



WHANGANUI HIGH SCHOOL POLICY


SENSITIVE EXPENDITURE


Policy No: 4.5
(NAG 4)

RATIONALE	1	The Board of Trustees of Whanganui High School has given consideration to the formulation of this Policy. The Policy was approved and adopted by the Board at its meeting held on 19 August 2013 and became effective from that date.
PURPOSE	1	To provide a framework for staff entering into and approving sensitive expenditure.
	2	The Board agrees that it has a responsibility to ensure that all expenditure of Board funds is clearly linked to the business of the School and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff or students).
	3	The Board acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expense in relation to travel (especially international travel) or to koha, gifts and other payments to individuals.
	4	The Board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fund-raising specific to that expenditure.
	5	Particular reference should also be made to the Board's travel policy in considering expenditure which may benefit individuals or groups of individuals.
	6	The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal (as the Chief Executive and the Board's most senior employee).
PRINCIPLES	1	The Board requires all staff, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure: <ul style="list-style-type: none"> i) Does the expenditure benefit student outcomes? ii) Does the expenditure represent the best value for money? iii) Is it in the budget? iv) Could the Board justify this expenditure to a taxpayer, parent or other interested party? v) How would the public react if this expenditure was reported by the media? vi) Would there be perceived to be any personal gain from this expenditure? vii) Does this expenditure occur frequently?
	2	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 (e.g. Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).
ACCOUNTING for EXPENDITURE	1	<u>Scope</u> - This is a school-wide procedure and applies to all school staff or individuals (including the Board of Trustees).
	2	<u>Definitions</u> - Sensitive expenditure is any school expenditure that provides or has the potential to provide a private benefit to elected members or staff or expenditure that could be considered unusual for a school. Sensitive expenditure will have one or more of the following characteristics: <ul style="list-style-type: none"> a) It results in a perceived or real private benefit to the individual b) These expenses may be an unusual item of expenditure for the school c) The expense does not directly align with the core activity of the school or has a poor link to education purposes of the school d) Usually it is a discretionary item of expenditure

	<p>e) It could be difficult to justify to the public f) The expense may involve a legal or ethical conflict of interest g) The expense may be considered extravagant or immoderate expenditure</p> <p>Examples of sensitive expenditure include:</p> <p>a) Professional memberships and club memberships b) Entertainment expenses (e.g. expenditure on food, alcohol or ticks for events) c) Gifts and Koha d) Fines e) Use of information technology and equipment (e.g. network and call charges for mobile phones) f) Travel expenditure (especially international travel) g) Tipping and Café meetings</p> <p>3 All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the Board.</p> <p>4 Authority must be obtained from the relevant approving manager (e.g. Head of Department) prior to committing to the sensitive expenditure. Where the sensitive expenditure is for an event, approval for the event should be obtained from the relevant approving manager.</p> <p>5 If an approving manager is uncertain as to whether the proposed sensitive expenditure is appropriate in the school context, they should consult the Headmaster for advice.</p> <p>6 Sensitive expenditure should be supported by appropriate supporting documentation (e.g. tax invoices) and submitted to the Finance division for processing.</p>
APPROVAL	<p>1 When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.</p> <p>2 As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.</p>

EVALUATION	<p>2 The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.</p>
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Approved by the Board
Signed Chairperson:  Date: 19.10.16

Signed Principal:  Date: 20/10/16