



# WHANGANUI HIGH SCHOOL POLICY

## FINANCIAL MANAGEMENT

Policy No: 4.1  
(NAG 4)

<b>INTRODUCTION</b>	1	Financial management is essential to the efficient and effective running of the School.
<b>PURPOSE</b>	1	To ensure that through effective financial planning, budgeting and monitoring the best educational outcomes are achieved for students in keeping with the Charter and/or Mission Statement.
<b>GUIDELINES</b>	1	The Principal, in association with appropriate staff, will prepare an annual budget to be considered by and adopted by the Board of Trustees.
	2	The annual budget is to reflect the School's Charter and Strategic/Annual Plan.
	3	Every year ensure annual accounts are prepared in line with Audit Office requirements and are made available to the auditor by 30 March.
	4	Monitor expenditure regularly so that over-expenditure of the budget does not occur, at any time, without the Board's approval.
	5	To oversee, check and approve monthly financial statements as presented by the Principal.
	6	Monitor budgeted accounts and adjust as required/advised by the Principal.
	7	To monitor and review financial procedures as prescribed by the Principal with a view to ensuring the financial security of the School's operation.
	8	Fixed assets with a value of \$2,000.00 (exclusive of GST) or more are to be recorded on the Fixed Asset Register.
	9	To set aside surplus income and Trust funds on a structured investment programme geared to accumulate essential reserves and to meet both long and short term cash flow requirements.
	10	To achieve maximum returns on funds invested in order to provide both Trust income and the supplement annual income generated by the School.
	11	To ensure the sound and secure placement of Board and School funds in approved securities.
	12	<p><u>Sources of Investment</u> Funds for investment will arise from the following sources:</p> <ul style="list-style-type: none"> <li>a) Established Trusts of a general and special purpose, e.g. Edith Wheel Trust. <b>NB:</b> Trust capital usually will remain intact with distributions made from income earned.</li> <li>b) Locally raised funds, e.g. activity accounts, fundraising projects, fees.</li> <li>c) Government grant, e.g. reserve provisions, liquidity requirements.</li> </ul>
	13	<p>There will be two types of fundraising considerations, Minor and Major Fundraising. The difference is in terms of the number of students and amounts involved.</p> <ul style="list-style-type: none"> <li>a) <u>Minor Fundraising</u> Involves less than 20% of the students in the School or raising less than \$10,000. Undertaken by a small group of students, e.g. a hockey team or subject department.</li> <li>b) <u>Major Fundraising</u> Undertaken by the majority of the School, i.e. involves more than 20% of the School's students, or raising more than \$10,000, e.g. School Activity Fee.</li> </ul>
	14	The Principal will establish procedures to ensure the School's Financial Management Policy's purposes and associated guidelines are met. These to be presented in a report to the Board annually for their consideration and advice (if any) in this regard, to be provided to the Principal.

	14	Board procedures associated with this Policy include: <ul style="list-style-type: none"> <li>a) Approval of a draft budget as presented by the Principal in Term 4 of each year.</li> <li>b) Confirmation of the annual budget not later than the end of Term 1 each year.</li> <li>c) Monitoring of monthly accounts, cash flow, investments and capital expenditure.</li> <li>d) Consideration of the Principal's annual report on financial management to be conducted at the time of the review of the Financial Management Policy.</li> </ul>
<b>EVALUATION</b>		The Board, in association with the Principal, will review this policy annually in accordance with the School's quality management cycle.

Approved by the Board  
Signed Chairperson:

Date: 19/6/17

Signed Principal:

Date: 19/6/17