



WAIKATO DIOCESAN
School for Girls

Financial Management Policy

NAG 4 - Finance and Property Policy # 4.3

Rationale

To ensure the financial resources of the school are managed in accordance with the school's strategic plan and in such a way as to ensure the viability and on-going sustainability of the school and its facilities.

Guidelines

1. The Boards' Delegation of Authority document outlines the responsibilities and authorities within which financial decisions are made.
2. Appropriate financial records shall be kept in accordance with generally accepted accounting standards and practice.
3. Appropriate procedures and controls must be in place to ensure the security and validity of all transactions.
4. An annual independent audit and subsequent management report must be undertaken each year.
5. Annual operating and capital budgets must be prepared by the management for Boards' approval for the following years.
6. Attendance dues, boarding fees, tuition fees and donations shall be reviewed and set by the Boards annually.
7. The Boards shall through the Principal ensure that there are procedures in place to ensure the grounds and facilities are maintained (and developed) for current and future uses.

Adopted by BOT (School Board):

Signed (Presiding Member)

22/2/23

Date

Adopted by PB:

Signed (PB Chairperson)

22.2.23

Date

Reviewed: 2023

Next review: 2024