

Mission Heights Junior College Finance and Property Policies

National Administration Guideline 4–Finance and Property

According to legislation on financial and property matters, each Board of Trustees is also required in particular to:

- (a) allocate funds to reflect the college's priorities as stated in the charter;
- (b) monitor and control college expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989; and
- (c) comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the College's buildings and facilities provide a safe, healthy learning environment for students.

It is the policy of the Board of Trustees of Mission Heights Junior College to implement and maintain effective financial management and reporting procedures to ensure efficient use and effective monitoring of the School's financial resources.

The Board of Trustees will monitor these policies through the Finance and Property/Health & Safety Subcommittees which will:

- Recommend the draft budget to the full Board of Trustees for ratification.
- Review the monthly financial reports.
- Review the monthly property report.

This policy should be read in conjunction with Property Occupancy Document and the Mission Heights Schools DEED of Collaboration. (refer to Shared Transaction Procedures)

Policy Statements

1. Financial Management

The Board will:

- 1.1** - Meet all legal requirements for the management of funds entrusted to it, including all requirements for auditing such funds.
- 1.2** - Meet all Ministry requirements for the accountability and management of funds transferred to the Board including approval of an annual budget prepared by the Principal as delegated by the Board.
- 1.3** - Oversee the College's financial management via the Finance Committee.
- 1.4** - Adopt clear guidelines, including delegations and accountabilities, for the efficient management of each section of the budget.
- 1.5** - Ensure appropriate systems are in place for the financial management of shared services and resources between Mission Heights Junior College and Mission Heights Primary School.
- 1.6** - Implement internal financial control systems that will ensure any errors or irregularities are discovered quickly and that will safeguard school funds and assets against loss, theft or other unauthorised use.

2. Credit Cards

It is the policy of the Board of Trustees of Mission Heights Junior College to carefully scrutinise any credit card expenditure to ensure that such expenditure occurs within the Credit Cards policy and procedures and to ensure that all credit card expenditure is clearly linked to the business of the school.

- Delegate responsibility for the implementation and monitoring of this Policy to the principal (as the chief executive).
- Ensure that the limit set for credit card use does not exceed the overall financial delegation of the card holder as set out in the schedule of delegations.

3. Fixed Assets

- 3.1** - The value of fixed assets recorded in the Statement of Financial Position is to be materially correct and the annual depreciation charges fairly represent the use of the asset over their lives.
- 3.2** - Items of property, plant and equipment with an individual value in excess of \$1000 are capitalised on purchase.
- 3.3** - Items with an individual value of less than \$1000 that are purchased in quantity will be capitalised where the total value of the purchase exceeds \$1000.
- 3.4** - Other items with an individual value below \$1000 are expensed.
- 3.5** - Procedures for the sale of assets will be developed.

4. Procurement

As outlined in National Education Guidelines 3 and 4, The Board of Trustees is required to “use educational resources effectively”, and to “monitor and control school expenditure”. It is the policy of the Board of Trustees of Mission Heights Junior College to ensure the best price and quality is obtained for comparison of goods and services prior to purchase.

The Board will:

- Ensure that all purchases comply with the budget or finance policy.
- Ensure that all quotes are for clearly defined items or services.
- Give due regard to guarantee and servicing costs.
- where the accumulated value of the item or service is more than \$10,000, seek at least three written quotes.

5. Prevention of Theft and Fraud

The Board agrees that through the Principal it has a responsibility to prevent and detect theft and fraudulent actions by employees and contractors or service recipients. Any suspect theft or fraudulent actions will be reported to the Police and Auditor

The Board will :

- Secure and account for physical resources.
- Design and implement financial systems to prevent and detect the occurrence of fraud as set out in the Public finance Act 1989, section 45C(b).
- Ensure staff members formally delegated with responsibility for the custody of physical and financial resources are competent and held accountable.

6. Sensitive Expenditure

It is the policy of the Board of Trustees of Mission Heights Junior College to carefully scrutinise any expenditure which may be considered to be beneficial to individuals or groups of individuals before approval and to ensure that such expenditure is supported by appropriate documentation and where appropriate fund raising specific to that expenditure.

The Board will:

- Delegate responsibility for the implementation and monitoring of this Policy to the principal (as the chief executive).
- Ensure any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (eg. Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

7. Property Management

It is the policy of the Board of Trustees of Mission Heights Junior College to ensure the School's property resources are managed in such a manner as to provide an excellent learning environment within the principles of good property management.

The Board of Trustees in meeting its statutory obligations will:

- Provide a safe working and learning environment.
- Ensure that all property management activities comply with legislation concerning occupational health and safety and the School's Health and Safety policies and procedures.
- Facilitate long term maintenance of all property, plant and equipment and ensure on-going preventative maintenance is provided for.
- Ensure that the College provides a clean, hygienic facility that is attractive and conducive to teaching and learning.
- Maintain an up to date 5 year property plan and maintenance plan.
- Collaborate with the Board of Mission Heights Primary School to ensure that shared facilities are maintained, used and developed to optimise benefit for both schools.
- Abide by any shared services and property management agreements, negotiated with Mission Heights Primary School.

Signed: _____ Date: _____

Board of Trustees Chairperson