

FINANCE AND ASSETS POLICY

Purpose

To provide sound financial management of the schools' assets and its daily operations, that will aid in ensuring Christchurch Boys High School provides excellent resources for its students and staff

Policy Statements

Planning/Budgeting :

Christchurch Boys High School allocates its funds to reflect the school's priorities and needs as outlined in its Strategic Plan and Charter/Governance Manual.

In preparing budgets or longer term plans these must

- Reflect the targets/goals sought by the Board
- Reflect the priorities as established by the Board
- Comply with the Boards requirement to aim to make a return equating to 5% of the operating grant. This takes a conservative approach and may be used to offset deficits or specific strategic projects where funding is required by the Board
- Ensure working capital of a minimum of 1:1
- Provide sufficient investments to cover the liability to the Ministry of Education for property maintenance and renewal as accounted for in the balance sheet

Draft budgets will be presented to the Board in November for discussion and approval

School expenditure is controlled and monitored by the Board of Trustees with delegation to the Headmaster for the management of allocated funds

Annual Report:

Annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989 (section 87 (3)).

Purchases:

All purchases of services and supplies must be authorised by the appropriate person before payment is made.

Bank Account and Investments:

Two signatories are required on all cheques, direct credits or other bank payments. Any cash from surpluses or working capital is to be invested in the schools' interest bearing bank account

Fixed Assets:

The Board has developed a comprehensive ten year plan that ensures the schools buildings and facilities are maintained and developed to a standard that provides a safe, healthy, learning environment for students and staff, achieved by appropriate annual and long term planning and budgeting.

Assets must be protected, adequately maintained and not be unnecessarily put at risk. Insurance cover must be maintained for all assets.

Delegations to Headmaster

Therefore, the Headmaster must

- Only incur borrowings/debt or agree to a guarantee, where it has been authorised by the Board
- Ensure adherence to generally accepted accounting practices or principles
- Ensure tagged funds are only used for the purposes they have been approved for
- Adhere to approved budgets
- Ensure all money owed to the school is collected in a timely manner
- Ensure staff and creditors are paid in a timely manner
- Only purchase or sell property/capital items that have been authorized by the Board
- Only expend on single items within the Board established limit
- Ensure that all relevant government returns are completed on time
- Ensure that no one person has complete authority over the school's financial transactions
- Ensure any capital purchase of over \$2500 is only made after having obtained comparative prices for comparative quality and ensuring all ongoing costs, value, and reliability of product is taken into account
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Assets must be protected, adequately maintained and not unnecessarily risked.

Therefore, the Headmaster must :

- Ensure assets are insured
- Only allow authorised personnel to handle funds or school property;
- Ensure that plant and equipment is not subject to improper wear and tear and is properly maintained and used appropriately
- Ensure the implementation of the 10 year property maintenance plan;
- Ensure protection of intellectual property, information and files from loss or significant damage and ensure there is no unauthorised access or duplication;
- Ensure there are sufficient management controls around funds received, processed, and disbursed sufficient to meet auditor standards
- Invest or hold operating capital with the schools bank accounts

Regulations

Finance

Public Finance Act 1989 (section 2; part 5)
Education Act 1989 (sections 67, 73, 79, 87 (3), 90, 100)
Crown Entities Act 2004
National Administration Guideline (no 4)

Property

Fencing of Swimming Pools Act 1987
Education Act 1989
Fire Safety and Evacuation of Buildings Regulations 1992
Fire Service Act 1975
Resource Management Act 1991
Building Act 1991 (section 6, 47a)
National Administration Guideline (no 4)
Ministry of Education's Property Occupancy Document: State (Non-integrated Schools Notice of Terms and Conditions)

Adopted by: Board of Trustees October 2009
Reviewed: March 2011
Next review: April 2014