

Raumati Beach School

Updated May 2019



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APPENDIX A: Handling of Cash and Collection of Money

A) Purposes

Raumati Beach School receives financial support from the Ministry as part of the school operations grant. The BOT through the Principal is responsible for ensuring that buildings and grounds are maintained to the highest level possible. The BOT through the Principal will ensure that sound financial structures are in place, which support the strategic direction and operation of the school.

B) BUILDINGS AND GROUNDS

The BOT through the Principal will ensure that the buildings and grounds of Raumati School are of an acceptable, attractive standard to allow educational programmes to function effectively and safely and to meet teaching needs. The Board aims to make provision for grounds that will cater for - sports, physical education, recreation, parking - with safe access.

Actions

1. Make buildings and grounds safe, attractive, well maintained, clean and accessible.
2. Ensure buildings are upgraded as necessary.
3. Develop a programme that will be on-going, encompassing planting and playground equipment.
4. The BOT shall develop and implement a 10-year property maintenance plan for the school. Maintenance should normally be carried out in accordance with this plan. The BOT acknowledges that work will be required in addition to the plan for both 'health and safety' and minor maintenance reasons.
5. The Principal or nominated person shall conduct regular inspection of (or where necessary arrange for expert advice) and effect necessary maintenance to the school property and grounds sufficient to maintain them in a safe and sound condition. Major work outside the scheduled maintenance plan should be identified to the BOT in the first instance where practicable.

C) FINANCE

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The Board of Trustees through the operations grant will:

1. Provide and maintain teaching and learning resources.
2. Provide for the administration of the School.
3. Maintain and improve School grounds and buildings.
4. Allocate available funding to specific areas of expenditure in order to meet the goals of the School Charter and to ensure the smooth administration of the school.
5. Supplemented by locally raised funds.
6. The school does not have access to an unlimited supply of funds and will therefore need to budget for not only day-to-day running costs, but also any capital expenditure desired.
7. As a non-profit making operation, the school does not have the ability to use cash from one year to meet expenses of another year. Accordingly, cash will need to be accumulated to replace the assets of the school (such as furniture and teaching equipment), thereby ensuring that the pupils of future years are not disadvantaged for the benefit of current pupils.

Actions

1. The Board of Trustees finance committee will draw up the School budget. (The Finance Committee is usually made up of the Treasurer and Principal)
2. Budgeting for teaching and learning resources will be the responsibility of designated staff members.
3. Staff members should be aware of the appropriate office procedures. (APPENDIX A)
4. Regular and systematic monitoring and reviews of expenditure must be undertaken.
5. School property and assets must be adequately insured.(MOE Risk Management Scheme)
6. A discretionary fund should be kept available.
7. Each year an operating budget will be prepared for the school, for presentation to the Board of Trustees at the November / December meeting.
8. All budgeted figures are exclusive of GST.

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9. The budget will contain provision for depreciation, maintenance and replacement of the school assets.
10. Once approved, the budget will become the financial authority for the Principal to operate the school. Unless specifically reviewed by the Board (notwithstanding major external influences such as MOE Grant reviews), the amounts stated in the budget will be the limits to which the Principal and staff may commit the school to expenditure.
11. At the end of each School year the budget is zeroed. Money from the current budget cannot be carried over to the next financial year. This means if a curriculum budget is unspent in the current year the balance is not added to the next year's budget. Unspent monies are transferred to the school depreciation or cash reserve accounts.
12. The only areas where a trustee may commit the school to expenditure are those specifically budgeted for under the section "BOT Expenses". Any other intended commitment by a trustee must first be discussed with the Principal and if agreement cannot be reached on an area of the remaining budget to be charged, then prior Board approval must be obtained for the commitment.
13. Any single non-budgeted item or commitment costing more than \$15,000.00 is to have specific prior Board approval and such approval will be noted in the minutes of the relevant Board meeting.
14. "Gifts," to staff of more than \$100.00 will be reported to the Board of Trustees.
15. "Gifts," from the school (for example "KOHA,") of more than \$100 will be reported to the BOT.

Section B: Purposes of Entertainment

1. Entertainment expenditure in general will be for the following purposes:
 - Building relationships and goodwill
 - Representation of the school in a social situation
 - Hospitality provided in the course of school business to external parties
 - Internal social functions
2. The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

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School Events and Staff Meetings

3. This includes conferences, seminars, workshops, training courses and meetings.
4. 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.
5. 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 meetings where it is not possible to arrange the meeting for a period which avoids the lunch break.

Alcohol Purchases

6. The school should only purchase alcohol for entertainment purposes.
7. Purchases are usually for the consumption by staff and guests at school hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

D) Credit Card Procedures

Belief

The Board agrees that it has a responsibility to ensure that credit card expenditure incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this procedure, and has delegated responsibility for the implementation and monitoring of this to the Principal.

1. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this procedure.

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2. This Policy must be read in conjunction with other Board 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.

Action

Process for Issue of Credit Cards

3. Credit cards should only be issued to staff members after being authorised by the Board.
4. A register of cardholders should be maintained.
5. The limits set for credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require Board approval.

Procedures to be Followed when Using the Card

6. The credit card is not to be used for any personal expenditure other than that associated with school business.
7. The credit card will only be used for:
 - payment of actual and reasonable travel, accommodation and meal expenses incurred on School business; or
 - purchase of goods where required.
8. 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 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
9. The credit card form with attached receipts should be certified by the cardholder as evidence of the validity of expenditure and given to the Bursar.

Cash Advances

10. Cash advances are not permitted except in an emergency.
11. 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.

Discretionary Benefits

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

Cardholder Responsibilities

13. The cardholder should never allow another person to use the card.
14. The cardholder must protect the pin number of the card.
15. The cardholder must only purchase within the credit limit applicable to the card.

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16. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
17. The credit card should not be used on the internet without prior Board approval (This is delegated to the Principal).
18. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

E) Theft and Fraud Prevention

Belief

The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that, through the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School, or who are service recipients of the School. The Board 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, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

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Section A:

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

- a) The School's physical resources are kept secure and accounted for.
- b) The School'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 Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- d) All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

Section B:

- In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
 - e) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - f) So far as it is possible and within 24 hours:
 - i) Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii) Request a *written statement* from the person who has informed the Principal, 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.
 - iii) 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 about the person who is the subject of the allegation.
 - iv) Inform the Board Chairperson of the information received and consult with them as appropriate.

Section B (Continued)

- g) On the basis of advice received and after consultation with the Board Chairperson, the Principal shall 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.
- h) The Principal shall then carry out the following procedures:
 - i) Investigate the matter further in terms of procedures as set out in sub-paragraph (d);
 - ii) If a *prima facie* case is thought to exist to continue with their investigation;
 - iii) Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - iv) Lay a complaint with the New Zealand Police;
 - v) If necessary, commission an independent expert investigation;
 - vi) 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;

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- vii) Seek legal advice; or
 - viii) Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
 - i) Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
 - j) If a case is considered to exist the Principal, or a person designated by them, shall, unless another course of action is more appropriate, :
 - i) 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.
 - ii) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii) 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).
 - iv) Advise the person in writing of the processes to be involved from this point on.
- 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. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal 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 member is bound.
 - The Board 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 and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

Section C: Allegations Concerning the Principal or a Trustee

- Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 4 of this Policy.
- Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the Manager of the local Office of the Ministry of Education and commence an investigation in accordance with the requirements of paragraph 4 of this Policy.

Approval

- When the Board approved the Procedure it was agreed that no variations of this Policy or amendments to it can be made except by the unanimous approval of the Board.
- As part of its approval the Board requires the Principal to circulate this Procedure to all staff (through Team Leaders) and for a copy to be included in the Raumati Beach School Procedures Folder, copies of which shall

be available to all staff. The Board requires that the Principal arrange for all new staff to be made familiar with this procedure and other policies approved by the Board.

F) PROCUREMENT

Belief

RBS undertakes procurement projects in relation to the supply of minor capital and operating items (e.g. school/office furniture, school/office supplies and information communication technology (ICT) purchases). Most RBS purchases are generally low in value (that is under \$5,000) and classified as **minor conventional purchases**. That is, goods or services that:

- RBS buys regularly,
- are of relatively low value, and
- are able to be bought through ordinary procurement systems.

In particular they are goods or services for which there is a reasonable range of suppliers or providers to choose from, and as such, prices are ordinarily determined in the context of a competitive market.

For RBS's minor conventional purchases, an open call for tenders or proposals is not usually practicable or cost-effective, or may not produce the best procurement outcome. Rather, RBS's preference is to assess multiple quotations as that process provides a quick and convenient way of exploring the market and determining availability and price for low value, low risk goods or services.

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This Policy and Guideline draws on the Office of the Auditor General's (OAG) Good Practice Guide *Procurement guidance for public entities*, June 2008. For further guidance please refer to that Guide (and other related Guides) at <http://www.oag.govt.nz/reports/good-practice-guides>.

Exclusions and further guidance:

This Procedure document has been developed to guide RBS's purchasing of **minor conventional purchases**. It is not intended to provide guidance in relation to complex, high risk / high value or relational procurements. For further guidance on major conventional or relational procurement, refer to the OAG's Good Practice Guide *Procurement guidance for public entities*, June 2008.

This Procedure does not provide guidance on developing the business case articulating the need for or in support of any procurement.

Policy:

RBS will use accountable, consistent and transparent procurement approaches that ensure best value for money is obtained for the goods and services purchased for the school.

Best "value for money" is assessed as that solution that achieves the optimum balance of quality, reliability, timeliness, service, and whole-of-life cost. In particular, "whole-of-life cost" considerations include the initial cost / price of the item, and costs of associated consumables, replacement timeframes, cost of training, servicing requirements, etc.

Section A: Financial delegation & approvals points

The level of financial expenditure permissible for the purchase of goods and services is outlined in the RBS delegations policy.

- The Principal has delegated authority to spend up to \$5,000 (excluding GST) without Board approval.
- The Principal has delegated authority to make purchases for depreciated items as these have already had prior approval by the BOT when they approve the operating budget for the current year.
- Purchases of \$5,000 (not previously tagged as depreciation asset replacement) or over must be referred to the Board for approval.

Section B: Guiding principles

Guiding principles to be followed in the purchase of goods and services are listed below.

- Obtain the best overall value for all goods and services purchased by RBS.
- Negotiate contracts with preferred suppliers to obtain optimum benefits.

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- Where appropriate work with other schools to maximise benefits
- Utilise contracts already established with government agencies, e.g.:
 - All of Government if applicable and cost effective.
 - Promote a system of goods and services standardisation throughout the school.
- Minimise the cost of purchasing and streamline administration wherever possible.
- Purchase only those goods and services which are properly authorised and are for legitimate school purposes.
- Manufacturers and suppliers of plant and machinery must provide clear and comprehensive information to any purchaser concerning the use for which it was designed, manufactured and tested, and information on its compliance to all relevant industry standards, correct installation, use, adjustment, maintenance, dismantling, repair and other relevant matters.
- Service manuals, technical manuals and operator's manuals must be supplied with technical equipment.

Section C: Purchasing ethics

RBS will uphold high ethical standards in all its dealings with suppliers and will maintain fair and proper commercial practices. The following ethical standards will be applied.

- All personnel will maintain a high standard of integrity and impartiality in their business relationships, and personnel will resist influences which may compromise their independence.
- Personnel will reject all approaches that involve unethical or questionable business practices.
- Authority to act on behalf of the school will at all times be used in the best interest of the school and never to the advantage of the staff member.
- Personnel may accept minor gifts as a token of appreciation. A minor gift (value under \$20) may be accepted by an individual as a token of appreciation. Gifts of \$20 or greater value shall be declared to, and allocated (or returned), in consultation with the Board.

Section D: Exception to the requirement to obtain quotes

Fixed term supply arrangements

Where RBS has fixed term supply arrangement, it need not obtain quotes for services covered by that arrangement.

RBS has arrangements with the following suppliers: [FURNWARE, WAREHOUSE, WAREHOUSE STATIONERY, HARVEY NORMAN, NOEL LEEMING, LOOKSMART,SCHOOL SUPPLIES, MITRE 10, PLACEMAKERS, STONES ELECTRICAL,PAK N SAVE, ANDY THOMPSON PLUMBER,CSG]

Preferred supplier arrangements

RBS uses preferred supplier arrangements in the areas of:

- catering,
- stationery (business specific i.e. letterhead and business cards as well as general office) provision,
- recruitment assistance,
- telecommunications,
- photocopying,
- document destruction services,
- insurance,
- travel, including rental cars,
- office furniture,
- electrical and building maintenance,
- etc.]

The list of preferred suppliers can be obtained by requesting the information from the Principal, but generally these reflect businesses already listed above.

Preferred supplier arrangements are reviewed periodically to ensure provision of goods and services remains competitive.

Section E) Process for obtaining quotes

General

RBS will ask for written quotes in each case. No oral quotes may be invited or accepted.

Conflicts of interest

RBS will ensure that no one involved in a procurement process has any actual or perceived conflict of interest. Where interests are identified the following process will apply:

1. The interest will be identified and described and entered in the Interests Register.
2. A strategy to manage or mitigate the interest will be determined. E.g. anyone with a conflict of interest will remove themselves from decision-making roles, or, for more minor interests, their role and influence will be balanced by including other people in the decision-making process.

Records

RBS will ensure that it clearly records all decisions in a manner that facilitates audit and other normal processes of accountability. Key decisions that must be recorded on the file include RBS's:

- rationale for the selection of parties invited to submit a quote,
- assessment of quotes,
- reasons for recommending and deciding on the selection and rejection of quotes, and
- if any conflicts of interest existing, how they were managed.

Statement of requirements

RBS will prepare a clear, written statement of its requirements which will be supplied to all potential suppliers from whom RBS has requested a quote.

Market assessment

Provided RBS's requirements are appropriately classified as a "minor conventional purchases", RBS will

- assess the number of potential suppliers in the market,
- obtain quotes for the goods or services from a selection of potential suppliers that is an appropriate representation of the market.

The market of potential suppliers will be assessed by reference to:

- existing or previous suppliers together with an assessment of past performance,
- known reliable / capable suppliers,
- supplier advertising resources such as newspapers and trade journals, telephone directories, catalogues, and the Internet.

The number of quotations RBS will seek will be determined by an assessment of the value and risk associated with the particular goods or services required and the number of potential suppliers in the relevant market. And in any case will not be less than [two].

Request for quotes

RBS will ensure it:

- provides the same request for quotation information to all potential suppliers selected to provide a quote,
- clearly specifies the RBS responsible person's contact details and the timeframe for quotes to be supplied,
- asks suppliers to supply quotes in a consistent manner that supports appropriate comparison of the options and prices quoted.

Where there are any changes to RBSs' requirements or broadening of options that will be considered, these new requirements must be communicated to all potential suppliers from whom RBS has requested a quote. Similarly, where suppliers' questions result in an elaboration or refinement of RBS's requirements, that new information will be distributed to all potential suppliers.

Process to assess quotes

RBS will assess all quotes received and identify those that align to its needs and offers best "value for money". That assessment will include considering and balancing the key features of each quote, including:

- quality,
- reliability,
- timeliness,

- service, and
- whole-of-life cost.

Assessing the “whole-of-life cost” of the goods or services being procured, will include assessing all relevant costs associated with the goods or services including such factors as design, acquisition, installation, operation, maintenance and disposal.

Quotes will be evaluated by RBS staff (or its agents) with the relevant skills and knowledge appropriate to the value and importance of the purchase in question.

Section F) Contract management

RBS will monitor each supplier’s performance against the specifications and requirements set out in the quote or other contract document. In accordance with the Office of the Auditor General’s advice¹, RBS will ensure that:

- any goods or services that do not meet the specified requirements are rejected and the supplier advised,
- instances of poor performance are documented for future reference (in particular any reviews that inform future purchasing planning), and
- invoices are reviewed before they are paid to ensure that the goods or services have been accepted and the invoice amount is correct and in line with the agreed terms and conditions.

Contract review

All fixed term contracts are reviewed ahead of when they are due for renewal, so RBS may elect to change supplier without penalty or unnecessary extension of service provision. RBS will maintain a schedule of contract review periods for this purpose.

RBS ensures all contracts and preferred provider arrangements are reviewed regularly in accordance with an appropriate time frame (considering the nature of the services in question) and renegotiated or subject to a competitive procurement process (as appropriate) at least once every two years.

The review will ensure RBS maximises possible overall savings and ensures service delivery remains competitively priced.

¹ Office of the Auditor General, Good Practice Guide *Procurement guidance for public entities*, June 2008, p51

G) Principal's PD & Delegation to Manage School Budgets.

Belief

The Board believes it is important to give clear guidance to the Principal on how the management of the Principal's tagged professional development budget will operate.

It provides transparency to all parties, including the BOT, Community, Auditors and the Principal themselves.

The delegation to manage school operational budgets is also stated here in order to address any personal conflict of interest. While the BOT approves the budget and delegates the Principal authority to manage, there needs to be complete transparency when the Principal is requesting to use professional development funds for professional activities which take place outside of Australasia.

As previously stated, once approved the budget will become the financial authority for the Principal to operate the school. Unless specifically reviewed by the Board (notwithstanding major external influences such as MOE Grant reviews), the amounts stated in the budget will be the limits to which the Principal and staff may commit the school to expenditure. Any single non-budgeted item or commitment costing more than \$15000 is to have specific prior Board approval and such approval will be noted in the minutes of the relevant Board meeting.

Action

- The Principal's professional development will be directly linked to the school strategic plan.
- The Principal's PD budget will be set as part of the schools operational budget and be part of the due diligence which the BOT (Treasurer) carries out as part of this process.
- The Principal may request to use money allocated for out of pocket expenses in the budget to be put towards their professional development.
- The Principal does not require prior authority from the BOT / Chairperson to use professional development funds for courses / activities which are held locally or nationally. It is good practice to make the Board Chair aware of what development / learning the Principal is undertaking.
- Courses / Conferences held within Australasia require the approval of the BOT Chair and a Overseas trip audit form completed and signed off prior to the trip taking place.
- Courses / Conferences beyond Australasia require that a proposal is presented to the full board for consideration and that any decision is fully minuted to ensure transparency and full disclosure. The proposal should include a budget breakdown, a course / conference /visit outline, the rationale for wanting to take this opportunity and relevant links to the Strategic Plan and RBS Curriculum. An Overseas trip audit form must be completed and signed off prior to the trip taking place.
- The Principal will use sound judgement when using funds for their professional development. Professional development should be of benefit to the Principal and it is desirable that it has some impact on the wider learning community.
- The BoT views the Principals professional development as an important aspect of the ongoing development of the school and its future direction.

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- The BoT delegates the operation of other staff professional development budgets to the Principal as there is deemed to be no conflict of interest and the Principal is providing the due diligence for these requests as the BoT provides to the Principal when they are requesting use of Principal PD funds.

H) Asset Management Procedures

Belief

The Board of Trustees (the Board) of Raumati Beach School has consulted with staff and parents in the formulation of the Policy, which supports this procedure. This procedure is reviewed annually in line with the Boards policy schedule.

1. The Board accepts that it has a responsibility to protect the assets of the School. The Board has agreed on the fundamental principles of this procedure, and has delegated responsibility for the implementation and monitoring of this area to the Principal.
2. In the formulation and approval of this procedure the Board has had due regard to the accepted standards of sound asset management and applied these to the School. The Board wishes to record that it sought the advice of a chartered accountant and consulted with the School's auditor in their role as agent of the Controller and Auditor General before approving this procedure.
3. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this procedure. The Principal may, from time to time, further delegate some of their responsibilities.
4. This procedure must be read in conjunction with other Board procedures, and the exercising of all authority and responsibilities conferred under this procedure must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Action

1. The Board agrees to review the asset management plan annually and agree a budget for annual asset acquisitions.
2. The principal shall have 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 \$15,000.
3. The decision to purchase any asset with a cost of over \$15,000 must be made by the Board, not the principal alone.
4. The Board shall 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.
5. The Boards shall follow good procurement processes for the acquisition of assets over \$15,000. 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

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6. All information technology assets, such as computers and laptops and associated software, must be compatible with the standard operating platform used within the school.
7. The Board aims to provide and maintain a suite of IT assets that provides the best possible learning tools for students, within budget constraints, including a replacement programme that matches the expected useful life of each asset.

Expected Useful Lives

8. The Board agrees on the expected useful lives of the following types of assets:

Buildings – School	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

9. The principal shall have delegated authority to maintain the school's assets in good working order, within the approved budget.

Asset Records

10. A fixed asset register for all items will be maintained.
11. A review of assets against the fixed asset and valuable asset registers shall be undertaken at least once a year.

Disposal of Assets

12. The principal shall have 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 \$15,000. The principal shall report to the board about reasons for disposal, disposal process and any net disposal proceeds.
13. The Board shall approve the disposal of any asset that had an original cost of over \$15,000, including the reasons for disposal, disposal process and use of any disposal proceeds.

Approval

14. When the Board approved the supporting Policy it agreed that no variations of procedure or amendments to it can be made except with the unanimous approval of the Board.
15. As part of its approval the Board requires the Principal to make available supporting policies to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The school policy manual shall also be made available to students and parents at their request. The Board

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requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

APPENDIX A: HANDLING OF CASH AND COLLECTION OF MONEY.

PURPOSE:

It is important that the school has clearly understood and defined procedures for the handling of cash and the collection of money for activities. The procedure must be followed to ensure transparency around cash transactions and clarity around what must be done when organising an activity and collecting money in.

ACTION:

A) **Running Fundraising Activities:** The following procedures must be followed when organising a fundraising activity. In general any money collected or taken in for a fundraising activity will be handled and processed by the person/persons organising the activity.

Teachers & Parent Volunteers:

- Have an overall person responsible for managing your cash
- The person responsible must ensure that there is a clear trail of orders & cash received against students' names.
- Collect all money in – there must be a clearly labelled payment box available at the office, this box must have a lid with a slot people can put their own payments in)
- Count the money (this must be done in the admin area and should be visible to Admin staff)
- Bag the money (cash bags available from the office)
- Hand to Jackie or the Office with a full signed breakdown of funds raised and spent
- At no time should students be sent to the office to collect the payments box – this will not be released from the admin area. The only person who can collect the payments box is the person/persons running the activity.

Teachers & Admin Staff

B) **Running School Activities:** The following procedures must be followed when organising a School activity/camp/trip, which involves a payment, by parents. These payments are handled and processed by the Office. You must speak with Jackie to organise how payments will be made before any notice is sent home.

The BOT have decided that all school trips must be cost neutral to the school. Please allow for non-payment of students who cannot afford to pay when planning any activity. If students do not pay (except those who cannot genuinely afford to) or do not bring back a permission slip, they will not be able to go on the trip. Permission without payment does not mean a student can go. The opposite also applies. If you need assistance budgeting for a trip, Jackie is most happy to help you. This will make sure that your trip does not run over budget.

Teachers must not keep cash in their classroom at any time

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Processes

- You must see or email Jackie to discuss your activity and the cost associated, budget, payment options/deadlines.
- Jackie will email you with confirmation of agreed payment dates and options – Jackie will cc the Office.
- You will prepare a notice for your activity which outlines the information to parents and the cost associated with it.
- All activity notices must go through the office – these must be emailed to Julie for formatting and processing. Please make sure that you have already had your payment options sorted before doing this.
- The office will proof this letter and must ensure that there is a payment slip attached which includes how the activity will be paid for and when it is due.
- The office will include this information on the permission/payments slip for every school activity with a cost.
- All activity notices involving payments must be pre-checked by Jackie to ensure the payments process will work before final printing.

PAYMENT METHODS

- Parents are requested to send money for any school activities in an envelope clearly marked with the child's name, room number and permission slip attached.
- From 2017 the school moved towards the use of the Kindo payment system. *Kindo software enables parents to make all their school payments online. School donation or lunch orders, trips, books, uniforms, exams. Camps, fundraisers, shows.*
- If you receive money in the classroom it should be sent to the Office (still in the named and labelled envelopes!)
- Payments are to be posted into the money slot in the office – students should be directed to do this themselves – admin staff should not take and post payments.
- Admin to have money bags and slips available for parents/students to seal payments with information attached and post in the box
- Admin staff should not be handling cash payments for School activities which are charged to students accounts – payments should be directed to the payments box.
- Admin staff will handle cash payments for direct sales – uniform/stationery/ticket sales
- Admin staff will take Eftpos payments as required for agreed items, please clearly record students names – amount paid per activity, the description and total per transaction on the Daily Eftpos schedule

PROCESSING PAYMENTS

- Jackie to check Kindo payments daily and action as appropriate
- Jackie to process payments daily – cash/Eftpos/internet banking
- Jackie to paid stamp permission slips as received and put in teachers trays
- Jackie to provide teachers with lists of complete and outstanding payments
- Teacher to send 2nd notice out to parents who have not paid or returned a slip

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- Teachers to contact parents who have not paid for the activity or returned a permission slip (before the due date)
- Eftpos
- Admin staff to record transactions, total Eftpos at 3.30 pm daily, put in Jackie's tray
- Jackie to clear every morning
- Enter payment information onto Assembly, receipt as required
- Balance schedule with total Eftpos

CASH

- At daily lockup Admin staff will place any cash payments in bag and store in the safe overnight
- Admin will clearly label any cash bags/containers that are put in the safe
- Petty cash box will be stored in the locked payments drawer at all times (not the safe)
- Jackie will clear the payments box every morning
- Jackie will enter all payments into assembly
- Jackie will count and complete a cash reconciliation slip and attached to payment schedule
- Jackie will store payment in her office safe until banking day
- Dawn will process banking ensuring ASB procedures are followed and schedules/cash banking balance against reconciliations slips.
- Dawn will hand Jackie banking paperwork including deposit slips for schedules to be prepared and matched with Bank statements
- Dawn will store banking in the admin safe until the scheduled ASB Armourguard pickup.

INTERNET BANKING

- Jackie will print daily ASB transaction lists for the chq a/c and any other a/c receiving daily payments
- Jackie will enter all payments into Assembly and balance against the schedule
- Jackie will file with bank statements for reconciliation.

*REVIEWED and UPDATED
May 2019*