

Pakuranga College Finance and Property Policies

Date Reviewed: June 2011
Next Review Date: February 2012

National Administration Guideline 4–Finance and Property

According to legislation on financial and property matters, each Board of Trustees is also required in particular to:

- (a) allocate funds to reflect the college's priorities as stated in the charter;
- (b) monitor and control college expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989; and
- (c) comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the college's buildings and facilities provide a safe, healthy learning environment for students.

The Board of Trustees must meet the requirements of Nag 4iii and 5ii and other relevant legislation and financial constraints and implement it through the annual budget cycle.

The Board of Trustees will monitor the implantation and effectives of these policies through the Finance and Property Subcommittees which will:

- Develop the annual budget
- Review monthly financial reports
- Review monthly property report

Policy Statements

Financial Management

The Board of Trustees will operate its fiscal activities in accordance of its responsibilities under the Public Finance Act.

- The Board will each year prepare a budget based on the aims of the development plan
- A committee of the Board will oversee the college's financial management
- The college will establish clear guidelines, including delegations and accountabilities, for the efficient management of each section of the budget.
- Appropriate financial management procedures and practices are followed in line with Public Sector Finance requirements and guidelines set out by the Ministry of Education.
- The Board of Trustees will maintain a minimum 'reserve' figure of \$350,000.
- Bank signatories will be the Principal, Associate Principal, Board of Trustees Chair, Administration Manager and Administration Officer.

Fee Paying Students

Pakuranga College sees significant potential benefits in enrolling foreign fee paying students and as such will actively promote this operation. In so doing all enrolled foreign fee payers will be given the benefits and services applicable to New Zealand students in addition to the expectations and requirements laid down in the Ministry's Code of Practice. Foreign fee paying students are expected to adhere to all Pakuranga College's policies and rules.

Credit Cards

1. Credit cards should be issued to staff members only after being authorised by the Board.
2. The limits set for credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require Board approval.
3. Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.
4. The credit card is not to be used for any personal expenditure.
5. The credit card will only be used for:
 - Payment of actual and reasonable travel, accommodation and meal expenses incurred on School business: or
 - Purchase of goods with the approved budget
6. All expenditure charged to the credit card should be supported by:
 - A credit card slip
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
 - For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit
7. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
8. Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any expenditure by the Associate Principal, director of International Students and Administration Manager and the Board should authorise any expenditure by the Principal). Cardholders are not allowed to approve their own expenditure.
9. All purchases should be accounted for within 5 working days of receiving a credit card statement.
10. Cash advances are not permitted except in an emergency, or with prior approval.

11. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the school.
12. Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School. They should not be redeemed for personal use.
13. The cardholder should never allow another person to use the card, must protect the pin number of the card and must only purchase within the credit limit and notify the credit card company and the school immediately if the card is lost or stolen.
14. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Fixed Assets

The value of fixed assets recorded in the Statement of Financial Position is to be materially correct and the annual depreciation charges fairly represent the use of the asset over their lives.

- Items of property, plant and equipment with an individual value in excess of \$500 are capitalised on purchase
- Items with an individual value of less than \$500 that are purchased in quantity will be capitalised where the total value of the purchase exceeds \$500
- Other items with an individual value below \$500 are expensed

Depreciation will be deducted over the lifetime of the asset. Depreciation rates for asset groups are as follows:

Buildings	2%	Straight line
Electrical Equipment	20%	Straight line
Furniture & fittings	5%	Straight line
Library books	12%	Diminishing line
Major Equipment	10%	Straight line
Minor Equipment	10%	Straight line
Motor Vehicles	20%	Straight line
Plant & Machinery	10%	Straight line
Sports Equipment	20%	Straight line

Property Management

The Board of Trustees in meeting its statutory obligations will:

- Provide a safe working and learning environment
- Comply with legislation concerning occupational health and safety and with Health and Safety Code
- Facilitate and appropriate long term maintenance of all property, plant and equipment
- Ensure on-going preventative maintenance is provided for
- Ensure that the college provides a safe, clean, hygienic facility that is attractive and conducive to teaching and learning
- Maintain an up to date 5 year property plan and 10 year maintenance plan

Supporting Documentation

Budget

Annual report - Issued to all Board of Trustees Members

Signed: _____ Date: _____
Board of Trustees Chairperson