

RESOURCES POLICY

Little River School allocates funds to reflect the school's priorities as outlined in the Strategic and Annual Plan.

We monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.

We comply with the negotiated conditions of any current asset management agreement, and implement a maintenance program to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

In order to meet these requirements the Board of Trustees develops and implements appropriate procedures to manage this policy.

1. Cheque Accounts
2. Expenditure
3. Income
4. Goods purchased for resale
5. Budget
6. Monthly Financial Statements
7. Annual Financial Statements
8. Petty Cash
9. Investments
10. Fundraising
11. Payroll
12. Theft & Fraud
13. Transport Compensation
14. Property
15. Requirements for Contractors & Subcontractors
16. Tenancy

Through the development and implementation of sound resourcing procedures and programs, the Board of Trustees ensures Little River School has the highest possible quality of human and physical resources.

This policy was approved by the Little River School Board of Trustees

Date Approved:

Date Reviewed:

Date for next review:

Chairperson:

Principal:

FINANCIAL PROCEDURES

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Procedure 1

Cheque Accounts

- All cheques will be made up by the Board of Trustees Treasurer/School Secretary.
- Signatories will be two Board of Trustees and principal. All cheques require two signatures.
- The use of signed blank cheques is forbidden.
- All cancelled cheques are marked as such and cheque number to be stapled to the butt.
- No cash cheques are to be written.

Procedure 2

Expenditure

- All asset purchases over \$250.00 must be approved by the board.
- All purchases must have an order number. The order book is to be kept in the office. All order forms must have date, name of supplier, items ordered and signature of a member of the finance team.
- When goods are received they must be checked against the order, verified and signed.
- Invoices will be checked against the order and collated for payment by the secretary.
- Monthly Expenditure report will be prepared by the secretary including correct expense codes when the invoices/statements have been collated.
- Principal will approve invoices/statements by initialing statement.
- Accounts will be passed at monthly board meeting for payment.
- School Secretary will pay accounts and record on the accounts the date paid, the cheque number and the amount paid. They will then be posted.
- Secretary will email expenditure report to Canterbury Education Services for preparation of monthly accounts by the end of the first calendar week of the new month.

Procedure 3

Income

All money received by the school will be receipted and banked. (Includes MOE money)

- The secretary will receipt all money and issue receipts.
- All monies banked need to be reconciled to matching receipts with receipt numbers recorded on Deposit Book butt and on the last applicable receipt. All receipt numbers related to each banking must be recorded on the income sheet.
- Money must be banked regularly. All monies must be locked in the school safe. This limit is \$100.
- A monthly coded income sheet will be prepared by the secretary reconciling receipts to amounts banked and emailed to Canterbury Education Services for preparation of monthly accounts.

Procedure 4

Goods purchased for Resale (including Bad Debts)

The secretary shall hold and maintain records of all goods purchased for resale.

- The secretary shall issue invoices for all items.
- After due date an account rendered will be issued for unpaid invoices.
- Copies of all invoices shall be held on file.
- If payment is not forthcoming the principal will bring it to the attention of the treasurer for further action which may include contracting a debt collection agency to recover the debt.
- Monies received are to be receipted and 'paid' is to be written on copy of invoice held on file.
- A stock reconciliation will be prepared at the end of each school year.

Procedure 5

Budget

This will be prepared by a sub-committee comprising of the Principal, Deputy Principal, Board secretary and if needed, one other person, who will set up and prepare the annual draft budget to be ratified in the first instance by Board treasurer, then at a full Board meeting prior to the end of the school year.

- The budget will be presented at a monthly board meeting for approval.
- The principal will allocate responsibilities for spending to staff.
- Staff are expected to monitor expenditure for their areas/codes. Any monies spent above the budget limit must be approved by the Board of Trustees prior to spending.

Procedure 6

Monthly Financial Statements

These are prepared by Canterbury Education Services.

- _____ These will be tabled at the monthly board meeting.
- _____ Copies of all Bank Statements will be held on file in the school office.

Procedure 7

Annual Financial Statements

- _____ The Treasurer in conjunction with the Principal and Secretary will prepare all documentation required by the school's accountant.
- _____ The school's accountant will provide a full set of reports to the school's auditor within 90 days of the school's financial year (31 December)
- _____ The Board of Trustees will provide to the Ministry of Education 4 copies of the audited Annual Financial Statements as soon as these are received from the Auditor by 31 May.
- _____ The Annual Financial Statements will be tabled at the Board of Trustees Annual Meeting.

Procedure 8

Petty Cash

There is to be no petty cash system in operation.

Procedure 9

Investments

The Treasurer in consultation with the Principal and Chairperson will determine the nature of all investments, which shall be BOT authorized accounts only, in accordance with the Education Act 1989.

Procedure 10

Fundraising

Refer to fundraising procedure.

Procedure 11

Payroll

- _____ The secretary shall collate hours for support staff and relievers every two weeks.

- These hours will be faxed or emailed to School Support Payroll before payroll close off.
- The SUE reports will be checked against the reliever sheets and support staff forms by the secretary.
- Secretary will notify School Support of any corrections to be made.
- SUE Reports will be verified and signed by the Principal and Chairperson or nominee if correct.
- Secretary will code Sue Reports and fax coded report to Canterbury Education Services for preparation of monthly accounts by the end of the first calendar week of the new month.

THEFT AND FRAUD PREVENTION PROCEDURE

Introduction

1. The Board accepts that it has a responsibility to protect the physical and financial resources of the school. The Board has agreed that through its chief executive, the Principal, the school has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the school.
2. The Principal must maintain procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the following procedures.
3. As a preventative measure against theft and fraud the Board requires the Principal and staff to ensure that:
 - a. The school's physical resources are kept secure and accounted for.
 - b. The school's financial systems are designed to prevent and detect the occurrence of fraud.
 - c. Staff members who are formally delegated responsibility for the custody of physical and financial resources are to be proven competent and 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 any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the school.
4. In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
 - a. Decide to immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - b. So far as it is possible and within 24 hours:
 - i) Inform the BOT Chairperson in writing.
 - ii) Record the details of the allegation, the person or persons allegedly involved, and the quantity and / or value of the theft or fraud.
 - iii) Request a written statement from the person who has informed the Principal

Review Date:

FUNDRAISING PROCEDURE

The Board accepts that locally raised funds are essential to achieving the desired school development outcomes, as outlined in the school charter.

Purposes

To ensure that Little River students get the best possible chance to achieve their potential by ensuring there are adequate resources.

To ensure that the students have the best possible learning environment.

To provide the school with equipment, resources and technology not adequately covered in the Operations Grant.

To use fundraising activities that provide educational opportunities where appropriate.

To enhance community support for the school by involving parents and the wider community in the fundraising process.

Guidelines

1. It is the Board policy that an annual donation (term fees) be requested of each pupil. The figure will be reviewed at the beginning of each school year.
2. The Board will be informed of all fundraising activities associated with school. The BOT representative for community relations, will communicate /liaise with the School Support Group.
3. At the beginning of each school year, the BOT representative will submit a capital expenditure budget to the School Support Group. They can then decide which items/activities they will pay for. This allows consideration of both goal and objectives as well a reasonable demand made on the community.
4. Sponsorship for the community newsletters is welcomed.
5. The Board of Trustees recognises the “The Little River Support Group” as the main fundraising body for the school but will involve other groups in tasks such as raising sponsorship or seeking grants.
6. All fundraising groups will consult with the Board of Trustees for each fundraising activity and furnish a report and statement of accounts, of that particular activity when completed.
7. All monies raised in the name of Little River School will remain with the school.
8. The Board of Trustees will provide appropriate support to fundraising activities.
9. The Board of Trustees recognises that some fundraising will fall outside the Annual Fundraising Plan eg. Individual classes and school groups. Such fundraising may proceed, subject to :
 - (i) The above guidelines
 - (ii) The Principal’s approval in consultation with Board of Trustees

TRANSPORT COMPENSATION PROCEDURE

This procedure provides a system that delivers some compensation for those assisting with transport on school day trips. All families will pay an amount per child regardless of how they are transported. Families assisting with transport will receive some financial assistance.

Guidelines

1. The School Bus can be used to transport children at the going rate.
2. All children will be levied a transport cost regardless of how they travel (exception: those children being transported by their own parents/ caregivers, also using the trip for their own purposes).
3. Parents transporting extra children will receive a contribution towards the transport costs.
4. A standardised form will be sent home to parents/caregivers (in order to draw up a transport list) to be used in conjunction with all school days trips. The transport list will then be sent home as soon as possible, prior to the school trip. If parents/caregivers wish to make changes, they will need to notify the school office as soon as possible, at least 24 hours prior to the trip.
5. A staff member taking their car will be reimbursed at the normal travel allowance rate of 50 cents per km unless their own children are being transported. One staff member must take their car as an 'emergency' vehicle and be able to make arrangements for any children they are transporting.
6. Present costs to be charged for transport are as follows:
\$6 per child return trip to Christchurch, or
\$15 maximum per family (3 or more children)
\$4 per child to other Peninsula schools, or
\$9 maximum per family (3 or more children)
Children travelling on the bus will be charged at the appropriate rate and the school will carry any extra costs.
Trips further afield will cost extra, e.g. ski trip, camp trip

7. All cars used for transporting children must have a current Warrant of Fitness and be fitted with seat belts for each passenger. All drivers must have a current full driver's license.
8. The school will endeavour to notify parents of upcoming trips at least a month prior.

PROPERTY PROCEDURE

Property management is about providing a suitable and safe learning and working environment for students, staff and community. The Board of Trustees will endeavour to maintain the school grounds, buildings, facilities and equipment in a clean, safe and hygienic condition. The Board will develop a long term plan for capital works which will further enhance the school learning environment.

Guidelines

- 1 Develop Five Year and Ten year Maintenance and Property Plan in line with Ministry of Education's requirements
- 2 The Board of Trustees may delegate parts of the programme to a property officer, a subcommittee, or consultant, who will report to the Board at each meeting as appropriate.
- 3 Comply with the Property Occupancy Agreement.
- 4 Compile and maintain a register of fixed assets, establishing a workable system for renewal and replacement of furniture and equipment
- 5 The day-to-day administration is the responsibility of the Principal. The Board's Property officer, sub committee or consultant will work with the Principal to ensure property issues are dealt with effectively and efficiently including arranging for and monitoring any property-related work that has been authorised by the Board..
- 6 Develop a system whereby regular checks are made of fencing, buildings and grounds. Faults to be recorded for action
- 7 **There shall be an annual report by the Property Committee to the Board of Trustees by 1 October each year on the state of all school buildings, grounds and the swimming pool** including a statement outlining maintenance requirements and costs for budget.

- 8 Each month the adventure playground and all outside equipment shall be checked for safety. Property checks to be done once a term in consultation with the BOT property officer and caretaker.
- 9 During the second week of each term the school grounds shall be checked for safety
- 10 Staff are to check their individual classroom (*or area*) chattels during the last week of each term. Items needing repair and missing items are to be reported to the Principal.
- 11 All staff are responsible for security of school buildings.
- 12 Use of school buildings, grounds and school property outside of school hours must be authorised by the Board of Trustees, prior to its use, who will set appropriate charges including insurance.
- 13 Only persons authorised by the Board of Trustees or Principal shall have access to the office computer. Existing programmes should not be altered in any way without express authorisation from the Board of Trustees or Principal.
- 14 All acts of vandalism and damage will be reported to the Principal who will take the appropriate action.
- 15 Each year the Board of Trustees, through the principal, will review the job descriptions or contracts of the caretaker and cleaners to ensure clean, tidy, safe and hygienic buildings and grounds.
- 16 The Compliance Schedule for the Building Act 1991 will be held in the Administration Officer's area.
- 17 Records of each inspection by "Independently Qualified Persons" must be kept and held for a period of two years
- 18 Twelve months after the "Compliance Schedule" is established, and annually thereafter, the Board shall send a statement to the Territorial Authority confirming that the required inspections have been carried out.
- 19 The "Building Statement of Fitness" (Warrant) confirming the items listed on the Compliance Schedule and stating where in the school the Compliance Schedule will be displayed in the entrance foyer.
- 20 **Argest checks** (from the School Building Systems and Features Manual) are sent away each month by the Deputy Principal after checking fire exits, swimming pool gates etc.
- 21 All management procedures should be monitored regularly and reviewed before the beginning of each school year.

REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS PROCEDURE

The Health and Safety in Employment Act (1992) requires the Principal to take all reasonable steps to protect contractors and subcontractors working in the school To meet the school's objective of providing a safe environment for all involved with the school.
<http://www.business.govt.nz/worksafe/hswa>

Guidelines:

1. Before work commences, the contractor will be asked to provide the Principal with:
 - (a) a copy of the firm's Occupational Health and Safety Policy
or
 - (b) a statement of agreement to adhere to the provisions of the Health and Safety in Employment Act 1992
2. To ensure that all contractors and subcontractors employed on school premises are fully aware of their responsibilities under the health and Safety in Employment Act (1992), each contractor or sub-contractor must complete the Contractors' and Sub-Contractors' Health and Safety Declaration before work commences. The Principal will ensure that this is completed satisfactorily.
3. If the contractor cannot tick either option in Section 1 of this declaration, he or she must read "The Small Business Guide to the Health and Safety in Employment Act 1992" which is held in the school office.
4. The school will require any person/contractor working during school hours to be police vetted as per policy (Little River School - Police Vetting Procedure)
5. The school will advise all contractors and subcontractors of any known hazards with which he/she may come into contact by supplying them with a copy of the school's current list of hazards.
6. The contractor will nominate a person who will be responsible and accountable for occupational health and safety.
7. Where appropriate, the contractor will nominate a person who will be responsible for ensuring that the work undertaken complies with the Resource Management Act (1990) with respect to environmental pollution.
8. The contractor must give assurance that all personnel employed on the contract have been adequately trained, or have adequate knowledge and experience of the kind of work, plant or substances with which they are involved or will be supervised by an appropriately trained person.

9. The Principal or a BOT nominee shall have the right to inspect the contractor's safety precautions. Where the Principal believes that specific safety precautions are required, he/she will inspect these before work commences
10. The contractor shall comply with relevant legislation.
11. The contractor shall supply safety equipment and first aid facilities unless prior arrangement has been made with the school.
12. The contractor and his/her employees will abide by the school's Smoking Procedure.
13. Where relevant, the contractor's emergency plans will be discussed and agreed with the Principal and will comply with relevant school policies and procedures.
14. The contractor shall immediately report all accidents / incidents (including discharges of hazardous substances) to the Principal.
15. If an accident to a contractor or sub-contractor occurs on the school property, the Principal will advise the Christchurch Occupational Safety and Health Office within 24 hours and will complete and forward the prescribed accident form to the Occupational Safety and Health (OSH) Office within seven days.
16. This procedure will be met by adhering to the attached procedures on the safety and health of contractors and sub-contractors.

DECLARATION FOR CONTRACTORS AND SUBCONTRACTORS
(To be completed by every contractor working on School premises)

1. (a) I have provided the Principal with a copy of my firm's Occupational Health and Safety Policy
OR
(b) The firm does not have a written policy but I understand and will adhere to the provisions of the Health and Safety in Employment Act 1992

<http://legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html>

2. I will comply with all relevant legislation in completing work at the Little River School premises. In particular, I nominate the following individuals to be responsible for Occupational Health and Safety and (if relevant) for ensuring that the provisions of the Resource Management Act 1991 with respect to environmental pollution are met.

3. All staff employed on this work are adequately trained for the tasks they will perform or will be supervised by an appropriately trained person.
4. I understand that I must supply safety equipment and first aid facilities unless I have made prior arrangements with the school.
5. I understand that while on school premises, my staff and I are not permitted to smoke either on school grounds or in any of the buildings.
6. I will immediately report all accidents or incidents relating to health, safety or the discharge of hazardous substances to the Principal.

Signed: _____

Date: _____

For: _____

TENANCY GUIDELINES

The schoolhouse will at times be able to be rented to the general community. This helps alleviate the shortage of rental accommodation in the area. Priority will always be given to staff and people involved in the education sector, in that order. The schoolhouse is viewed as an incentive for a newly appointed principal or teacher to move into the area.

Guidelines:

1. The selection of a suitable tenant will be based on the following criteria, the first option being the most important:
 - Principal
 - Teacher at the school
 - Teacher at another school
 - Staff member other than teacher
 - School family with children
 - Community member
2. Because the schoolhouse is within the school grounds, it will be deemed a smoke-free area.
3. No dogs permitted (unless under special circumstances, to be discussed on a case by case basis at a Board meeting). In the case of the Board agreeing to allow a dog, the Board reserves the right to ask tenant to either make other arrangements for the dog or find alternative accommodation if the dog becomes a nuisance.
4. All prospective tenants (excluding teachers and other staff members who have automatically been vetted) can expect to be police vetted.
5. All prospective tenants must apply in writing with two recent written references, preferably from a previous landlord if applicable.
6. The gardens must be kept in a tidy condition including the verge outside the fence area.
7. 'Market' or 'Service' rent will be set, based on advice from agent DTZ NZ Ltd (MoE property managers).
8. Regular checks will be made by a BOT representative.
9. A Housing Information Application Form needs to be filled in before the house can be rented.