HERIOT SCHOOL
FINANCIAL CONDITION POLICY

The financial viability of the school must be protected at all times. The board understands that the possibility of theft or fraud cannot be entirely eliminated however the principal is required to show there are in place safeguards and robust, clear procedures to minimise the risk of either event. Reference should be made to 5.4 of the Financial Information for Schools Handbook (FISH). Therefore, the principal shall not:

1. incur unauthorised debt.
2. violate generally accepted accounting practices for principles.
3. use tagged funds for purposes other than those approved.
4. spend more funds than have been allocated in the fiscal year without prior board approval.
5. fail to ensure all money owed to the school is collected in a timely manner.
6. fail to make timely payment to staff and other creditors.
7. sell or purchase unauthorised property.
8. fail to ensure that all relevant government returns are completed on time.
9. fail to ensure that no one person has complete authority over the school's financial transactions.
10. make any purchase:
    - of over $2,000 without having obtained comparative prices and quality.
    - of over $500 on a single item without first seeking board approval.

- There must always be four signatories – BOT chairperson, principal, office manager and one other trustee. All cheques must be signed by 2 of the 4 signatories.
- The BOT shall be responsible for all term investments rates/terms within in a timely manner.
- The delegated authority for authorising expenditure shall be as follows – BOT chairperson to authorise principal's expenditure, principal to authorise all staff expenditure.

Review schedule: Triennially

Reviewed 8/03/2016