

Finance Policy

Relevant Legislation	Public Finance Act 1989 Crown Entities Act 2004 Education and Training Act 2020 Serious Fraud Office Act 1990
Relevant Government Policy	National Administration Guideline 4
Responsibility for Policy	Board, Manukura and Risk & Finance (RAF) Committee
Industrial Relations	Area School Collective Employment Agreement
Application	This policy applies to all kaimahi with delegated authority to incur expenditure on behalf of Haeata Community Campus.
Current version	March 2022
Next Review Date	November 2022

1. Policy Statement

All kura have a responsibility to ensure that all expenditure Operations Grant Spending is clearly linked to the business of the school and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals. At times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals. Any and all expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval.

2. Purpose

This Finance Policy provides clarity on the roles, authority, and responsibilities for essential financial management activities and decisions at Haeata Community Campus. This policy assists kaimahi and the Board to avoid assumptions that may or may not be accurate or productive.

3. Parties

This Policy applies to all Kaimahi employed by the Haeata Community Campus Board, who accept the terms and conditions of their respective Collective Employment

Agreements; and have a signed letter of offer and a signed letter of acceptance as required by the Employment Relations Act 2000.

4. Financial Tasks and Responsibilities

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the Schedule of Delegations, and when carrying out these tasks members, staff, contractors and volunteers must not exceed the authority delegated to them via their memorandum of delegation.

5. Banking and Cash Handling

What	Who
Opening mail and receipting the cash and cheques received	Finance Administration Assistant
Receipting of all ākongā cash received	Finance Administration Assistant
Verification of Cafe daily takings with till tapes	Finance Administration Assistant
Preparation of banking	Finance Administration Assistant
Signature of bank deposit	Personnel Lead and Key Administrative Support
Deposit of banking	Personnel Lead and Key Administrative Support
Reconciliation of daily receipts with banking	Personnel Lead and Key Administrative Support
Periodic bank reconciliation	Personnel Lead and Key Administrative Support
Certification of bank reconciliation	Solutions & Services
Custody of cash and cheques	Personnel Lead and Key Administrative Support

6. Petty Cash

What	Who
Authorising reimbursement of petty cash claims/vouchers	Manukura Tuarua

Reconciling petty cash balance	Personnel Lead and Key Administrative Support
Signing petty cash top-up authorisation	Manukura and Manukura Tuarua
7. Purchases and Payments	
What	Who
Raising purchase orders – paper, phone or internet	Budget Holders
Verifying receipt of goods or services	Budget Holders
Approval of invoices for payment	Personnel Lead and Key Administrative Support
Approving bank payments	Manukura and Manukura Tuarua
8. Investments	
What	Who
Transfer to and from general, at-call and term deposit accounts	Personnel Lead and Key Administrative Support or Finance Administration Assistant
Reconciliation of transfers	Solutions & Services
9. Accounting system	
What	Who
Accounting systems daily back-up	Personnel Lead and Key Administrative Support
Weekly off-site back-up storage	Personnel Lead and Key Administrative Support
Monthly history file back-up	Solutions & Services
Annual archive back-up safe deposit	Manukura
10. Payroll	
What	Who
Check of fortnightly SUE report	Personnel Lead and Key Administrative Support, Manukura, Manukura Tuarua

Reconciliation with bank debit with errors followed up	Personnel Lead and Key Administrative Support, Manukura, Manukura Tuarua
Verification of SUE reconciliation report and bank debit	Manukura, Manukura Tuarua
Attendance fee voucher certification	Personnel Lead and Key Administrative Support
Staff expense claim – voucher approval	Personnel Lead and Key Administrative Support, Manukura, Manukura Tuarua

11. Income

What	Who
Preparation of receivables invoices	Finance Administration Assistant
Certification of invoices	Finance Administration Assistant
Reconciliation of receivables ledger	Personnel Lead and Key Administrative Support
Verification of reconciliations	Solutions & Services
Debt write-off approvals	Manukura

12. Fixed assets

What	Who
Fixed asset purchase approval	Board
Fixed asset purchase order approval	Manukura
Fixed asset delivery acceptance check	Curriculum leader
Fixed asset invoice certification	Personnel Lead and Key Administrative Support
Fixed asset voucher certification	Manukura
Fixed asset register update	Personnel Lead and Key Administrative Support

13. Approval

When the Board approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board. As

part of its approval, the Board requires the Manukura to circulate this Policy to all kaimahi and for a copy to be included in the Kura policy manual. The Kura policy manual shall also be made available to ākongā and whānau at their request. The Board requires that the Manukura arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

14. Policy Review

The Haeata Community Campus Board is committed to sound financial management practices and the prudent management of all assets. This policy will be reviewed as part of the approved cycle of review.

Next Scheduled Review - November 2022