



4.2 SCHOOL POLICY - 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 those approved
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:
 - of over \$1000, comparative prices are sought
 - of over \$1000 an adequate review on ongoing costs, value and reliability is undertaken
 - of over \$20000 on a single item board approval is first sought
1. effective systems are in place to meet the requirements of the payroll system

Date:

Signed
Board Chair:

Review schedule Triennial

The following procedures will be developed for this policy: