

Fruitvale School Finance Policy

Adopted by the Board of Trustees on 12 May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Finance Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 MAY 2008 and became effective from that date.

Goals

- 1) To effectively manage the school's financial resources and use them to achieve the goals set within the Charter and Strategic Plan.
- 2) To maintain accountability for and control of the school's financial resources.
- 3) To safeguard the assets of the school for future generations of students.

Objectives for 2014

- 1) Produce a budget for the coming year by 30 November and present it to the Board for approval.
- 2) Keep expenditure within budget and report monthly to the Principal and Board on performance against that budget.
- 3) Ensure all expenditure, and commitment of expenditure, is approved within the Board's delegations.
- 4) Ensure reports comply with public sector accounting standards, and that the annual financial statements are presented to the Ministry of Education on time.
- 5) Ensure records of all financial transactions are correct and up to date.

Function of the Board

The Board of Trustees retains primary responsibility for the overall financial management of the school in accordance with governance obligations. From time to time it will delegate some of its authority and responsibilities to Committees and staff members, however in each of these cases it will retain an overseeing role.

Specific Responsibilities Retained by the Board

The Board has retained the following financial management responsibilities:

- Approval of the finance policy
- Approval of all delegations
- Approval of the annual budget
- Approval of any expenditure in excess of budgeted levels.

In addition to this the Board will receive a monthly report from the Finance Committee summarising the school's performance against budget and outlining the Finance Committee's expectations for the remainder of the year.

Function of the Finance Committee(Treasurer / Principal)

The Board has created the Finance Committee to take responsibility for overseeing the day-to-day management of the school's financial resources, commitments and obligations. The Committee shall oversee the preparation of budgets, monitor the collection of revenue, monitor expenditure, and provide advice to the Board and to the Principal on financial matters.

Specific Responsibilities Delegated to the Finance Committee(Treasurer / Principal)

Budgeting:

- Consult with school's budget holders for budget preparation
- Ensure budgets are drafted
- Ensure the final budget is presented to the Board for approval.

Monitoring:

- Monitor budget control and cash flow
- Report expenditure outside the budget to the Board.

Reporting:

- Provide the Board of Trustees with a monthly financial report
- Ensure reports comply with legislation, authoritative accounting standards and generally accepted accounting principles
- Ensure draft annual financial statements are presented to the Board prior to 31 March
- Ensure the draft financial statements are provided to the auditor by 31 March
- Present draft or final financial statements at the Annual General Meeting
- Ensure the audited financial statements are provided to the Ministry of Education by 31 May.

Provide Advice:

- Give advice to the Board as required about the school's financial management
- Advise the Board of Trustees on financial procedures set out by the Ministry of Education
- Advise the Principal on financial management.

Record Keeping:

- Maintain a register setting out financial responsibilities and delegations
- Oversee the maintenance of the asset register
- Maintain appropriate accounting and purchasing procedures, and make recommendations to the Board on their implementation.

Responsibilities of the Principal

The Principal will manage this policy on the Board's behalf and ensure appropriate systems and procedures are in place to safeguard the school's assets.

As part of its approval the Board requires the Principal to circulate this Policy to all staff, and for a copy to be included in the Fruitvale 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th May 2008

Appendix 2 – Theft and Fraud Prevention Policy

Fruitvale School Theft and Fraud Prevention Policy ***Adopted by the Board of Trustees on 12 May 2008***

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief Principal, 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.
- 2) 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.

General

- 3) 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.
- 4) In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
 - a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - b) 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.
 - c) 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.
 - d) 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;
 - vii) Seek legal advice; or
 - viii) Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
- e) 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.
- f) 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.
- 5) 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.
- 6) 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.
- 7) 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.

Allegations Concerning the Principal or a Trustee

- 8) 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.
- 9) 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

- 10) When the Board approved the Policy it was agreed that no variations of this Policy or amendments to it can be made except by the unanimous approval of the Board.
- 11) As part of its approval the Board requires the Principal to circulate this Policy to all staff, and for a copy to be included in the Fruitvale 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th May 2008

Appendix 3 – Protected Disclosures Policy

Fruitvale School Protected Disclosures Policy Adopted by the Board of Trustees on 12 May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) The Board accepts that it has a responsibility to have in operation internal procedures for receiving and dealing with information about serious wrongdoing in or by the School. The Board also accepts that it must regularly educate and train its employees on the internal disclosure system.
- 2) The Board agrees that this Policy must be published widely in the School, will be provided to all new employees and will be republished at regular intervals (at least annually).
- 3) The purpose of this policy is to provide information and guidance to employees of the School who wish to report serious wrongdoing within the school. The policy is issued in compliance with the Protected Disclosures Act 2000 and the Education Act 1989.

What is a Protected Disclosure

- 4) A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

Definition of Serious Wrongdoing

- 5) Serious wrongdoing includes any serious wrongdoing of any of the following type:
 - an unlawful, corrupt, or irregular use of funds or resources; or
 - an act, omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
 - an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
 - an act, omission or course of conduct that constitutes an offence; or
 - an act, omission or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

Conditions for Disclosure

- 6) Before making a disclosure the employee should be sure the following conditions are met:
 - the information is about serious wrongdoing in or by the School;
 - the employee believes on reasonable grounds the information to be true or likely to be true;
 - the employee wishes the wrongdoing to be investigated; and
 - the employee wishes the disclosure to be protected.

Who can make a Disclosure

- 7) Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:
 - current employees and Principal;
 - former employees and principals; and
 - contractors supplying services to the school.

Protection of employees making disclosures

- 8) An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:
- may bring a personal grievance in respect of retaliatory action from their employers;
 - may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
 - are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and
 - will, subject to paragraph 15 in the Procedure, have their disclosure treated with the utmost confidentiality.
- 9) The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

Procedure

- 10) Any employee of the School who wishes to make a protected disclosure should do so using the following procedure:

11) How to submit a disclosure

The employee should submit the disclosure in writing.

12) Information to be contained

The disclosure should contain detailed information including the following:

- the nature of the serious wrongdoing;
- the name or names of the people involved; and
- surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.

13) Where to send disclosures

A disclosure must be sent in writing to the Principal who has been nominated by the Board under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.

OR

If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Board Chairperson.

14) Decision to investigate

On receipt of a disclosure, the Principal or Board Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal or Board Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.

15) Protection of disclosing employee's name

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal or Board Chairperson will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- to ensure an effective investigation; or
- to prevent serious risk to public health or public safety or the environment.

16) Report of investigation

At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board Chairperson.

17) Disclosure to an appropriate authority in certain circumstances

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The Board Chairperson is or may be involved in the wrongdoing;
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of the disclosure.

Appropriate Authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security

- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- The head of any public sector organisation

18) Disclosure to Ministers and Ombudsman

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure has made the same disclosure according to the internal procedures and clauses of this Policy and reasonably believes that the person or authority to whom the disclosure was made:

- has decided not to investigate; or
- has decided to investigate but not made progress with the investigation within reasonable time; or
- has investigated but has not taken or recommended any action;

and the employee continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

Approval

- 19) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- 20) As part of its approval the Board requires the Principal to circulate this policy 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th May 2008

Revised 5th December 2013 Tracy Dovey, Donal McLean

Appendix 4 – Cash Management Policy

Fruitvale School Cash Management Policy Adopted by the Board of Trustees on 12 May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) The Board accepts that it has a responsibility to protect the cash resources of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
- 2) In the formulation and approval of this Policy the Board has had due regard to the accepted standards of sound financial 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 Policy.
- 3) The Board requires the Principal, as the chief Principal and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- 4) 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.

Cheque and Call Deposit Accounts

- 5) The Board agrees that one cheque account shall be operated for Board general receipts and payments. The only other cheque account permitted shall be for the school's trust funds account.
- 6) The signatories to this cheque account shall be as follows:
 - the Board Chairperson
 - the Finance Committee Chair
 - the Principal
 - the Principal and
 - one other parent representative Board member.
- 7) All cheques for operating expenses shall be signed by at least one Board member and the Principal or the Deputy Principal. All cheques for fixed assets and long-term investments are to be signed by the Board Chairperson and the Principal or in the absence of the Principal, the Deputy Principal
- 8) Under no circumstances is a cheque signatory to sign a blank cheque.
- 9) All cheques, except those for petty cash reimbursement, must be issued as 'Not Transferable – Account Payee Only'.
- 10) At no time shall the cheque account be operated in overdraft without permission from the bank and the Ministry if the overdraft exceeds the borrowing limits.
- 11) One at-call interest bearing deposit account shall be operated to hold cash resources not currently required for operating purposes. This account is only to be operated by the Principal or in the absence of the Principal, the Deputy Principal with any transactions reported by the Principal at the next Board meeting.
- 12) Separate at-call deposit accounts shall also be operated for Fixed Asset Replacement and Cyclical Maintenance reserves as specified in the Board's policies for these matters.

Trust Fund Account

- 13) A separate bank account and call deposit account shall be used for the trusts funds held by the Board in trust for donor-specified purposes. The terms and conditions for the operation of these accounts shall be the same as for the general operating account referred to above.

Investments

- 14) Investments of School funds may only be made in accordance with the terms of Section 73 of the Education Act 1989.
- 15) Notwithstanding the requirements of Section 73, no investments may be made in equity stocks or in synthetic money market products (e.g. Forward Rate Agreements and Interest Rate Swaps).
- 16) Investments may only be made with the written authorisation of the Principal and the Board Chairperson.

Fundraising

- 17) The Board acknowledges that under Section 73 of the Education Act 1989 some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by the School. If doubt exists about the legality of a proposed fundraising contract, the Principal will contact the regional Financial Adviser of the Ministry of Education for advice.

Cash Receipts

- 18) All cash and cheques received must be paid into the school office and properly receipted. This includes trading income, other local funds receipts and reimbursements for learning materials.
- 19) No cash received can be used to pay accounts in cash.
- 20) Only delegated staff may handle cash.
- 21) All receipts must be banked as soon as possible and preferably within one working day of receipt.
- 22) All cash and cheques kept on the premises must be kept secure and under the control of a delegated person.

Accounting Records

- 23) The Principal shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in Acts of Parliament, financial reporting standards and other applicable standards.
- 24) The financial system must be so organised by the Principal that the Principal and Chairperson can sign without hesitation the annual Statement of Financial Responsibility as required by Section 42 of the Public Finance Act 1989.

Periodic and Annual Financial Statements

- 25) For each calendar month the Principal shall prepare financial reports showing:
 - Statement of Financial Performance, including comparison to budget
 - a summary Statement of Cashflow and
 - a summary Statement of Financial Position.
- 26) For each month the Principal 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.
- 27) This report shall be presented to the Finance Committee by the seventh working day following the end of the month,(Or as soon as obtained from Leading Edge Financial Services) and tabled at the next meeting of the Board.

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

Approval

- 29) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- 30) As part of its approval the Board requires the Principal to circulate this policy 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th of May 2008

Appendix 5 – Travel Policy

Fruitvale School Travel Policy

Adopted by the Board of Trustees on 12 May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) The Board agrees that it has a responsibility to ensure that travel 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 Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
- 2) The Board requires the Principal, as the chief Principal and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- 3) 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.

Principles

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

Process for Making Travel Arrangements

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

Travel within New Zealand

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

International Travel

- 10) 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.
- 11) All international travel should be authorised by the Board before it is commenced. A proposal must be put to the Board detailing the purpose of the trip, the expected benefit to the Board which will arise from the trip and an estimate of the costs of the trip. The Board will approve the travel in writing.
- 12) 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 and the School of the trip.
- 13) Except where the flight time exceeds 10 hours, all international air travel is to be economy class.

- 14) Business class travel may be approved, where the Board considers appropriate, for travel more than 10 continuous hours in duration.
- 15) If a staff 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

- 16) Staff 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.
- 17) Staff 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 member should receive authorisation for the value of the intended koha/gift. (Refer to Gift Policy)

Vehicles

- 18) When using rental cars, staff should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Board.
- 19) 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.
- 20) If taxis are used, then staff 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

- 21) 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”.
- 22) For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff 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.
- 23) All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies, laundry and private phone call charges are to be paid separately by the travelling staff member.
- 24) All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
- 25) 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.
- 26) 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

- 27) 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. They should not be redeemed for personal use.
- 28) Staff must travel by the most direct route unless scheduling dictates otherwise.
- 29) The School 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 did in no way incur additional expenditure.

Approval

- 30) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- 31) As part of its approval the Board requires the Principal to circulate this policy 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed
Board Chairperson
On behalf of, and with the authority of the Board on 12th of May 2008

Signature Section for International Travellers

I have read and understood this policy and agree to abide by it.

Signed

Date

Appendix 6 – Credit Card Policy

Fruitvale School Credit Card Policy Adopted by the Board of Trustees on 12th May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) 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 Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
- 2) The Board requires the Principal, as the chief Principal and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- 3) 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.

Process for Issue of Credit Cards

- 4) Credit cards should only be issued to staff members after being authorised by the Board.
- 5) A register of cardholders should be maintained.
- 6) 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.
- 7) 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

- 8) The credit card is not to be used for any personal expenditure.
- 9) 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 prior authorisation from the Board is given.
- 10) 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
- 11) The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
- 12) Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal). Cardholders are not allowed to approve their own expenditure.
- 13) All purchases should be accounted for within 5 working days of receiving a credit card statement.

Cash Advances

- 14) Cash advances are not permitted except in an emergency.

- 15) 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

- 16) 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

- 17) The cardholder should never allow another person to use the card.
18) The cardholder must protect the pin number of the card.
19) The cardholder must only purchase within the credit limit applicable to the card.
20) The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
21) The credit card should not be used on the internet without prior Board approval.
22) The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval

- 23) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
24) As part of its approval the Board requires the Principal to circulate this policy 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed
Board Chairperson
On behalf of, and with the authority of the Board on 12th May 2008

Signature Section for Prospective Cardholders

I have read and understood this policy and agree to abide by it.

Signed

Date

Appendix 7 – Gift Policy

Fruitvale School Gift Policy

Adopted by the Board of Trustees on 12 May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) The Board agrees that it has a responsibility to ensure that expenditure on gifts incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
- 2) The Board requires the Principal, as the chief Principal and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- 3) 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.

Giving Gifts

- 4) The cost of a gift should be reasonable and appropriately reflect the benefit received.
- 5) If the gift is to be given during international travel, then the staff member should receive authorisation for the value of the intended koha/gift before the travel. If the need to purchase a gift arises unexpectedly during international travel, then a full record of the gift should be added to the gift register. The cost of such a gift should be justifiable to the Board.

Receiving Gifts

- 6) Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.

Approval

- 7) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- 8) As part of its approval the Board requires the Principal to circulate this policy 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th May 2008

Appendix 8 – Entertainment Policy

Fruitvale School Entertainment Policy

Adopted by the Board of Trustees on 12 May 2008

The Board of Trustees (the Board) of Fruitvale School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 12 May 2008 and became effective from that date.

Introduction

- 1) The Board agrees that it has a responsibility to ensure that expenditure on entertainment incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
- 2) The Board requires the Principal, as the chief Principal and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- 3) 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.

Purposes of Entertainment

- 4) 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
- 5) The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

School Events and Staff Meetings

- 6) This includes conferences, seminars, workshops, training courses and meetings.
- 7) 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.

Alcohol Purchases

- 8) The school should only purchase alcohol for entertainment purposes.
- 9) 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.

Approval

- 10) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.

11) As part of its approval the Board requires the Principal to circulate this policy 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 requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th May 2008

Appendix 9 – Schedule of Delegations

Fruitvale School Schedule of Delegations

Adopted by the Board of Trustees on 12 May 2008

Introduction

- 1) This Schedule of Delegations (the Schedule) was approved by the Board of Trustees (the Board) of FruitvaleSchool (the School) at its meeting on 12 May 2008 and became effective at this date. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the chief Principal (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.
- 2) The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School's Principal management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board'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 can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.
- 3) If persons who exercise responsibilities on behalf of the Board 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.
- 4) This Schedule does not in itself provide the right to Principal management and staff 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.
- 5) The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any Court hearing a case related to the School's finances.

Approval

- 1) This Schedule was unanimously agreed by the Board and approved as a policy document at its meeting held on 12 May 2008.
- 2) When the Board approved this Schedule it agreed that no variations of this Schedule or amendments to it can be made except by the majority approval of those trustees present at the Board meeting .
- 3) As part of its approval the Board requires the Principal to circulate this Schedule 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 Board requests that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Note

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 of the Education Act 1989 (delegations)

Signed

Board Chairperson

On behalf of, and with the authority of the Board on 12th May 2008

Delegations Retained by the Board

- 1) The Board retains for itself and does not delegate to any Principal management or staff 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 \$5,000;
 - c) The commitment or purchase of capital expenditure;
 - d) The disposal of fixed assets with a cost price in excess of \$1,000;
 - e) The transfer of money between any Board cheque and term deposit account in excess of \$5,000 and for a period longer than 12 months;
 - f) The appointment of any permanent staff 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 non-teaching staff to attend training sessions or courses outside the school for a period greater than 4 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 or Board Chairperson;
 - l) The initiation of any legal actions and any communications in relation to these actions;
 - m) Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

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

Board Delegations to the Principal

- 1) The Board delegates to the Principal the responsibilities listed below:
 - a) The day-to-day curriculum and resource management of the school 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 Act of Parliament, 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 \$5,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;
 - d) Transfers to at-call deposits of amounts less than \$5,000 and for periods less than 12 months;
 - e) Ordering fixed assets for which the capital expenditure has the prior approval of the Board;
 - f) The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
 - g) Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
 - h) Delegation in writing to specified staff positions of responsibilities according to the format set out below.

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal.

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

Signed by

_____ (full name)

Principal

Dated.....day of.....200

Appendix 10 - Finance Policy

Fruitvale School Finance Policy

Supplementary Schedule of Responsibilities

Adopted by the Board of Trustees on 12 May 2008

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

Banking and Cash Handling

| | |
|---|--------------------------------|
| Opening mail and receipting the cash and cheques received | Office supervisor |
| Receipting of all student cash received | Office Supervisor |
| Preparation of banking | Office Assistant |
| Signature of bank deposit | Office Assistant |
| Deposit of banking | Office Assistant |
| Reconciliation of daily receipts with banking | Office Supervisor |
| Bank Reconciliation through Xero | Office Supervisor |
| Certification of bank reconciliation | Accounting Service Provider |
| Custody of cash and cheques | Office Supervisor |

Cheques

| | |
|-----------------|--|
| Signing cheques | Principal <i>and</i> a Board Member |
|-----------------|--|

Investments

| | |
|---|--------------------------------|
| Transfer to and from general, at-call and term deposit accounts | Principal |
| Reconciliation of transfers | Accounting Service Provider |

Purchasing Goods and Services

| | |
|--|----------------|
| Approving purchases (within delegated authority) | Budget Holders |
| Raising purchase orders | Budget Holders |
| Placing phone orders | Budget Holders |
| Placing internet orders | Budget Holders |
| Verifying receipt of goods or services | Budget Holders |
| Approval of invoices for payment | Principal |

Continued next page

Finance Systems

Xero Accounting System entry & reconciliation
Monthly history file back-up tape

Office Supervisor
Accounting Service
Provider

Payroll

Check of fortnightly SUE report
Reconciliation with bank debit with errors followed up
Verification of SUE reconciliation report and bank debit
Attendance fee voucher certification
Staff expense claim
Novopay Administrator

Principal
Principal
Principal
Principal
Principal
Office Supervisor

Income

Preparation of receivables invoices
Certification of invoices
Reconciliation of receivables ledger
Verification of reconciliations

Debt write-off approvals

Office Assistant
Office Supervisor
Principal
Accounting Service
Provider
Principal

Fixed Assets

Fixed asset purchase approval
Fixed asset purchase order approval
Fixed asset delivery acceptance check
Fixed asset invoice certification
Fixed asset voucher certification
Fixed asset register update

Board
Principal
Curriculum Leader
Principal
Principal
Principal

Signed by the Principal

_____ (full name)

On the.....day of.....200