

# Pakuranga College Finance and Property Policies

**Date Reviewed:** February 2024

**Next Review Date:** February 2027

## Finance and Property

According to legislation on financial and property matters, each Board is also required to:

- (a) Allocate funds to reflect the college's priorities as stated in the Strategic plan and annual implementation plan;
- (b) Monitor and control college expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 2004 and the Education and Training Act 2020; 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.
- (d) Comply with the relevant aspects of the Crown Entities Act 2004

The Board must implement it through the annual budget cycle.

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

- The Board will each year prepare a budget based on the Strategic plan, annual implementation plan and goals.
- 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 will maintain a minimum working Capital figure of \$350,000.
- Bank signatories will be the Principal, Executive Officer, a Deputy Principal and Board Member or Representative.

## 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 Code of Practice. Foreign fee paying students are expected to adhere to all Pakuranga College's policies and rules.

## Credit Cards

Credit and debit cards will be issued to staff members only after being authorised by the Board. The current procedures for the use of approved credit and debit cards are attached.

## 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 **\$1000** 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 \$1000
- Other items with an individual value below **\$1000** are expensed,
- The Executive Officers has some discretion to Capitalise items with a value below \$1000 depending on the items life expectancy.

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

Buildings	2%	Straight line
Electrical Equipment	33%	Straight line
Furniture & fittings	10%	Straight line
Library books	12.5%	Diminishing Value
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
Grounds Improvement	5%	Straight line
Leased Assets held under Finance- Term of Lease		Straight line

## Property Management

The Board in meeting its statutory obligations will:

- Provide a safe working and learning environment;
- Comply with legislation, Health and Safety Act 2015, Smoke free Act and any other relevant legislation;
- 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.

### **Gifts**

1. The Board acknowledges that from time to time, gifts may be given to long serving staff members on retirement or resignation. This is a sensitive area of expenditure where perception is important. Decisions should be made carefully, taking into account the purpose and value of the gift.
2. All gifts of significant value given and received by College employees and Trustees are to be recorded. This ensures transparency in College operations and also provides protection for employees in the event of allegations being made about that employee.
3. Gifts procedures are attached.

### **Entertainment**

1. The Board agrees that it has a responsibility to ensure that the expenditure on entertainment incurred by the College must clearly be linked to the business of the College.
2. Entertainment expenditure procedures are attached.

### **Theft and Fraud**

1. The Board has a responsibility to protect the physical and the financial resources of the College. The College has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the College.
2. Any investigations into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
3. The Board therefore requires the Principal to establish systems and procedures to guard against the actions of fraud and theft. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures for Theft and Fraud as attached.

## Supporting Documentation

Budget

Annual Report - Issued to all Board Members

Credit Card Procedures (attached)

Gift Procedures (attached)

Entertainment Procedures (attached)

Theft and Fraud Prevention Procedures (attached)

Sensitive Expenditure Guidelines (attached)

International Department Staff Travel guidelines (attached)

Signed:



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Presiding member/ Chairperson

Date: 5 Feb 2024

## Attachment 1: Credit Card Procedures

1. Credit/debit cards should be issued to staff members only after being authorised by the Board.
2. The limits set for credit/debit 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/debit card is not to be used for any personal expenditure.
5. The credit/debit card will be used only for:
  - Payment of actual and reasonable travel, accommodation and meal expenses incurred on College business, or
  - Purchase of goods and services within the approved budget.
6. All expenditure charged to the credit/debit card should be supported by:
  - A credit card slip
  - A detailed invoice or receipt to confirm that the expenses are properly incurred on College 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/debit 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 Director of International Students 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/debit 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 College. See specific Guidelines for the International department staff when traveling overseas.
12. Any benefits of the credit/debit card such as a membership awards programme are to be used only for the benefit of the College. 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 purchase only within the credit limit and notify the credit card company and the College immediately if the card is lost or stolen.
14. The cardholder must return the credit/debit card to the College upon ceasing employment there or at any time upon request by the Board.

## **Attachment 2: Gift Procedures**

### **Giving Gifts**

1. Gifts given in recognition of employment or services rendered by employees (including payments made when employees retire, compassionate grants and bonus payments), may conflict with the terms of collective agreements and require concurrence i.e., approval from the Secretary for Education.
2. The Board may wish to express their thanks to parents and other community members who donate services to the College by way of a small gift. It may also be appropriate for employees travelling overseas to give a small gift to their hosts.
3. Factors that the Board may wish to consider would be the value of gifts, frequency of gifts, perception issues, personal links between staff/Trustees and receivers of gifts.

### **Receiving Gifts**

4. The Board of Trustees and any College employee should consider the appropriateness of any gift offered before accepting the gift.

## **Attachment 3: Entertainment Procedures**

### **Purposes of Entertainment**

1. Entertainment expenditure in general will be for the following purposes:
  - Building relationships and goodwill;
  - Representation of the College in a social situation;
  - Hospitality provided in the course of College business to external parties;
  - Internal social functions.
2. The purpose of all purchases should be transparent and the amount expended be able to be demonstrated and appropriate.

### **Alcohol Purchases**

3. The College should purchase alcohol only for entertainment purposes or as a 'thank you' to a visiting speaker or staff member.
4. Purchases are usually for the consumption by staff and guests at College hosted events. The amount expended needs to be demonstrable, reasonable and appropriate for the event and should be sufficient for moderate consumption only.

## **Attachment 4: Theft and Fraud Procedures**

### **General**

1. As preventative measures against theft and fraud the Board requires the Principal to ensure that:
  - a. The College's physical resources are kept secure and accounted for.
  - b. The College's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
  - c. Staff members who are formally delegated responsibility for the physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
  - d. All Staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the College.
2. In the event of an allegation of theft or fraud the Principal shall act in accordance with the appropriate discipline procedures.

### **Allegations Concerning the Principal or a Board Member**

3. Any allegations concerning the Principal should be made to the Board Presiding member/Chairperson. The Presiding member/Chairperson will then investigate in accordance with the appropriate discipline procedures.
4. Any allegation concerning a member of the Board should be made to the Principal who will initiate an appropriate investigation.

## **Attachment 5: Pakuranga College International Staff Travel Guidelines**

### **Purpose**

To ensure that school staff who travel overseas on international student business are kept safe and their health and well-being is protected and:

To ensure that financial safeguards are in place and that there is transparency and accountability for the use of school resources when staff undertake international travel.

### **Guidelines**

#### **Planning and Approvals**

All trips undertaken for international student recruitment will lead to the achievement of the international programme Strategic objectives.

The marketing plan is to be approved by the Principal, however there will be times when opportunities arise that could entail trips that were not originally planned as part of the strategic plan.

All international trips are to be approved by the Principal in advance to ensure they meet the marketing plan objectives, the broader international student programme objectives and the guidelines below.

#### **Use of School Funds**

School funds used for international travel will be used only for legitimate international student recruitment business on behalf of the school.

As much as possible all expenses for travel and accommodation should be paid in advance.

Travel insurance is mandatory and must be arranged at the time of booking airfares.

Prior to any travel being undertaken, the school will make arrangements for funds to be made available to the staff member travelling to cover the costs of any travel expenses that could not be paid in advance. Such funds will be sufficient that the staff members are not required to use their own funds or credit card for expenses during the trip.

Any personal expenses incurred during the trip, such as tourism activities, personal travel before and after business is undertaken or for personal items, will be funded by the staff members from their own funds.

For each trip there will be an agreed daily allowance for incidentals that covers taxis, refreshments, laundry, meals etc. Staff are encouraged to use the Hotel services for Laundry and meals where

possible. Within the daily allowance there will be a small discretionary allowance for which receipts are not required - This amount will vary depending on the countries being visited and the nature of the trip.

Receipts must be kept wherever possible for expenses incurred by the travelling staff member. Where it is not possible to obtain a receipt, the staff member must keep a record of the expense.

At the conclusion of the international travel, the staff member will provide a written report detailing activities undertaken and successful outcomes, any problems and recommendations for follow up and future trips or activities.

The staff members will also provide a full reconciliation of all expenses (excluding the small daily incidentals allowance) and any unused funds are to be refunded to the college.

### **Fair Remuneration**

The staff member travelling will receive an overnight allowance of \$50 per night in consideration of the need to be away from home.

If the staff member undertaking international travel on behalf of the school will be working hours over and above their normal hours or will travel or work on weekends or public holidays, they will be eligible for fair remuneration for the additional hours and/or time-in-lieu. Part-time staff will be paid for an 8 hour day while traveling for international work.

Remuneration for extra hours must be agreed prior to travel taking place and must comply with relevant New Zealand employment laws and regulations.

### **Airfares**

Flights should be booked as premium economy, however before booking, the Director of the International student programme in getting approval for the trip will discuss with the Principal the nature of the trip and upgrades will be considered. Important consideration will be the length of flights, lay days, the travel schedule and the workload.

Travel benefits, including airpoints and loyalty scheme rewards/points accrued from official travel are to be used for subsequent travel on behalf of the school (they should not be redeemed for personal use.) Airpoints should be used to secure upgrades wherever possible.

### **Accommodation**

In selecting Accommodation staff will consider the following;

- Accommodation should be good but not superior and will be of sufficient standard to promote an appropriate image of the school, in particular where the staff members may meet with prospective families, students or agents.

- Accommodation costs vary significantly in different countries and cities and this needs to be taken into consideration.
- Accommodation should be convenient for the staff member to be able to get to fairs and meetings, it should also be in areas that provide security and safety.
- In planning travel, staff must seek the most competitive rates for flights, accommodation, transfers and other services.

## **Attachment 6: Pakuranga College Sensitive Expenditure Guidelines**

### **Introduction**

1. The Board agrees that it has a responsibility to ensure that all expenditure of Board funds 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 (staff or students).
2. The Board acknowledges that 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.
3. The Board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fundraising specific to that expenditure.
4. Particular reference should also be made to the Board's travel policy in considering expenditure which may benefit individuals or groups of individuals.
5. The Board has agreed on the fundamental principles, and has delegated responsibility for the implementation and monitoring the guidelines to the principal

### **Principles**

6. The Board requires the principal, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure:
  - i) Does the expenditure benefit student outcomes?
  - ii) Does the expenditure represent the best value for money?
  - iii) Is it in the budget?
  - iv) Could the board justify this expenditure to a taxpayer, parent or other interested party?
  - v) How would the public react if this expenditure was reported by the media?
  - vi) Would there be, or be perceived to be, any personal gain from this expenditure?
  - vii) Does this expenditure occur frequently?
7. Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (eg charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

### **Accounting for expenditure**

8. All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the Board.