



Geraldine High School / Carew Peel Forest School

Combined Board of Trustees



FINANCIAL & PROPERTY MANAGEMENT POLICY

RATIONALE / TE KAUPAPA:

This policy documents how the **Geraldine High School/Carew Peel Forest Board of Trustees** will ensure that it meets its obligations under National *Administration Guideline 4* to:

- i. Allocate funds to reflect the school priorities for each school as stated in their individual Charters.
- ii. Monitor and control the expenditure of each school, and ensure that all annual accounts are prepared and audited as required by the *Public Finance Act* and the *Education Act*.
- iii. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the buildings and facilities at each school provide a safe and healthy learning environment for all students.

GUIDELINES / NGĀARATOHU:

The policy will enable the Board to provide a framework for day to day management for the responsibility of each of the Principals to enact.

The Principals will be responsible, in conjunction with the appropriate Sub Committees and their school's staff, for managing the school's procedures for all areas of financial and property management.

The Board of Trustees will ensure procedures for the following are developed and implemented at Geraldine High School:

4.01 Financial Management

4.02 Property Management

4.03 Fixed Asset Management

4.04 Theft and Fraud

4.05 Sensitive Expenditure

4.06 Staff Reimbursements

4.07 Storage of Dangerous Goods (this procedure is within the Health and safety policy; under hazard management; see Grant)

4.08 SEG and TFEA Funding

4.09 Use of Facilities and Borrowing School Equipment

The Board of Trustees will ensure procedures for the following are developed and implemented at Carew Peel Forest School:

- Financial Management
- Property Management
- Asset Management
- Staff Reimbursement
- Fundraising and Donations
- Theft and Fraud
- Swimming Pool
- School Transport

CONCLUSION / TE MUTUNGA:

Compliance with all relevant *National Administration Guidelines* and the current relative *Acts* will ensure the Board, through the two Principals, develops and implements high quality financial and property management procedures for the two schools.