

Financial Management Policy



In order to maintain quality financial and physical resources the Wharepapa South School Board of Trustees have developed and will implement sound resourcing procedures. This will enable the board to allocate funds efficiently, reflecting the school's priorities.

Guidelines

1. Each year an operating budget and a list of capital expenditure is prepared based on the goals set in the Charter and Strategic Plan, and presented to the full Board of Trustees for approval.
2. The Board of Trustees will be made aware of any variations to the operating budget and address these.
3. Audit trails are provided for all expenditure within guidelines set annually.
4. Monthly financial statements are discussed at each Board of Trustees meeting.
5. By 31 March each year a set of accounts is prepared and presented for audit to the appointed auditor. The audited annual accounts are presented at the Annual Meeting.
6. By 31 May each year, four copies of the annual report are sent to the local Ministry of Education management centre. The Annual Report comprises:

In order to fulfill the policy the board of trustees and management have developed, and will regularly review, the following procedures:

- A. Theft and Fraud Prevention
- B. Property Management
- C. Staff reimbursement

Policy Group: Principal, BOT
Review Cycle: Biennially

Review Date	2012	2014	2016	2018
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Signed by: