



Don Buck School

Rarawhitia te Ra

Seize the Day

FINANCE AND PROPERTY MANAGEMENT POLICY

The Don Buck School board is the guardian of public money and is publicly accountable for the way it is controlled and spent. The board complies with legislation on financial and property matters, and prepares financial statements that meet the requirements of the board, staff, community, auditors, and Ministry of Education guidelines. Financial decision-making reflects the school's priorities as stated in the charter/strategic plan, ensuring that all spending is clearly linked to the business of the school.

The board delegates the responsibility for effective management of the school finances, in accordance with school policy and guidelines, to the principal, who may further delegate financial administration responsibilities and duties or pay for external accounting services. The board must not delegate the general power of delegation, nor any power to borrow money, including the power to enter into a financial lease. Delegations are reviewed annually.

The board:

- understands key financial information about Don Buck School
- manages income and expenditure, and ensures that annual accounts are prepared and audited as required by law
- manages and protects the school's resources, including property (in accordance with the 10YPP), to ensure that the school's buildings and facilities provide a safe, healthy learning environment for the whole school community
- budgets and monitors all school income, including targeted funding
- ensures financial reporting is effectively managed through the appointed authority
- uses Crombie Lockwood N.Z.Ltd Risk Management Scheme, Contents and Liability Insurance and is paid yearly.

This policy meets the aims of National Administration Guideline 4.

Legislation

Education and Training Act 2020

Health and Safety at Work Act 2015

Public Finance Act 1989

Principal: _____

Date: _____

Board Chair: _____

Date: _____

Review Date: _____