

National Administrative Guideline 4

According to legislation on financial and property matters, each Board of trustees is also required to:

- i. Allocate funds to reflect the school's priorities as stated in the charter;
- ii. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;
- iii. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

Devonport Primary School Finance and Property Policy

Rationale

Effective financial and property management will enhance the quality of education available for students at Devonport Primary School.

Guidelines

1. FINANCE

- a) Budget
- b) Budget holders
- c) Expenditure and payment of accounts
- d) Cash...received/ petty
- e) School donation
- f) Foreign students
- g) Fee refund/ fee protection
- h) Fundraising
- i) Insurance
- j) Theft and fraud
- k) Gifts
- l) Travel
- m) Entertainment
- n) Conflicts of interest

2. PROPERTY

- a) Community use of facilities and Hall
- b) Pool
- c) Property maintenance
- d) Asset register
- e) Valuation

Conclusion

Devonport Primary School will have a set of implemented management procedures and Board directives, which will meet all financial obligations and ensure students receive maximum benefit from the funding available.

Effectiveness Review

1. This policy will be reviewed by the Board in accordance with its self-review timetable;
2. The review will be conducted with appropriate consultation;
3. The Board will make its review available to parents and staff.

Chairperson _____

Date: _____

Principal _____

Date: _____

