

Finance- Monetary Asset Management Policy

1.0 RATIONALE

1.1 To meet the Board's obligations with respect to the management, control and development of the school's monetary assets.

1.2 To avoid, manage and mitigate risks with monetary assets.

2.0 DELEGATION

2.1 The Board shall form and operate a standing **Finance, Risk and Audit Sub-Committee/Portfolio**.

2.2 The Board requires the Principal (in conjunction with the FRA committee) to **develop procedures and systems** and to **allocate duties**, to ensure risk averse and beneficial management of the school's monetary assets, to enable the development and maintenance of school property, assets and school Personnel.

2.3 The Board requires the Principal to ensure that the Annual Budget is prepared to reflect expenditure required to implement the Annual Plan, is aligned with the Strategic Plan.

2.4 The Board of Trustees requires that 2.2 be undertaken with appropriate consultation within and Beyond the school and in compliance with all statutory, regulatory and contractual requirements.

2.5 The Principal and delegations, shall not make any purchase:

Over \$5000.00 without having obtained three comparable price quotations and having approval by the Board within the Annual Budget or by the Board within a separate formal process.

Over \$2000.00 without an adequate financial and strategic review of value, benefit, reliability and on-going cost.

2.6 The Principal shall not fail to meet the Boards strategic aims, shall not risk the finances, and should not fail to show a generally acceptable level of foresight in regards to any monetary or financial matters.

2.7 The Principal shall ensure that the requirements of NAG 4 are met.

3.0 PROCEDURES

3.1 The Board requires the Principal in conjunction with the FRA Committee to develop **monetary asset management procedures** for this policy and to present these to the Board of Trustees for Board Approval, at the meeting following Board ratification or review of this policy.

3.2 The **Monetary Asset Management Procedures** will reflect the Board of Trustees Rationale and Delegations of the Policy.



3.3 The **Monetary Asset Management Procedures** will meet all statutory, regulatory and contractual responsibilities of the Board in respect of these financial matters. These obligations include but are not limited to:

- The Education Act 1989
- The Education Amendment Act 2000
- The National Administrative Guidelines for Schools
- The Employment Agreement for Staff
- The Public Finance Act 1989
- The Health and Safety in Employment Act 1992
- The Crown Entities Act 2004
- The Financial Reporting Act 1993
- The International Financial Reporting Standards

3.4 The **Monetary Asset Management Procedures** will include provision for regular reporting to the Board of Trustees as requested.

3.5 The **Monetary Asset Management Procedures** will include provision for meeting the statutory requirements for reporting to the Ministry of Education.

3.6 The **Monetary Asset Management Procedures** will include but not be limited to the following areas:

- The management of delegations for budgeted and other expenditure
- Preparation of the schools Annual Budget
- Budget preparation, monitoring and reporting for other non-budgeted expenditure
- Budget preparation, monitoring and reporting for development projects
- Monthly financial reporting and forecasting of the Annual Budget
- Preparation of the Annual Report, including the Annual Financial Report
- Audit of the Annual Report and the schools financial accounts
- Implementation of management recommendations in the annual audit
- Applications for charitable donations and sponsorship and the deployment and management of assets purchased with such funds
- Financial contributions from students and their caregivers and the deployment and management of assets purchased with such funds
- The management of and delegations for cash assets including cash handling and banking
- Theft and fraud prevention
- Use of the school credit card

4.0 ACCOUNTABILITY

4.1 The Principal will provide a Finance Report to the Board of Trustees prior to the regular Board meetings, to report on monthly and year to date financials for all budget areas, including notes to explain significant variances and current 'state of play'. This report will include any items of extraordinary expenditure and any matters of concern due to perceived or real financial risk.

4.2 The Principal is responsible to ensure the timely and complete organisation and preparation of all documentation and information for the annual audit of school annual report and financial accounts.



4.3 The Draft Annual Plan and Draft Annual Budget, which is aligned to the schools Strategic Plan will be presented to the Board of Trustees in November of each year, for consideration by the Board. The finalised Annual Plan and Annual Budget will be approved by the Board no later than the following February.

5.0 REVIEW

This policy will be reviewed in accordance with the Board's regular review process. This policy links to the school's Mission, Values, Strategic

Aims 1, 2, 3, 5 and NAGs
4, 5 and 6.

6.0 RATIFIED BY BOARD OF TRUSTEES

Chairperson:

Signed:

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ate: 25.07.19 Due for Policy Review: July 2022