Te Kauwhata Primary School

'Learning Together' – 'Kia Ngatahi te Ako'

NAG 4: Property and Finance

Rationale

In order to maintain quality financial and physical resources a Board of Trustees needs to develop and implement sound resourcing procedures and administrative guidelines.

Purpose

Ensure that there are quality reporting and resourcing procedures so that the Board of Trustees can allocate funds to reflect the school's priorities.

Guidelines

- Allocate funds to reflect the school's priorities as stated in the Charter and Annual Plan.
- Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.
- Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe and healthy learning environment for students.

In order to fulfil the policy, the board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Finance and Property"

- Financial Management
- Internet Banking
- Property Management
- Library Resource/Stock Management

Approved by Board _____
Chairperson – signed for Board of Trustees Date

Revised: _____
Chairperson – signed for Board of Trustees Date