

4. 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.

Resource: Reference should be made to 5.4 of the Financial Information for Schools Handbook (FISH). Therefore, the Principal must ensure that:

1. unauthorised debt or liability is not incurred
2. generally accepted accounting practices or principles are not violated
3. tagged/committed funds are not used for purposes other than that approved e.g international students, scholarship funds
4. more funds than have been allocated in the fiscal year are not spent without prior Board approval
5. all money owed to the school is collected in a timely manner
6. timely payment to staff and other creditors is made
7. unauthorised property is not sold or purchased
8. all relevant government returns are completed on time
9. no one person has complete authority over the school's financial transactions
10. when making any purchase, that is not within departmental budget, asset purchases budget or ICT Plan:
 - of over \$750, comparative prices are sought i.e. a single item
 - of over \$2000 an adequate review of ongoing costs, value and reliability is undertaken
 - of over \$10000 on a single item Board approval is first sought
11. effective systems are in place to meet the requirements of the Novopay Payroll System

ASSOCIATED GUIDELINES AND PROCEDURES

- 4.1 Financial Condition Procedure (401)
- 4.2 Financial Management (401.1)
- 4.3 Financial Procedures/Segregation of Duties (401.2)
- 4.4 Receipting Income (401.3)
- 4.5 Delegations of Authority to Principal (401.5)
- 4.6 Theft and Fraud Prevention (607)
- 4.7 International Student Fee Protection (404)
- 4.8 International Student Refund Procedure (407)
- 4.9 Sensitive Expenditure Procedure (405)
- 4.9.1 Travel Procedure/Guidelines
- 4.10 Fundraising (406)
- 4.11 Novopay Payroll (413)
- 4.12 Credit Card Procedure

Review Schedule: Annually reviewed in line with the Governance Policy 18.3b.

Next Review Date: **April 2020**

Ratified: **8 May 2017**