

# ROSENEATH SCHOOL FINANCE POLICY

## CONTENTS:

Page:	Chapter:
2	Asset Management Policy
4	Cash Management Policy
8	Credit Card Policy
10	Entertainment Policy
11	Financial Support (Extra-Curricular Activities) Policy
12	Protected Disclosures Policy
15	Delegation Schedule
19	Separation of Duties
22	Sensitive Expenditure Policy
23	Theft and Fraud Prevention Policy
26	Travel Policy

**GENERAL STATEMENT:** the Roseneath School Finance Policy (**Policy**) deals with the financial management of Roseneath School (**School/Kura**). The desired outcomes of the Roseneath School Finance Policy are that the School/Kura:

- *allocates funds to reflect the priorities as stated in its Charter,*
- *expenditure is monitored and controlled; and*
- *ensures that annual accounts are prepared and audited as required by the [Public Finance Act 1989](#) and the [Education and Training Act 2020](#).*

In the formulation and approval of this Policy the Board/Poari (**Board/Poari**) has had due regard to the accepted standards of sound financial management and applied these to the School/Kura.

**GENERAL STRUCTURE / CROSS-REFERENCES:** the Policy comprises a number of Chapters dealing with different aspects of financial management at the School/Kura. Each Chapter is to be read in conjunction with the other Chapters due to the interconnected nature of finance issues. Cross-references to other policies will generally be appropriate. Staff/kaimahi must also take into account the [Financial Information for Schools Handbook](#).

**APPROVAL:** Amendments to this Policy require the unanimous approval of the Board/Poari.

The Principal/Tumuaki (**Principal/Tumaki**) must circulate this Policy to all staff/kaimahi, and include a copy in the School Policy Manual, copies of which must be available to all staff/kaimahi. The Policy Manual must also be made available to students/ākonga and parents / caregivers / whānau at their request. The Principal/Tumuaki must arrange for all new staff/kaimahi to be made familiar with this Policy and other policies approved by the Board/Poari.



APPROVED:

DATE:

3 April 2023

REVIEW DATE:

April 2024

## **ASSET MANAGEMENT POLICY**

The Board/Poari has a responsibility to protect the assets of the School/Kura. The Board/Poari has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal/Tumuaki.

The Board/Poari requires the Principal/Tumuaki, as the chief executive and the Board's/Poari's most senior employee, to implement and manage this Policy. The Principal/Tumuaki may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.

This Policy must be read in conjunction with other Board/Poari policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Acquisition of Assets**

The Board/Poari agrees to review the asset management plan annually and agree a budget for annual asset acquisitions.

The Principal/Tumuaki has delegated authority to purchase assets within the annual asset acquisition budget, following good procurement processes, provided that the value of any individual asset is no more than \$10,000.

The decision to purchase any asset with a cost of over \$10,000 must be made by the Board/Poari, not the Principal/Tumuaki alone.

The Board/Poari must consider the most cost efficient acquisition method for each new assets acquisition decision i.e. whether to buy or lease, and whether to acquire by operating or finance lease.

The Board/Poari must follow good procurement processes for the acquisition of assets over \$10,000. This may include placing a notice on the Government Electronic Tendering System (**GETS**) for acquiring assets with a combined value over \$100,000; obtaining several quotes to compare value for money; and managing any potential conflicts of interest appropriately.

### **Information Technology Assets**

All information technology assets, such as computers and laptops and associated software, must be compatible with the standard operating platform used within the School/Kura.

The Board/Poari aims to provide and maintain a suite of IT assets that provides the best possible learning tools for students/ākonga, within budget constraints, including a replacement programme that matches the expected useful life of each asset.

### **Expected Useful Lives**

The Board/Poari agrees on the expected useful lives of the following types of assets:

Buildings – School/Kura	18-40 years
Building improvements – Crown	10–20 years

Furniture and equipment	10–15 years
Information and communication technology	4 years
Motor vehicles	5 years
Textbooks	3 years
Leased assets	4 years
Library resources	8 years

### **Maintenance of Assets**

The Principal/Tumuaki has delegated authority to maintain the School's/Kura's assets in good working order, within the approved budget.

### **Asset Records**

All assets with a cost of \$1,000 or more must be recorded in the fixed asset register.

Assets that cost less than \$1,000 must be recorded in a register of valuable assets.

A review of assets against the fixed asset and valuable asset registers must be undertaken at least once a year.

### **Disposal of Assets**

The Principal/Tumuaki has delegated authority to dispose of any asset that has reached the end of its useful life (as recorded in the fixed asset or valuable asset registers), provided the original cost of that asset was less than \$10,000. The Principal/Tumuaki will report to the Board/Poari about the reasons for disposal, disposal process and any net disposal proceeds.

The Board/Poari must approve the disposal of any asset that had an original cost of over \$10,000, including the reasons for disposal, disposal process and use of any disposal proceeds.

## **CASH MANAGEMENT POLICY**

The Board/Poari accepts that it has a responsibility to protect the cash resources of the School/Kura. The Board/Poari has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal/Tumuaki.

The Board/Poari requires the Principal/Tumuaki, as the chief executive and the Board/Poari's most senior employee, to implement and manage this Policy. The Principal/Tumuaki may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.

This Policy must be read in conjunction with other Board/Poari Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations.

### **Cheque, Call, and Term Deposit Accounts**

The Board/Poari appointed Education Services Limited (**ESL**) to provide an outsourced finance function for the School/Kura from Term 4, 2017. ESL has an annual contract to provide the finance function that rolls over each year. The annual fee for ESL's services is calculated according to the School's/Kura's roll size.

ESL, the Principal/Tumuaki, and the Office Manager will work together to ensure the finance function operates efficiently and effectively.

One cheque account will be operated for Board/Poari receipts and payments. Another cheque account will be operated for the Friends of Roseneath School fundraising activities.

Interest-bearing call and term deposit accounts will be operated in order to hold cash resources not currently required for operating purposes. These accounts are to be managed by the Principal/Tumuaki only.

Authorised signatories on the School/Kura bank accounts are as follows:

- the Principal/Tumuaki
- the Deputy Principal/Tumuaki
- the Office Manager

No accounts or invoices are to be paid directly by the School/Kura without prior authorisation by the Board/Poari. ESL are responsible for this.

Authorised signatories for the Friends of Roseneath School bank account are as follows:

- the Principal/Tumuaki
- the Office Manager

No accounts or invoices are to be paid directly by the School/Kura. ESL are responsible for this.

## Investments

Investments of School/Kura funds may only be made in accordance with the terms of [section 154 of the Education and Training Act 2020](#). The School/Kura is authorised to hold securities<sup>1</sup> in certain circumstances outlined below. Prior approval must be gained before shares are acquired as set out below.

Authorised to hold	Not authorised to hold without prior approval	Not authorised to hold
<b>Debt securities</b>  These must be denominated in NZ dollars and issued by a registered bank, or any other entity, that satisfies a credit rating test that is specified in other regulations made under Part 4 of the Crown Entities Act, or a notice in the <i>Gazette</i> , published by the Minister of Finance.	<b>Shares in private and public (listed on stock exchange) companies</b>  These must be authorised jointly by the Minister of Education and the Minister of Finance under section 160(1)(a) or (b) of the Crown Entities Act and in section 154 of the Education and Training Act 2020.	<b>Overseas currencies</b>
<b>Bonds and stocks issued by public bodies</b>  This includes any loan or credit agreement, guarantee, indemnity, bond, note, debenture, bill of exchange, Treasury bill, government stock and any other security representing part of the public debt of New Zealand.	<b>Loans to staff/kaimahi, parents or proprietors (of integrated schools/kura)</b>	<b>Overseas investments</b>

Acquiring or retaining securities that do not meet the first two tests above requires the joint approval of the Minister of Finance and the Minister of Education. Approval is only given if there is no risk to Crown funds, and a significant level of benefit (education or otherwise) for one or more Boards/Poari and their students/ākonga.

## Fundraising

The Board/Poari acknowledges that under [section 154 of the Education and Training Act 2020](#) some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by the School/Kura. If doubt exists about the legality of a proposed

---

<sup>1</sup> A security is any interest or right to invest in capital, assets, earnings, royalties or other property of any person. There are two main types of securities: A debt security is a right to be paid money that has been lent to someone else. A common form of debt security is a term deposit (others include debentures, debenture stock, bonds, notes, certificates of deposit and convertible notes); An equity security is a full or part ownership of a private or public company.

fundraising contract, the Principal/Tumuaki will contact the regional Financial Adviser of the Ministry of Education for advice.<sup>2</sup>

### **Cash Receipts**

All cash and cheques received must be paid into the School/Kura office and properly receipted. This includes trading income, other local funds receipts and reimbursements for learning materials.

No cash received can be used to pay accounts in cash.

All receipts must be banked as soon as possible but will be banked no later than weekly.

All cash and cheques kept on the premises must be kept secure and under the control of the Office Manager or Principal/Tumuaki.

Receipts will always be issued for amounts over \$50 and on request for amounts under \$50.

### **Accounts for Payment**

ESL are responsible for the payment of all invoices.

The Office Manager is to collect, code, and present invoices to the Principal/Tumuaki for approval.

Once approved invoices are to be scanned and sent to ESL for payment.

Expense reimbursements must be certified by the Principal/Tumuaki. An expense claim should be supported by GST receipts or invoices. Claims for the use of private motor vehicle usage must be certified by the Principal/Tumuaki to indicate that approval was given. Scale rates as per the award will be the basis of reimbursement per kilometre.

### **Friends of Roseneath School**

ESL are responsible for the payment of all invoices.

Friends' committee members are to either; pay for any goods or items necessary for fundraising events and seek reimbursement from the account from ESL, or have the School/Kura invoiced directly, which is preferable. Receipts and invoices must be retained for reimbursement.

The Office Manager is to collect receipts and invoices and present them to the Principal/Tumuaki for approval.

Once reimbursement is approved, the Office Manager is to scan and send them to ESL for payment.

### **Petty Cash**

---

<sup>2</sup> For example the School/Kura will not enter into an agreement with a fundraising organisation that offers a guaranteed minimum level of fund raising from an event subject to the School/Kura committing to invest in the event (either through time, facilities or purchases of sponsor's products at above market prices.

A petty cash fund of no more than \$100 will be held.

Reimbursement claims from the petty cash fund must not exceed \$20 and must be accompanied by a receipt and approved petty cash voucher.

Petty cash advances will only be made for amounts up to \$20. They must have an approved petty cash voucher. A receipt for the actual expense with any unspent cash must be provided within 2 working days of the advance.

### **Accounting Records**

The Principal/Tumuaki shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in legislation, financial reporting standards and other applicable standards.

The financial system must be so organised by the Principal/Tumuaki that the Principal/Tumuaki and the presiding member of the Board/Poari (**Chair**) can sign without hesitation the annual Statement of Financial Responsibility as required by [section 155 of the Crown Entities Act 2004](#).

### **Periodic and Annual Financial Statements**

ESL are responsible for providing monthly management reports, which include a summary of key numbers, Statement of Financial Performance (including comparison to budget), a summary Statement of Cashflow, and a summary Statement of Financial Position.

For each month the Principal/Tumuaki shall present a written summary report that describes:

- key (financial) achievements from the previous month;
- expectations for the month ahead; and
- significant matters and/or risks that must be addressed by the School/Kura.

The Principal/Tumuaki and Board/Poari Treasurer are responsible for presenting these management reports to the Board/Poari at each meeting, for the month previous.

Any recommendations made to the Board/Poari for the purchase of fixed assets, investments and other use of cash resources must refer to the impact on the School's/Kura's present cash resources and projected cashflows for the next 12 months.

## **CREDIT CARD POLICY**

### **Rationale**

The Board/Poari agrees that it has a responsibility to ensure that credit card expenditure incurred by the School/Kura must clearly be linked to School/Kura business. The Board/Poari has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal/Tumuaki. The Board/Poari requires the Principal/Tumuaki, as the chief executive and the Board/Poari's most senior employee, to implement and manage this Policy.

### **Process for Issue of Credit Cards**

A credit card will only be issued to the Principal/Tumuaki after being authorised by the

Board/Poari.

The limits set for credit card use should not exceed the overall financial delegation of the Principal/Tumuaki, as set out in the Financial Management Policy. Any variations require Board/Poari approval.

Prior to the card being issued, the recipient must be given a copy of this Policy and be required to sign it off to signify that they have read and understood it.

### **Procedures to be Followed when Using the Card**

The credit card is not to be used for any personal expenditure.

The credit card will only be used for:

- payment of actual and reasonable travel, accommodation and meal expenses incurred on School/Kura business; or
- purchase of goods where prior authorisation from the Board/Poari is given.

All expenditure charged to the credit card should be supported by:

- a credit card slip;
- a detailed invoice or receipt to confirm that the expenses are properly incurred on School/Kura business;
- for expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit.

The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.

All purchases should be accounted for within 5 working days of receiving a credit card statement, and countersigned by the Board/Poari Treasurer.

### **Cash Advances**

Cash advances are not permitted except in an emergency.

Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the School/Kura.

### **Discretionary Benefits**

Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School/Kura. They should not be redeemed for personal use.

### **Cardholder Responsibilities**

- the cardholder should never allow another person to use the card.
- the cardholder must protect the pin number of the card.



- the cardholder must only purchase within the credit limit applicable to the card.
- the cardholder must notify the credit card company and the School/Kura immediately if the card is lost or stolen.
- the cardholder must return the credit card to the School/Kura upon ceasing employment there or at any time upon request by the Board/Poari.

## **ENTERTAINMENT POLICY**

The Board/Poari has a responsibility to ensure that expenditure on entertainment incurred by the School/Kura is clearly linked to School/Kura business. The Board/Poari has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal/Tumuaki.

The Board/Poari requires the Principal/Tumuaki, as the chief executive and the Board/Poari's most senior employee, to implement and manage this Policy. The Principal/Tumuaki may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.

This Policy must be read in conjunction with other Board/Poari Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Purposes of Entertainment**

Entertainment expenditure in general will be for the following purposes:

- building relationships and goodwill;
- representation of the School/Kura in a social situation;
- hospitality provided in the course of School/Kura business to external parties;
- internal social functions.

The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

### **School/Kura Events and Staff/Kaimahi Meetings**

This includes conferences, seminars, workshops, training courses and meetings.

When deciding upon a venue, teachers should take into account location, accommodation standard and tariff rates. They should give due consideration to the nature of the event, total cost, expectations of participants and their home location.

When deciding upon catering, teachers should take into account the nature of the event and the quality of food required. Lunch should only be provided for staff/kaimahi meetings where it is not possible to arrange the meeting for a period which avoids the lunch break.

### **Alcohol Purchases**

The School/Kura should only purchase alcohol for entertainment purposes.

Purchases are usually for the consumption by staff/kaimahi and guests at School/Kura hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for low risk consumption only.

## **FINANCIAL SUPPORT (EXTRA-CURRICULAR ACTIVITIES) POLICY**

### **Description and Purpose of Financial Support (Extra-curricular Activities) Chapter**

The Financial Support (Extra-curricular Activities) Chapter of the Policy sets out financial assistance available to families experiencing difficulties in meeting the cost of extra-curricular activities.

Our Financial Support (Extra-curricular Activities) Chapter aims to support access to extra-curricular activities for all of our students/ākonga.

### **Compulsory cross-reference documents:**

This Financial Support (Extra-curricular Activities) Chapter is to be read in conjunction with:

- Ministry of Education, [Circular 2018/01 - Payments by parents of students/ākonga in schools](#)
- Roseneath School Finance Policy, delegation schedule.

### **Extra-curricular activities**

Extra-curricular activities refer to an activity that is not a part of the delivery of the core curriculum at the School/Kura but is provided to our students/ākonga to enrich and enhance their learning experience. Some examples are School/Kura trips (including camps), visiting drama groups, Maths programmes, sport zone competitions, basketball, netball and floorball. Parents / caregivers / whānau are invoiced for these activities.

The Board/Poari will make provision in its annual budget to provide for financial assistance to meet costs of extra-curricular activities where genuine hardship in paying for any of the extracurricular activities exists.

The Principal/Tumuaki will assess applications for financial assistance.

### **Assessment criteria<sup>1</sup>**

A decision to provide assistance will be determined on one or more of the following:

- a parent/caregiver is currently receiving a Work and Income or Study Link benefit, or has a current Community Services Card.
- a parent/caregiver is not currently receiving a benefit, or do not have a current Community Services Card, but do have a joint family income that would entitle the family to receive a Community Services Card.
- have two or more children participating in extra-curricular activities and the total fees that the family would have to pay would otherwise be more than \$1,500.
- any other criteria determined by the Principal/Tumuaki in consultation with the Board/Poari.

Applicants may be required to provide evidence of eligibility.

# PROTECTED DISCLOSURES POLICY

## Introduction

The Board/Poari has a responsibility to have in operation internal procedures for receiving and dealing with information about serious wrongdoing in or by the School/Kura. The Board/Poari must also regularly educate and train its employees on the internal disclosure system.

The Board/Poari agrees that this Policy must be published widely in the School/Kura, will be provided to all new employees and will be republished at regular intervals (at least annually).

The purpose of this policy is to provide information and guidance to employees of the School/Kura who wish to report serious wrongdoing within the School/Kura. The Policy is issued in compliance with the [Protected Disclosures \(Protection of Whistleblowers\) Act 2022](#) and the [Education and Training Act 2020](#).

Note the cross-reference to the Employment Policy, which also sets out obligations under the [Protected Disclosures \(Protection of Whistleblowers\) Act 2022](#) and these two policies need to be aligned.

## What is a Protected Disclosure?

A protected disclosure is disclosure of information if the discloser believes on reasonable grounds that there is, or has been, serious wrongdoing by an organisation and discloses information about that in accordance with the Act and does not disclose it in bad faith (under section 9 of the Act). Employees making disclosures will be protected against retaliatory action and will not be liable for civil, criminal and disciplinary proceedings relating to the disclosure.

## Definition of Serious Wrongdoing

Serious wrongdoing (under section 10 of the Act) includes any act, omission or course of conduct of any of the following type:

- an offence;
- a serious risk to public health, safety, the health or safety of any individual or the environment;
- a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial;
- an unlawful, a corrupt, or an irregular use of public funds or public resources;
- oppressive, unlawfully discriminatory, or grossly negligent, or that is gross mismanagement and is done (or is an omission) by an employee of the School/Kura or a person performing (or purporting to perform) a function or duty or exercising (or purporting to exercise) a power on behalf of the School/Kura.

## Conditions for Disclosure

Before making a disclosure, the Staff/Kaimahi member will be sure the following conditions are met:

- the information is about serious wrongdoing in or by the School/Kura;
- the Staff/Kaimahi member believes on reasonable grounds the information to be true or is likely to be true;
- the Staff/Kaimahi member wishes the wrongdoing to be investigated; and

- the Staff/Kaimahi member wishes the disclosure to be protected.

### **Who can make a Disclosure?**

Any Staff/Kaimahi member of the School/Kura can make a disclosure. For the purpose of this policy, and employee includes:

- current Staff/Kaimahi and Principal/Tumuaki;
- former Staff/Kaimahi and Principals/Tumuaki; and
- contractors supplying services to the School/Kura.

### **Protection of employees making disclosures**

A Staff/Kaimahi member who makes a disclosure and who has acted in accordance with the procedure outlined in this Policy:

- may bring a personal grievance under the Employment Relations Act 2000 in respect of retaliatory action from the School/Kura;
- may access the anti-discrimination provisions of the Human Rights Act 1993 in respect of prohibited action from the School/Kura (see section 22 of the Act);
- are not liable for any civil, criminal proceedings or to a disciplinary proceedings by reason of having made or referred to a disclosure (see section 23 of the Act); and
- will, subject to section 17 of the Act , have their disclosure treated confidentially.

The protections provided in this section will not be available to Staff/Kaimahi members making allegations they know to be false or where they have acted in bad faith.

### **Procedure**

Any Staff/Kaimahi member of the School/Kura who wishes to make a protected disclosure will do so using the following procedure.

The Staff/Kaimahi member will submit the disclosure in writing and in a timely manner.

The disclosure will contain detailed information including the following:

- the nature of the serious wrongdoing;
- the name(s) of the people involved;
- surrounding facts including details relating to the time and/or place of the wrongdoing if known/relevant; and
- if available, confirmatory evidence from others involved/affected.

#### *Where to send disclosures*

The disclosure will be sent in writing to either:

- the person nominated by the Board/Poari; or
- the Chair, if the Staff/Kaimahi member making the disclosure has reasonable grounds to believe:
  - that nominated person is involved in the wrongdoing;
  - that immediate reference to another authority is justified by urgency or exceptional circumstances; or

- that there has been no action/recommended action within 20 working days of the date of disclosure.

#### *Decision to investigate*

On receipt of a disclosure, the designated recipient must, within 20 working days, examine seriously the allegations of wrongdoing and decide whether a full investigation is warranted in accordance with section 13 of the Act.

- if not warranted, the designated recipient will inform the Staff/Kaimahi member why a full investigation is not warranted, with written reasons for the decision.
- if warranted, a full investigation will be undertaken by the designated recipient or arranged by him / her as quickly as practically possible, through an appropriate authority.

All disclosures will be treated confidentially, subject to the exceptions in section 17 of the Act. When undertaking an investigation and writing the report, the designated recipient will use their best endeavours to keep confidential the identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure has reasonable grounds to believe that the release of the identifying information is essential:

- for the effective investigation of the disclosure;
- to prevent a serious risk to public health, public safety or safety of any individual or the environment;
- to comply with the principles of natural justice; or
- to an investigation by a law enforcement or regulatory agency for the purpose or law enforcement.

Before releasing identifying information there are conditions that need to be met under section 17(3) and after release under section 17(4) of the Act.

At the conclusion of the investigation, the designated recipient will prepare a report of the investigation with recommendations for action as appropriate, which will be sent to the Principal/Tumuaki, or if they are the subject of the disclosure, directly to the Board/Poari.

## DELEGATION SCHEDULE

### Introduction

This Delegation Schedule was approved by the Board/Poari at its meeting on 12 March 2018 and became effective at this date. The Schedule sets out those responsibilities that can only be exercised by the Board/Poari, the responsibilities delegated to the Principal/Tumuaki, and those responsibilities that the Principal/Tumuaki can delegate to specified staff/kaimahi positions.

The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School/Kura is maintained, to provide an agreed basis by which the School's/Kura's executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board/Poari's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board/Poari can be certain its responsibilities in terms of the [Education and Training Act 2020](#), the [Crown Entities Act 2004](#) and the [Financial Reporting Act 1993](#) will have been properly fulfilled.

If persons who exercise responsibilities on behalf of the Board/Poari have any doubts or concerns in the execution of a specific action the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that should doubt arise in the exercise of a delegated responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.

This Schedule does not in itself provide the right to executive management and staff/kaimahi to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a Memorandum of Delegations which sets out the delegations and is signed by the parties involved. An outline example is set out at the end of this Schedule.

The Principal/Tumuaki must ensure that a copy of each memorandum is safely retained and must be made available to the Board/Poari, the School's/Kura's auditors and officers of any Court hearing a case related to the School's/Kura's finances.

### Delegations Retained by the Board/Poari

The Board/Poari retains for itself and does not delegate to any executive management or staff/kaimahi position the following responsibilities:

- a. Approval of all operating, capital, cashflow and property maintenance budgets and amendments to these budgets;
- b. Commitment of operating expenditure for any invoice in excess of \$2,500 (outside of payroll);
- c. The commitment or purchase of capital expenditure;
- d. The disposal of fixed assets with a cost price in excess of \$10,000;
- e. The transfer of money between any Board/Poari cheque and term deposit account for a period longer than 12 months;
- f. The appointment of any permanent staff/kaimahi and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;

- g. Leave on full pay granted to all staff/kaimahi (teaching and non-teaching) to attend training sessions or courses outside the School/Kura for a period greater than four half-days;
- h. The termination of employment of any paid employee;
- i. Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
- j. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
- k. Responses to the Secretary of Education or any other permanent head of a Government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board/Poari or Chair;
- l. Interviews with the media and the distribution of media releases on any matter which involves the School/Kura;
- m. The initiation of any legal actions and any communications in relation to these actions;
- n. Signature of any formal or legal agreement which is in the name of the School/Kura and must involve the Board/Poari.

*Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board/Poari is bound.*

#### **Board/Poari Delegations to the Board/Poari Treasurer**

The Board/Poari delegates to the Board/Poari Treasurer the responsibilities listed below:

- a. Approval of reimbursements to the Principal/Tumuaki provided such reimbursements will not exceed the Board/Poari approved budget allocation for the expenditure item involved;
- b. Approval of the creation of Automatic Payment authorities against the School/Kura bank accounts for contracts that have been approved by the Board/Poari or under delegation set out in this Schedule.

*Notes: I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal/Tumuaki and I will exercise these in terms of the requirements set out in the Board/Poari's Schedule of Delegations.*

SIGNED:

\_\_\_\_\_

Board/Poari Treasurer

DATE:

[ Date ]



**Board/Poari Delegations to the Principal/Tumuaki**

The Board/Poari delegates to the Principal/Tumuaki the responsibilities listed below:

- a. The day-to-day curriculum and resource management of the School/Kura and the achievement of the Government’s key achievement areas and requirements as specified in official educational policy documents;
- b. The implementation of any other requirements specified by legislation, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
- c. Approval of any orders for goods and services up to the value of \$2,500 and provided such an order will not exceed the Board/Poari approved budget allocation for the expenditure item involved;
- d. Transfers to at-call deposits for periods less than 12 months;
- e. Ordering fixed assets for which the capital expenditure has the prior approval of the Board/Poari;
- f. The appointment of relieving and casual staff/kaimahi provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff/kaimahi member;
- g. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal/Tumuaki deals as part of their curriculum and resource management responsibilities; and
- h. Delegation in writing to specified staff/kaimahi positions of responsibilities according to the format set out below.

*Notes:* These responsibilities complement those responsibilities and achievements specified in the Principal/Tumuaki’s annual performance agreement with the Board/Poari.

During any absence of the Principal/Tumuaki from the School/Kura for more than 5 days these delegations will be exercised by the Acting Principal/Tumuaki with the separate and prior approval of the Chair.

In such an absence the Acting Principal/Tumuaki shall sign a copy of this Schedule.

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal/Tumuaki and I will exercise these in terms of the requirements set out in the Board/Poari’s Schedule of Delegations.

SIGNED: \_\_\_\_\_  
Principal/Tumuaki

DATE: [ date ]

## Principal/Tumuaki's Delegations to Specified Positions

With the Board/Poari's delegation to me as Principal/Tumuaki and with the Board/Poari's approval for me to delegate to a specified staff/kaimahi position I delegate to the position of [name of position] the following responsibilities:

1. Approval of any orders for goods and services up to the value of \$500 and provided such an order will not exceed the Board/Poari approved budget allocation for (name of budget item or sub-budget item);
2. [ List here any other responsibility within the Principal/Tumuaki's delegation]

These delegations are to be exercised in terms of the delegation schedule set out in the Roseneath School Finance Policy.

Delegations are to be signed by the end of Term 1, and expire on the last day of Terms 4, each year.

SIGNED:

\_\_\_\_\_

Principal/Tumuaki

DATE:

[ date ]

I accept responsibility for the proper execution of the delegations assigned to me as [name of position] and I will exercise these in terms of the requirements set out in the Board's/Poari's Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal/Tumuaki.

SIGNED:

\_\_\_\_\_

[ Name of delegate ]

[ Name of Position ]

DATE:

[ date ]

## SEPARATION OF DUTIES

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's/Kura's Schedule of Delegations, and when carrying out these tasks Trustees, staff/kaimahi, contractors and volunteers must not exceed the authority delegated to them via their Memorandum of Delegation.

### Banking and Cash Handling

What	Who
Opening mail and receipting the cash and cheques received	Office Manager
Receipting of all student cash received	Office Manager
Receipting of any Friends fundraising cash received	Office Manager
Preparation of banking	Office Manager
Signature of bank deposit	Office Manager
Deposit of banking	Office Manager
Reconciliation of daily receipts with banking	ESL
Periodic bank reconciliation	ESL
Certification of bank reconciliation	ESL
Custody of cash and cheques	Office Manager

### Petty Cash

What	Who
Authorising reimbursement of petty cash claims/vouchers	Office Manager
Reconciling petty cash balance	Office Manager
Signing petty cash top-up cheque	ESL

### Purchases and Payments

What	Who
Raising purchase orders – paper, phone or internet	Budget Holders
Verifying receipt of goods or services	Budget Holders
Approval of invoices for payment	Principal/Tumuaki
Approval of Principal/Tumuaki's expenses for reimbursement	Board/Treasurer
Signing cheques/approving bank payment	Principal/Tumuaki

### Investments

What	Who
Transfer to and from general, at-call and term deposit Accounts	Principal/Tumuaki
Reconciliation of transfers	ESL

### Accounting System

What	Who
Accounting systems daily back-up	ESL
Weekly off-site back-up storage	ESL
Monthly history file back-up	ESL
Annual archive back up safe deposit	ESL

**Payroll**

<b>What</b>	<b>Who</b>
Check of fortnightly SUE report	Principal/Tumuaki and Board Treasurer
Reconciliation with bank debit with errors followed up	Principal/Tumuaki
Verification of SUE reconciliation report and bank debit	Principal/Tumuaki
Reconciliation of leave and reliever attendance	Principal/Tumuaki and Board Treasurer
Staff/kaimahi expense claim – voucher approval	Principal/Tumuaki

**Income**

<b>What</b>	<b>Who</b>
Preparation of receivables invoices	Office Manager
Certification of invoices	Office Manager
Reconciliation of receivables ledger	Office Manager
Verification of reconciliations	ESL
Debt write-off approvals	Principal/Tumuaki and Board Treasurer

**Fixed Assets**

<b>What</b>	<b>Who</b>
Fixed asset purchase approval	Board/Poari
Fixed asset purchase order approval	Principal/Tumuaki
Fixed asset delivery acceptance check	Principal/Tumuaki
Fixed asset invoice certification	Principal/Tumuaki
Fixed asset voucher certification	Principal/Tumuaki
Fixed asset register update	ESL

SIGNED:

---

Principal/Tumuaki

DATE:

[ date ]

## **SENSITIVE EXPENDITURE POLICY**

The Board/Poari agrees that it has a responsibility to ensure that all expenditure of Board/Poari funds is clearly linked to School/Kura business and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff/kaimahi or students/ākonga).

The Board/Poari acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

The Board/Poari has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fund raising specific to that expenditure.

Particular reference should also be made to the Board/Poari's travel policy in considering expenditure which may benefit individuals or groups of individuals.

The Board/Poari has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal/Tumuaki (as the chief executive and the Board's/Poari's most senior employee).

### **Principles**

The Board/Poari requires the Principal/Tumuaki, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure:

- does the expenditure benefit student outcomes?
- does the expenditure represent the best value for money?
- is it in the budget?
- could the Board/Poari justify this expenditure to a taxpayer, parent/caregiver/whānau or other interested party?
- how would the public react if this expenditure was reported by the media?
- would there be perceived to be any personal gain from this expenditure?
- does this expenditure occur frequently?

Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (e.g., charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

### **Accounting for expenditure**

All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the Board/Poari.

## **THEFT AND FRAUD PREVENTION POLICY**

The Board/Poari has a responsibility to protect the physical and financial resources of the School/Kura. The Board/Poari has agreed that through its chief executive, the Principal/Tumuaki, the School/Kura has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School/Kura or who are service recipients of the School/Kura. The Board/Poari accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.

The Board/Poari, therefore, requires the Principal/Tumuaki to establish systems and procedures to guard against the actions of theft and fraud. The Principal/Tumuaki is to report such actions to the Chair as prescribed in the procedures set out below.

### **General**

As preventative measures against theft and fraud the Board/Poari requires the Principal/Tumuaki to ensure that:

- The School's/Kura's physical resources are kept secure and accounted for.
- The School's/Kura's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the [Crown Entities Act 2004](#) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- Staff/kaimahi members who are formally delegated responsibility for the custody of physical and financial resources by the Principal/Tumuaki are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- All staff/kaimahi members are aware of their responsibility to immediately inform the Principal/Tumuaki should they suspect or become aware of any improper or fraudulent actions by staff/kaimahi, suppliers, contractors, students/ākonga or other persons associated with the School/Kura

The Board/Poari 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 must remain strictly confidential with all written information kept secure. Should any delegated staff/kaimahi member or any other staff/kaimahi member improperly disclose information the Principal/Tumuaki must consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal/Tumuaki considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff/kaimahi member is bound.

The Board/Poari affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

Any intimation or written statement made on behalf of the School/Kura and related to any instance of supposed or actual theft or fraud must be made by the Chair who must do so after consultation with the Principal/Tumuaki and if considered appropriate after taking expert advice.

### **Procedures**

In the event of an allegation of theft or fraud the Principal/Tumuaki must act in accordance with the following procedures:

1. Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
2. So far as it is possible and within 24 hours:
  - a. Record the details of the allegation, the person or persons allegedly 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/Tumuaki, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft;
  - c. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff/kaimahi about the person who is the subject of the allegation;
  - d. Inform the Chair of the information received and consult with them as appropriate.
3. On the basis of advice received and after consultation with the Chair, the Principal/Tumuaki must 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.
4. The Principal/Tumuaki must then carry out the following procedures:
  - a. Investigate the matter further;
  - b. If a prima facie case is thought to exist to continue with their investigation;
  - c. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff/kaimahi member;
  - d. Lay a complaint with the New Zealand Police;
  - e. If necessary, commission an independent expert investigation;
  - f. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
  - g. Seek legal advice; or
  - h. Inform the Manager, National Operations, Ministry of Education local office and/or the School's/Kura's auditors.
5. Once all available evidence is obtained the Principal/Tumuaki must consult the Chair. The Chair may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
6. If a case is considered to exist the Principal/Tumuaki or a person designated by them must, unless another course of action is more appropriate:
  - a. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
  - b. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
  - c. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
  - d. Advise the person in writing of the processes to be involved from this point on.



*Allegations Concerning the Principal/Tumuaki or a Trustee*

Any allegation concerning the Principal/Tumuaki should be made to the Chair. The Chair will then investigate in accordance with the requirements of paragraph 4 above of this Policy.

## **TRAVEL POLICY**

The Board/Poari has a responsibility to ensure that travel expenditure incurred by the School/Kura must clearly be linked to School/Kura business. The Board/Poari has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal/Tumuaki.

The Board/Poari requires the Principal/Tumuaki, as the chief executive and the Board/Poari's most senior employee, to implement and manage this Policy. The Principal/Tumuaki may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.

This Policy must be read in conjunction with other Board/Poari Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Principles**

The Board/Poari agrees to ensure that:

- the travel expenditure is on the Board/Poari's business, and the School/Kura obtains an acceptable benefit from the travel when considered against the cost;
- expenses are reimbursed on an actual and reasonable basis; and
- staff/kaimahi that are required to travel on business do not suffer any negative financial effect.

### **Process for Making Travel Arrangements**

1. Under no circumstances may any staff/kaimahi member approve their own travel.
2. All booking for international and domestic travel is to be conducted through the School's/Kura's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.
3. Travel bookings are not to be made using manual cheques or credit cards.

#### *Travel within New Zealand*

4. The justification for travel within New Zealand must be documented. It is to be transparent and must relate to a School/Kura need. Travel within New Zealand is to be authorised on a one-up basis (for example the Principal/Tumuaki should authorise any travel by the Deputy Principal and the Board/Poari should authorise any travel by the Principal/Tumuaki).
5. All domestic air travel is to be economy class.

#### *International Travel*

4. Prior to international travel being undertaken, the traveller must be given a copy of this Policy and be required to sign it off to signify that they have read and understood it.
5. All international travel should be authorised by the Board/Poari before it is commenced. A proposal must be put to the Board/Poari detailing the purpose of the trip, the expected benefit to the Board/Poari which will arise from the trip and an estimate of the costs of the trip. The Board/Poari will approve the travel in writing.

6. At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board/Poari and the School/Kura of the trip.
7. Except where the flight time exceeds 10 hours, all international air travel is to be economy class.
10. Business class travel may be approved, where the Board/Poari considers appropriate, for travel more than 10 continuous hours in duration.
11. If a staff/kaimahi member has a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before commencing work is permitted.

#### *Accommodation*

12. Staff/kaimahi should opt for good but not superior accommodation, for example Qualmark 2 star accommodation and must be prepared to justify exceptions to this rule to the Board/Poari.
13. Staff/kaimahi who stay privately will be reimbursed on production of receipts, for koha or for the cost of a gift given to the people they have stayed with. Prior to travel the staff/kaimahi member should receive authorisation for the value of the intended koha/gift. (Refer to Gift Policy).

#### *Vehicles*

14. When using rental cars, staff/kaimahi should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Board/Poari.
15. Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the Inland Revenue Department.
16. If taxis are used, then staff/kaimahi should pay for the taxis out of their own pocket, obtain a receipt and seek reimbursement through petty cash or as part of an expense claim.

#### *Reimbursement of Expenses*

17. The reimbursement for business related travel expenses is on the basis of actual and reasonable costs. Actual and reasonable expenditure is defined as “the actual cost incurred in the particular circumstance, provided that it is a reasonable minimum charge”.
18. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff/kaimahi member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred.
19. All personal expenditure is to be met by the staff/kaimahi member. purchases, in house movies, laundry and private phone separately by the travelling staff/kaimahi member. Examples of this are mini bar call charges are to be paid.
20. All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
21. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the School/Kura.
22. Authorisation can still be given for expenditure less than \$50 where there is no receipt, for example if it is not practical to obtain a receipt or if the receipt is lost. The expenditure can be reimbursed provided there is no doubt about its nature or the reasons for it.

#### *Discretionary Travel Benefits*

23. Travel benefits, including airpoints and loyalty scheme rewards/points (Flybuys, Global, etc), accrued from official travel are only to be used for subsequent travel on behalf of the School/Kura. They should not be redeemed for personal use.

24. Staff/kaimahi must travel by the most direct route unless scheduling dictates otherwise.
25. The School/Kura will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the School/Kura did in no way incur additional expenditure.