Te Pākihi o Maru

Together growing hearts and minds

SENSITIVE EXPENDITURE PROCEDURE

Outcome

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.

Procedures

1. 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.
2. The board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully considered before approval and will be supported by appropriate fundraising specific to that expenditure.
3. The board has agreed on the fundamental principles of this procedure, and has delegated responsibility for the implementation and monitoring of this procedure to the tumuaki (as the chief executive and the board's most senior employee).

Principles

1. The board requires the tumuaki, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising the expenditure:
   a) Does the expenditure benefit the student outcomes?
   b) Does the expenditure represent the best value for money?
   c) Is it in the budget?
   d) Could the board justify this expenditure to a taxpayer, parent or other interested party?
   e) How would the public react if this expenditure was reported by the media?
   f) Would there be perceived to be any personal gain from this expenditure?
   g) Does this expenditure occur frequently?
2. In the situation where the expenditure may be beneficial to the tumuaki, the Presiding Member will authorise the expenditure.
3. Any proposed expenditure which may benefit individuals or groups of individuals will be backed by the funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing to the funds - such as whānau or other funding sources (e.g. charities). The funds raised will cover all costs (including travel and accommodation costs for kaiako who may be involved).

Accounting for Expenditure

1. 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 processes showing all funds raised and expenditure incurred will be provided to the board.

Approval

1. When the board approved this procedure it was agreed that no variations or amendments can be made except with the unanimous approval of the board.