

# HERIOT SCHOOL GIFTS POLICY

## Guidelines

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. Provisions are made in the annual budget for the purchase of occasional gifts, eg, condolence, farewells etc.
  
3. The board approves the purchases of such gifts to be at the Principals discretion and requires, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure:
  - Does the expenditure benefit student outcomes?
  - Does the expenditure represent best value for money?
  - Is it in the budget?
  - Can the BOT justify this expenditure to a taxpayer, parent or other party?
  - How would the public react if this expenditure was reported by the media?
  - Could there be a perception that personal gain was made from this expenditure?
  - Does this expenditure occur frequently?