

**POLICY
NAG 4**

<p align="center">BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE CASH MANAGEMENT POLICY</p>
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RATIONALE:

The Board has a responsibility to ensure that cash is accounted for in a manner that is transparent and safe.

PURPOSE:

Safeguard the financial resources of the school

GUIDELINES:

- The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be minuted by the Board of Trustees
- This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

OPERATING ACCOUNTS

- The Board has delegated authority in perpetuity to a third party agency, being Education Services Ltd, to process properly authorised supply payments.
- The Board agrees that one daily account shall be operated for Board general receipts and payments. The only other accounts permitted shall be for the school's trust funds.
- The signatories to this daily account shall be as follows:
 - the Board Chairperson/Treasurer
 - the Principal
 - the Administration Manager
 - the BOT Treasurer
 - the relief Admin Manager
- **All transactions for operating expenses** shall be authorised by at least two of the above.
- At no time shall the daily account be operated in overdraft without permission from the bank and the Ministry of Education if the overdraft exceeds the borrowing limits.
- On at-call interest bearing deposit account shall be operated to hold cash resources not currently required for operating purposes. (The terms and conditions for the operation of these accounts shall be the same as for the general operating account referred to above).

- The school has an online banking facility with 3 electronic access authorities in place currently being the Principal and Administration Manager and BOT Treasurer.
- **TRUST FUND ACCOUNT:**
- A separate bank account and call deposit account shall be used for the trusts funds held by the Board in trust for donor-specified purposes. (The terms and conditions for the operation of these accounts shall be the same as for the general operating account referred to above.)
- Term Deposits are reviewed and managed by the BOT Treasurer to ensure maximum financial return on investments while ensuring adequate cash flow for school management.

INVESTMENTS:

- Investments of School funds may only be made in accordance with the terms of Clause 28 of the amended schedule 6 of the Education Act 1989.
- Notwithstanding the requirements of Section 73, no investments may be made in equity stocks or in synthetic money market products (e.g. Forward Rate Agreements and Interest Rate Swaps). (The terms and conditions for the operation of these accounts shall be the same as for the general operating account referred to above).
- Term Deposits are reviewed and managed by the BOT Treasurer to ensure maximum financial return on investments while ensuring adequate cash flow for school management.

FUNDRAISING:

- The Board acknowledges that under Clause 28 of the amended schedule 6 of the Education Act 1989 some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by the School. If doubt exists about the legality of a proposed fundraising contract, the Principal will contact the regional Financial Adviser of the Ministry of Education for advice.

CASH RECEIPTS:

- All cash and cheques received must be paid into the school office and properly receipted by the Administration Staff. This includes trading income, other local funds receipts and reimbursements for learning materials.
- All cash held by Satellite staff must be given to the Base School Administration Staff within one week for banking and receipting.
- No cash received can be used to pay accounts in cash.
- Only delegated staff may handle cash.
- All receipts must be banked as soon as possible and preferably within a week of receipt.

- All cash and cheques kept on the Base and Satellite premises must be kept secure and under the control of a delegated person.

ACCOUNTS FOR PAYMENT:

- All accounts for payment, other than expense reimbursements and attendance fees, must be supported by a copy of the:
 - official school order form and/or authorising documentation.
 - invoice, with certification by the Administration Manager that each item has been received, prices and quantities are correct and the payee details are correct.
 - creditors schedule which is completed by another Admin. Assistant and the checked by Admin. Manager. The schedule must be approved for payment by the Principal or their delegate.
- Expense reimbursements must be certified by the manager of the individual being reimbursed, provided the certifier has delegated authority to sign. An expense claim should be supported by GST receipts or invoices.

PETTY CASH:

- A petty cash fund of no more than \$150 shall be held.
- Reimbursement requests from the petty cash fund shall not exceed \$20 and must be accompanied by a receipt.
- Petty cash advances will only be made for amounts up to \$20. They must have an approved petty cash voucher. A receipt for the actual expense with any unspent cash must be provided within 5 working days of the advance.

ACCOUNTING RECORDS:

- The Principal shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in Acts of Parliament, financial reporting standards and other applicable standards.
- The financial system must be so organised by the Principal that the Principal and Chairperson can sign without hesitation the annual Statement of Financial Responsibility as required by Section 155 of the Crown Entities Act 2004.

Approved by the Board of Trustees 24.03.2014

Reviewed & Adopted by the Board of Trustees 28 May 2020