

Policy: **Financial Controls and Reporting**

Policy Statement

The Manurewa High School Board of Trustees recognises its responsibility to ensure that fiscally robust systems are in place, and are monitored, to control school expenditure. In turn, it acknowledges its responsibility to prepare and have audited annually the Annual Accounts which will provide the community and the Ministry of Education with the information which will describe and confirm how government funding, together with local contributions, was disbursed.

Procedural Guidelines

- Cash collection – all cash is collected at the Business Centre and banked on a daily basis
- Receipts are issued at time monies are received and all cash banked into a single bank account
- Wherever possible, all payments are put through a creditors' system
- Staff reimbursements are made weekly by direct credit to staff bank accounts
- A contractor will deliver money to the school's bank
- Appropriate procedures are in place to ensure that monies are tightly controlled
- A computerised accounting system will operate
- All monies disbursed will have supporting documentation, and must be authorised by the appropriate budget holder and/or Business Manager.
- Appropriate reconciliations are carried out when appropriate to check correctness of statutory obligations such as ACC, GST, PAYE and also bank reconciliations.
- Monthly reports are presented to the Board of Trustees
- Budget holders and Board of Trustee members have read only access to the accounting package Xero.
- Annual Accounts are prepared and presented to auditors at appropriate times
- Audited Annual Accounts are adopted and presented to community at Board of Trustee's annual meeting.

Review schedule: September 2018

ADOPTED BY BOARD OF TRUSTEES			
Date	27 June 2001	Chairperson	M J Bailey

REVIEWED	Date	27 August 2003	Chairperson	M J Bailey
AMENDED	Date	29 June 2005	Chairperson	S Smith
REVIEWED	Date	24 September 2008	Chairperson	S Smith
AMENDED	Date	26 September 2011	Chairperson	S Smith
AMENDED	Date	27 October 2015	Chairperson	S Smith