



Finance Procedural and Administrative Guidelines

1. Financial Management

- A draft annual budget will be approved at the December Board of Trustees meeting for the following year. The budget will reflect the strategic plan and learning goals of the school. It will be prepared collegially between the Board and staff.
- To enable a reasonable degree of autonomy, staff in charge of curriculum areas and/or teaching teams will have delegated to them the authority to order goods to budget limits.
- The Principal, in his / her role of Manager, may delegate his/her authority to other Board of Trustee employees, to make payments.
- Discretionary limits on spending are stated annually in Budget preparation.
- The setting of discretionary limits over the delegation of payment/ordering authority is subject to Board of Trustee approval.
- The Principal will establish, and maintain, clear procedures to enable the Financial Procedures and Guidelines to succeed.
- The Board of Trustees must give approval for fundraising to be carried out on its behalf.
- Financial statements will be presented at Board meetings.
- Budget summaries will be supplied to all staff with budget responsibilities.

2. Internet Banking

- The Board of Trustees recognises and values the security and efficiency of using electronic banking as a mode for paying its creditors.
- The school has determined to use electronic banking for the payment of as many regular creditors as possible.
- The system will complement the manual process and it is not envisaged that it will fully replace this.
- The bank Help Desk will be available to deal with any difficulties.
- The BOT approves 2 signatories for authorisation of all banking and funds transfer, one of who must be the Principal or the Deputy Principal in the Principal's absence, and the other is the Board finance member. In the event of the absence of the Board finance member, a manual process will be used.
- Movement of funds between Te Kauwhata Primary School accounts requires only one authorisation.
- Payment of GST will be authorised by the Office Administrator and Principal (or Deputy Principal in the Principal's absence.)
- Approved signatories for authorisation must be reviewed and renewed when changes occur to the composition of the BOT to ensure there are always 4 current authorised signatories available.

Making Payments

- A direct credit batch file listed is printed. An authorised signatory of BOT accounts verifies this hard copy list.
- The administrator enters the creditor's details or copies the batch file so that it can be uploaded to the bank's programme for action.
- This must then be authorised by two signatories who are approved by the BOT before the transfer can proceed.

- The transmitted payments batch detail report is reconciled with the bank statements.

3. Travel Reimbursements

Staff are entitled to be reimbursed for travel if on school business. Travelling for staff development is included.

- Rates payable are in accordance with Principal, Teachers and DP/APs, Support Staff and Caretakers and Cleaners collective agreements (as appropriate).
- A claim sheet is to be filled in with the Office Administrator for approval by the Principal. Upon approval, the claim will be submitted online to Novopay for processing and payment through the payroll system.

4. Staff Purchases

Staff are able to purchase goods through the school. These will be paid for by the school and then an account, including GST is written for the staff of the appropriate amount.

Please pay these promptly to save the Office Administrator extra work. We don't want to lose this facility.

This also includes lunches, phone accounts, and photocopying.

5. Ordering and Purchasing Procedures

- Once approval from staff or syndicate meeting is granted, you may then order the goods.
- In place of an order number please give your name.
- Indicate whether orders are "firm" or "on appro".
- The office will complete the system and advise when goods arrive and give you a copy of the invoice taken.
- Please check the goods against the copy of the invoice accompanying the goods. Please advise the Office Administrator if the order is not correct.
- Regular budget update balances will be given out into cubby-holes. Any queries please see the staff member responsible for finance.

6. Cash Register/ Eftpos

- All money brought to the school is put through the cash register. It is balanced each night and accurate records kept of the appropriate departments.
- The Office administrator and receptionist are the only people to use the cash register and eftpos machine. This means that if problems do arise, it is easier to track back and check.
- Any money, which is handed to teachers, please tape to a piece of paper saying what it is for - lunches, stationery etc.
- Eftpos transactions are also put through the cash register and EFTPOS machine is balanced every night.
- Bankings occur weekly and are delivered to the Bank by the Principal. Bankings are reconciled and added into Moneyworks accounting system. If Armourguard fails to collect the banking either the Office administrator will deposit it at an ASB in Hamilton or the Principal will deposit it at Pukekohe ASB.

7. Library Resource / Stock Management

- Library book purchases/donations are recorded/accessioned through the Access-it Library Management system with value and date of purchase.
- An annual stocktake will be undertaken in December each year for audit purposes.
- Fortnightly overdue lists will be provided to all teachers for follow-up
- In the event of a book not being returned a cost of \$15.00 may be passed on to parents/caregivers.
- Each year books deemed unfit for issue or older than 10 years will be pulled from library shelves and deleted from the library management system. Where books have missing pages and irreparable damage, they will be disposed of. Other books will support browsing boxes in classrooms or be offered for a nominal fee on sale via a school gala etc.

8. School Credit Card

- Te Kauwhata Primary School Visa has a limit of \$5000.00.
- The Principal is the named holder of the card
- The Principal and Office Administrator oversees the use of the visa to purchase goods and services up to the value of \$5000.00. This means that if problems do arise, it is easier to check.
- The requirement for the use of the Visa is that the Principal or Office Administrator will be notified of the transaction. and that all invoices/ receipts (if applicable) are to be emailed or handed in to the office manager
- The monthly financial statements are presented to the BOT each month, checked by the trustees and signed by the Financial Officer / Treasurer or Board Chairperson.

9. School trips for ORs students

- If a parent of an ORs student needs to use their private vehicle to transport a child to a venue or event that is considered an essential part of the child's curriculum, Te Kauwhata Primary School Board of Trustees is willing to reimburse the parent up to 62 cents per kilometre.

10. Koha

- Te Kauwhata Primary School is committed to the Treaty of Waitangi and as such, prides itself on being a culturally responsive and inclusive environment for all cultures and people groups. On occasion, the school will participate in events where a koha or gift will be deemed appropriate, at which the BoT authorises the Principal to give a koha of up to \$100.00 to an individual staff member or group that is attending such events on behalf of the school. Any of the following occasions could be deemed appropriate if a representative/s attends on behalf of the school:
 - Tangihanga or funeral (staff, students and immediate whānau member)
 - Visit to local marae
 - A nationwide hui
 - A pōwhiri where a koha is expected