

## D4.1 Financial condition policy

### Outcome statement

The school is financially viable and manages risks effectively.

### Scoping

The financial viability of the school must be protected at all times, and every practicable effort is made to eliminate the risk of theft or fraud.

### Delegations

The principal is required to ensure robust, clear procedures are in place to safeguard the integrity of financial management.

### Expectations and limitations

The principal must ensure:

- Unauthorised debt or liability is not incurred
- Generally accepted accounting practices or principles are not violated
- Tagged/committed funds are not used for purposes other than those approved
- More funds than have been allocated in the fiscal year are not spent without prior board approval
- All money owed to the school is collected in a timely manner
- Timely payment to staff and other creditors is made
- Unauthorised property is not sold or purchased
- All relevant government returns are completed on time
- No one person has complete authority over the school's financial transactions
- When making any purchase:
  - o of over \$xxxx, comparative prices are sought
  - o of over \$xxxx, an adequate review of ongoing costs, value and reliability is undertaken
  - o of over \$xxxx on a single item, board approval is first sought
- Effective systems are in place to meet the requirements of the payroll system

### Procedures/supporting documentation

*Board to enter own documentation.*

### Monitoring

*Board to enter own monitoring and reporting procedures.*

### Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the Financial Information for Schools Handbook ([FISH](#))