



FINANCIAL MANAGEMENT POLICY

Waitakere SDA School shows CARE in finance by managing our finances wisely and with integrity. This policy reflects the importance of integrity in our dealing with finances.

RATIONALE

Effective management of school financial resources is designed to provide quality educational experiences for students in a well-maintained learning environment and to meet Ministry of Education and auditor's approval and expectations.

PURPOSES

- To use the financial resources of Waitakere Seventh-day Adventist School to maximise the goals set within the strategic goals.
- To maintain accountability and control of the financial resources of the school.

GUIDELINES

1. The School Principal will present the budget for approval from the Board of Trustees by December of each year; for the new financial year.
2. To maintain all expenditure within budget guidelines by appropriate procedures, and with regular monitoring, through monthly accounts.
3. To ensure that all expenditure, and commitment of expenditure is approved by the appropriate sub committees.
4. The School Principal will prepare monthly financial accounts for the BOT approval.
5. To ensure that financial reports; which comply with Public Sector Accounting Standards; are prepared on an annual basis for audit by appointed Auditors of the Audit Office.
6. The School Principal will maintain all records of financial transactions accurately and up to date, then to present to the BOT at monthly board meeting.

CONCLUSIONS


The Board of Trustees is responsible for all the finances of the School in accordance with its Governance obligations. The treasurer and secretarial staff will manage the above policy on its behalf, setting up procedures to do so.



PRINCIPAL

14/2/2022

DATE



CHAIRPERSON

14/02/2022

DATE