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Christchurch Adventist School

Policies

Finance (NAG 4)

Under the fourth National Administration Guideline, the board is responsible for complying with legislation on financial and property matters. This covers the appropriate allocation of funds under priorities set in the school's charter, the control of school expenditure, and management of assets and property.

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Policy On Financial Management

Rationale

1. To use the school's financial resources towards achieving goals within the charter as set by the Board.
2. To maintain accountability for and control of the school's financial resources.

Purposes

1. To keep records of all transactions accurate and up to date.
2. To table monthly accounts and reports for the Board.
3. To ensure that all expenditure, and commitment to expenditure, is approved within the recognised delegations.
4. To produce a budget of all income and expenditure, by January of the coming year, and present it to the Board for approval.
5. To keep all expenditure within budget by means of appropriate procedures and regular monitoring.
6. To ensure reports complying with Public Sector Accounting Standards are prepared annually for audit by the auditor appointed and are made available to the community

Guidelines

1. Signatories to school cheque accounts shall be two of the following:
 - The Principal
 - The Board Chairperson
 - The Financial Controller
 - The Office Administrator
2. In principle these should be:
 - One School Signatory
 - One Board Signatory.
3. Banking of Monies - money retained in the safe must be below the insurance requirement.
4. Authorisation of Expenditure - the Principal is authorised to approve the following expenditure:
 - Payment of all regular operating accounts up to \$2,000.00.
 - All other expenditure shall require the approval of the board prior to the placement of an order or the commencement of the work.
 - All payments authorised by the Principal shall be presented at the next Board of Trustees meeting for confirmation of payment.
5. Reporting - the following reports shall be presented to each Board meeting:
 - Comparative Operating Statement
 - Bank Reconciliation
 - Cheque Summary
 - Any other reports as requested by the Board from time to time.
6. The financial service providers' payment and accounting procedures shall be approved by the Christchurch Adventist School Board of Trustees, consistent with the schools' financial guidelines.

Principal

Chairperson

Date

Policy On Fundraising

Rationale

Fundraising is an integral part of school activity to meet financial needs not provided for by Government funding. The school uses various forms of fundraising to assist it in meeting the needs of its students and needs to ensure that:

1. each fundraising activity is for a specific and approved purpose;
2. students are not exploited; and
3. full and appropriate accountability for funds raised is maintained
4. fundraising activities are consistent with the Special character of the School

The following will apply:-

Guidelines

1. All fundraising activities will have prior approval of the Board of Trustees whenever students and/or facilities of the school are involved. The approval function may be delegated to the Principal up to a financial level set by the Board from time to time.
2. Funds raised for a specific activity should not exceed the amount necessary to achieve its educational purpose. Any excess funds should be allocated to a similar purpose in consultation with the fundraisers.
3. Unless specifically approved, only students who benefit from the fundraising may be used in fundraising.
4. Students are not to be exploited in any fundraising activity.
5. The use of funds raised by the school in general (eg: work days) will be decided by the Principal after full consultation with staff and Student Council in order to establish clear priorities.
6. Full and appropriate accountability of funds raised is to be maintained by the Board of Trustees or delegated agent.
7. Because funds are raised for specific purposes, there should be no undue delay in utilising those funds.
8. Each fundraising activity must be self-sustaining. All expenses of the fundraising itself must be met from the proceeds. Only the nett proceeds may be used for the educational purpose involved.
9. When students are to approach the public as part of any fundraising activity, staff should ensure that they carry appropriate identification and that they are briefed to enable them to answer questions from the public on the reasons for the purpose of the fundraising.
10. As far as is possible, a fundraising calendar will be established for each year.

Principal

Chairperson

Date

Policy On Property Management

Rationale

The Christchurch Adventist School BOT are responsible for maintaining the school grounds, buildings and facilities in a safe, hygienic, clean and tidy condition so that a suitable learning environment is provided for students, and a good working environment exists for staff.

Purposes

1. To maintain the school grounds, buildings, furnishings and equipment in a safe, workable and aesthetically pleasing condition.
2. To ensure that property management is in keeping with the requirements and procedures of the Health and Safety Act 1992.
3. To establish a long term (10 years) Maintenance Programme and to review this annually.
4. To prepare a statement of financial requirements for implementing the Maintenance programme, as part of the annual budget.
5. To ensure that an ongoing systematic preventative maintenance programme is undertaken.

Guidelines

1. The Board of Trustees, or its Property Committee, is responsible, in consultation with the Principal, for formulating and developing the property management programme.
2. The Principal is responsible for the day-to-day administration of the programme.
3. The Property Sub-Committee should report to the BOT at each meeting as part of the monitoring process.
4. This policy and all Property Management procedures and programmes will be reviewed annually.

Conclusion

Property management, effectively carried out, will provide the students and staff with a healthy and safe learning and working environment.

Principal

Chairperson

Date