schools Charter and Strategic Plan.

The responsibilities of the Board are:

- To implement and maintain long term financial planning, to adequately allow for maintenance, development, curriculum requirements, staff development, support staff, etc.
- To enable strategic planning goals and objectives to be achieved reflecting the schools priorities, and the financial resources available.
- To have a comprehensive financial description of its yearly operation plan, in the form of a financial budget, and to provide clear guidelines for the management of each sector.
- To ensure that requirements and deadlines are met regarding Auditing and preparation and completion of Annual Accounts.

To monitor income and expenditure, in line with the budget.

- A review of the budget to take place mid-year, by the Principal, Chairperson, and Finance Trustee and any recommendations of alterations to be taken to the Board for approval.

To have strict spending guidelines place as follows:

- Budgeted items in the categories of Curriculum, Staff Training/Development, Consumables, New Assets and Administration, need no further authorisation, (the Board has already approved them by approving the budget), and are at the Principal's discretion.
- Minor property maintenance/repair items may be authorised/purchased by the Principal as required, up to a set monthly amount as set out in the budget, but not exceeding \$200 per month.
- A review of school financial reserves must be undertaken quarterly by BOT Finance Sub-Committee or authorised person.
- Major budgeted property items over \$200 must be authorised by the Board.
- School development - The entire Board is responsible for overseeing any major school development. Before committing funds, i.e. signing of quote acceptances/contracts, the Board must be consulted and the spending be approved.
- All school cheques to have two authorised signatures. All cheques to be stamped "Non-Transferable" (except petty cash cheque). No blank cheques to be signed by both signatories.
- Internet banking facility. Only the Principal, Office Administrator and one other Trustee (usually Chairperson) will know the pin number/password to operate the school's bank accounts. Every precaution shall be taken regarding the confidentiality of the banking devices. From time to time pin numbers to these devices shall be changed.
- A member of the finance sub-committee is to authorise accounts before payment, on or around the 20th of the month. Those that have a due date other than 20th, e.g. phone, power may be paid when due. BOT to approve payments retrospectively at next meeting.

- Office Administrator to ensure that the purchaser signs all invoices. Curriculum supplies to be signed by the person that ordered them. Invoices that relate to contracts such as cleaning and mowing do not need authorisation as the contract serves as the authorisation. Incidental things to be signed by the Office Administrator, Principal or BOT member.
- At months end, a complete list of Expenditure / Income including cheques is to be provided by the Office Administrator to a BOT member, for checking and signing (codes etc) before being sent to the accountant. This copy is to be attached to the Monthly Financial Report and distributed to all BOT members.
- Office Administrator to keep clear petty cash records, and to code expenditure accordingly. Petty Cash float not to exceed \$50.00.

To have systems in place for the handling of money coming into the school office.

- All money (both cash & cheques) that comes into the school office must be receipted by the Office Administrator.
- The storage of cash and cheque book on school premises shall be in a secured place.
- The banking to be done monthly. Office Administrator to follow banking procedure as set out in Job Procedures. Cheques can be crossed non-transferrable and deposited into the school bank account.
- All money is banked into one school account. Money is never to be deposited into a Staff or BOT members account.
- Direct credit payments received from parents for fees, trips, donations will appear on the financial statement given to families each term.

To keep an up to date asset register

- Principal is to record any assets purchased or sold in order to advise the accountant

Board may employ the services of an outside specialist for accounting services as required, and as financial resources allow.

Adopted: 14/11/01
 Reviewed: 25/02/04
 Reviewed: 21/06/05
 Reviewed: 19/09/06
 Reviewed: 09/07/13