

Sacred Heart Girls' College

New Plymouth



NAG 4A

FINANCE

Last reviewed at BOT Meeting on 23/9/15

Chairperson: Cecilia Cerner

Signature: [Signature]

CONTENTS PAGE

CHARTER

School Charter

POLICY

Finance (NAG 4A) page 1

PROCEDURES (NAG 4A - FINANCE)

1. Financial Management	page 2
2. Budgeting	page 3
3. Management Accounts	page 4
4. Annual Financial Statements/Auditing.....	page 5
5. Delegations	page 6
6. Locally Raised Funds	page 7
7. Reimbursement of Principal's Expenses	page 9
8. Reimbursement of Teacher Expenses	page 10
9. Credit Card	page 11
10. Theft and Fraud	page 13

SUPPORTING DOCUMENTS (NAG 4A FINANCE)

Documentation	Location
Allocation of grant funding	Executive Officer's Office
Annual Accounts	Executive Officer's Office
Asset Register and depreciation	Executive Officer's Office
Budget	Executive Officer's Office
Ministry Gazette notices and circulars	Staffroom
Interested Parties Register	Executive Officer's Office

THIS WILL BE REPORTED AS FOLLOWS (NAG 4A FINANCE)

- Regular Management Accounts – monthly
- Annual Financial Report approved by Board by 2nd week of May.
- Budget – final approval by Board after roll confirmed by 28th February
- Annual Insurance Review – Term 1
- Results of Self-Review – Term 2



Sacred Heart Girls' College

FINANCE POLICY

According to legislation on financial matters, the Sacred Heart Girls' College Board of Trustees will:

- (a) Allocate funds to reflect the school's priorities as stated in the charter;
- (b) 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.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.

FINANCIAL MANAGEMENT

- The school will maintain appropriate systems of internal control to ensure that the integrity of the financial records and the finances is maintained at a high level to mitigate the risk of financial failure, fraud or misappropriation.
- Adequate insurance cover will be procured to cover the risk of loss on all property that is the responsibility of the Board. This adequacy of this cover will be reviewed at least annually.
- The fortnightly payroll reports [SUE reports] will be reviewed and approved by the Principal. The Annual SUE statement will be reviewed and approved by the Principal and the Board Chairperson.
- The school will maintain throughout the year working capital no less than \$150,000 unless expressly approved by the Board. The purpose of this working capital is to enable the school to procure extraordinary goods, services or personnel that were not budgeted but essential for appropriate delivery of curriculum during a school year.
- The school will maintain an interested parties register. The purpose of this register is to identify situations where staff or board of trustees' outside business interests may conflict with the best interests of the school. The register will be updated at the beginning of each school year.

BUDGETING

The school will complete an annual budget that is consistent with its annual plan and its strategic plan. The budget will form the basis of communicating to the faculty, department and management heads the expected income and expenditure throughout the year.

The annual budget will be prepared by the Executive Officer and approved on the following basis:

1. Budget data will be submitted by Faculty and Department Heads no later than 31 October.
2. Administrative and Overhead Budget data will be submitted by the Principal and Executive Officer no later than 31 October. The Management Team would have reviewed and approved for inclusion in the budget that data referred to in 1 above.
3. The Draft budget will be submitted to the Board for approval no later than week 2 of November. The only item requiring confirmation will be the roll for the New Year.
4. The Board will approve the final budget no later than 28 February on confirmation of the roll.

MANAGEMENT ACCOUNTS

Monthly management accounts will be prepared on a timely basis measuring actual financial performance against budget incorporating where necessary a re-forecasting of annual financial performance.

The management accounts for the school will be prepared and presented on the following basis:

1. The approved budgets referred to on the previous page will be incorporated into the management reporting system.
2. The school will implement and maintain an electronic financial management reporting system that is “fit for purpose”, well supported by an external supplier/provider and a platform recommended by the Ministry of Education. The external supplier is Education Finance.
3. Monthly management reports for the months of January to October will be provided to the Board no later than 4 weeks following the end of each month. The reports for the months of November and December will be provided to the Board no later than 28 February in the following calendar year. As a minimum the report will include:
 - a. Financial reports including an operations statement and balance sheet (that are supported by reconciled subsidiary records including but not limited to creditors, debtors, fixed assets and accruals).
 - b. A management commentary on variances from budget.
 - c. A schedule of payments including the school credit card made during the month that the will be ratified by the Finance sub-committee.

ANNUAL FINANCIAL STATEMENTS/AUDITING

The financial statements will be prepared in accordance with the Public Finance Act and the NZ equivalent of the International Financial Reporting Standards. These financial statements will be audited by the Auditor General or their approved delegate. The required timeline for the preparation of the annual statements is as follows:

1. The final draft [subject to audit] financial statements will be available for Board approval no later than the 4th week of February.
2. The final audited financial statements will be available for Board approval no later than the 2nd week of May.
3. Any changes in accounting policy with respect to the preparation of these financial statements will require prior approval of the Board.

DELEGATIONS

Refer to Nag 3 – Delegations procedures, page 29. Board delegations to the Principal.

LOCALLY RAISED FUNDS

1. All monies received from staff/student fundraising to be banked by the Accounts Department and recorded in the school's financial system. All monies to be locked in the safe.
2. All money will be recorded as to source and destination, and the teacher-in-charge of the project will be responsible for its delivery to the Accounts Department.
3. No money will be held in classrooms at any time.
4. The attached form is to be used for finance tracking and audit purposes.
5. The Board of Trustees will appoint a member to liaise with the PTFA.



Sacred Heart Girls' College, New Plymouth

Fundraising Form

Date of event: <i>or</i> Due Date:	
Event / for:	
Teacher / person in Charge:	
Name of student in charge: <i>or</i> Team Members Names:	
Target Amount: (if applicable)	
Account Funds to be allocated to:	
Expenses from funds:	
Vertical Form: (if applicable)	

Other Details:

REIMBURSEMENT OF PRINCIPAL'S EXPENSES

It is a responsibility of the Board to ensure the Principal is able to carry out activities which are going to be of benefit to the students and school administration without he or she being financially disadvantaged. Expenditure should be within the budget outlined each year by the Board.

1. **Use of Private Vehicle:**
For school related matters other than daily travel to and from school on week days, reimbursement on a per kilometre basis at a rate agreed to on an annual basis by the Board of Trustees and Principal. However, it is recommended that the Secondary Teachers' Collective Employment Contract rate be used as a guide.

2. **Incidental Expenses: (Non receipted expenses)**
Actual ceiling to be a dollar value of up to \$300.00 p. a.

3. **Membership Fees of Professional Associations:**
This is set at \$1,000.00 p.a. for membership of:
a National Association
a Local Association
one other Professional Association
 Note: PPTA subscriptions will not be paid from this allowance.

4. **Attendance at Professional Conferences:**
 (i) SPANZ
 (ii) PPTA Principals
 (iii) Catholic Principals
Recommended that the Principal attend two of the three nominated conferences as a matter of right with full reimbursement being made. Additional conferences should have prior Board approval.

5. **Entertaining School Guests:**
Actual and reasonable expenses subject to a ceiling \$1,000.00 per year.

6. **Allowance for the Principal's professional development, is to be included in the College's annual professional development budget.**

REIMBURSEMENT OF TEACHER EXPENSES

It is the responsibility of the Board to ensure teachers are able to carry out activities which are going to be of benefit to the students without themselves being financially disadvantaged. The Board delegates authority to the Principal to administer this procedure.

1. For excursions, camps, professional development and other authorised activities demanded by a College syllabus in accord with Board policy, there will be reimbursement of the actual and reasonable costs of accommodation, meals, travel and incidentals expenses. The same reimbursement will be available to teachers engaged in school business at the direction of the Principal. This reimbursement will be made once the reimbursement form with attached receipts is signed by the staff member and Principal has given it to the Accounts Department. Reimbursement of expenses will occur according to the Secondary Teachers' Collective Employment Contract.
N.B. Travel costs will normally be covered by use of school vehicles. Should a teacher not be able to use a school vehicle they will be reimbursed on an actual fuel cost basis or at per km rate as per Secondary Teachers/Support Staff agreement.
2. Travel and other actual and reasonable expenses related to sporting teams are to be approved by the teacher in charge of the sport who is responsible for administering player registration fees and other money available from the administration of the sport.
3. When teachers face costs in any of the above activities, it will be possible at the discretion of the Principal to obtain a cash advance against estimated costs. Such cash advances will be taken into account when reimbursement is finalised in any actual case. Receipts for all expenses incurred in such cases must be provided as soon as possible after the conclusion of the activity.

CREDIT CARD

1. The Principal may only delegate the use of the credit card to either the College Executive Officer or the Principal's PA.
2. The credit card is not to be used for any personal expenditure.
3. The Board will approve all expenditure on the credit card monthly.
4. The PIN and card number if written down, must be kept securely and held only on the school premises.
5. Purchases must be within the credit limit applicable to the card. The limit on the card is \$10,000.00.
6. The Principal (i.e.) cardholder must notify the credit card company and the Board of Trustees immediately if the card is lost or stolen.
7. The credit card purchase request form (see attached) should be used for each transaction. (Such as purchases over the internet or phone). If the use of the credit card has been delegated to the person listed in (1.) above, the amount charged to the credit card cannot exceed \$2,000.00 in any one purchase transaction. Amounts in excess of \$2,000.00 must have prior approval by the Principal.
8. The Principal (i.e.) cardholder must return the credit card to the school upon ceasing employment there or at any time upon request by the Board.
9. All expenditure charged to the credit card is to be supported by:
 - credit card purchase request form
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on school business
 - For expenditure incurred of value greater than \$50.00 (including GST) there should also be a GST invoice to support the GST input credit.
10. All purchases should be accounted for within 5 working days of receiving a credit card statement.
11. Cash advances are not permitted except in an emergency. Where cash advances are taken, a full reconciliation with receipts, of how the cash was used must be provided. Any unspent monies must be returned to the College.
12. Any benefits of the credit card such as membership awards programme are only to be used for the benefit of the College.

SACRED HEART GIRLS' COLLEGE

Cheque No: _____

Date: ____/____/____

PAYMENT REQUEST FORM

CHEQUE

DIRECT CREDIT

CREDITCARD

STAFF REIMBURSEMENT

Please tick which of the above is appropriate. Supply bank account if direct credit.

Copy of supporting document **MUST BE ATTACHED** to this form, to be retained in accounting records e.g. order form, application/registration form, quotation, correspondence, email). Original forms to be sent with the cheque should be attached separately with a paper clip.

Pay to:

Address:

Cheque to be posted direct? YES / NO (if not will be put into pigeon hole)

Details & Reason

Accounts Code

Amount

Date Required: ____/____/____

TOTAL

These payments will be made on a Tuesday unless the payment is Very urgent, please see Liz or Maree if this is the case.

Requested by: _

Authorised by: _____ ____/____/____

THEFT AND FRAUD

1. In the event of an allegation of theft or fraud the Principal shall decide to either immediately report the matter to the NZ Police or follow the 'Allegation of Fraud' procedures.
2. 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.
3. Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.
4. Any allegation concerning the Principal is to be made to the Board Chairperson.
5. Any allegation concerning a member of the Board of Trustees is to be made to the Principal.

Allegation of Fraud Procedures

- a. Record details of the allegation, the person 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.
- c. Inform and consult with the Board Chairperson and 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. If yes, then carry out the following procedures.
- d. If necessary, commission an independent expert investigation.
- e. Seek legal advice.
- f. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member.
- g. Lay a complaint with the New Zealand Police.
- h. Inform the school's auditors.