



# St Mary's Catholic School, Papakura Board of Trustees

## FINANCE AND PROPERTY POLICY: NAG 4

### RATIONALE:

In order to maintain quality financial and physical resources the Board of Trustees needs to develop and implement sound resourcing procedures and administrative guidelines in keeping with Gospel values and quality education/curriculum practice.

### PURPOSE:

To ensure that there are quality reporting and resourcing procedures so that the Board of Trustees can allocate funds to reflect the school's priorities and safeguard the assets of the school for future generations of students.

### POLICY:

1. In accordance with NAG 4, the school will allocate funds to reflect the school's priorities as stated in the Charter and Annual Plan.
2. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.
3. Establish and monitor systems and procedures to guard against the actions of theft and fraud.
4. Comply with the negotiated conditions of any current asset management agreement, and in conjunction with the Catholic Schools Office implement a maintenance programme to ensure that the school's buildings and facilities provide a safe and healthy learning environment for students.

### SUPPORTING DOCUMENTS:

In order to fulfil the policy, the Board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Finance and Property":

*Cash Management*  
*Property Maintenance*  
*Segregation of Duties*

*Project Management*  
*Theft & Fraud Prevention*  
*Sensitive Expenditure*

*Fixed Assets*  
*Fundraising/Sponsorship*  
*Credit Card Use*

### REFERENCES:

- *National Administration Guideline 4*
- *Integration Agreement*
- *Public Finance Act*
- *Education Act*

**APPROVED - 25 June 2020**

*Board Authorisation – Board Minutes of 25 June 2020*

**TO BE REVIEWED** in accordance with the Board's bi-annual programme of self-review - every two years.