

# **Taita College Board of Trustees**

## **Finance policy and procedures**

1. Schedule of delegations
2. Theft and fraud prevention policy and procedures
3. Cash management procedures
4. Credit card policy and procedures
5. Segregation of finances duties
6. Fundraising policy and procedures
7. Sensitive expenditure policy and procedures
8. Travel procedures

The Board of Taita College adopted these policies and procedures on 10 December 2017

A handwritten signature in blue ink that reads "Helena Barwick". The signature is written in a cursive, flowing style.

Helena Barwick  
Commissioner

## **Introduction**

1. This Schedule of Delegations was approved by the Board of Trustees (the Board) of Taita College on [date] and became effective from that date. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the the Principal, and those responsibilities that the Principal can delegate to specified staff positions.
2. The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School's executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.
3. This Schedule does not in itself provide the right to executive management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a Memorandum of Delegations which sets out the delegations and is signed by the parties involved. An outline example is set out at the end of this Schedule.
4. The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any Court hearing a case related to the School's finances.

## **Delegations retained by the Board**

The Board retains for itself and does not delegate:

- a. approval of all operating, capital, cash-flow and property maintenance budgets, and amendments to these budgets.
- b. the approval or renewal of term deposits in excess of \$200,000 and where the term is longer than 3 months.
- c. the disposal of fixed assets with a cost price in excess of \$2000.
- d. the appointment of any permanent staff and the terms and conditions on which they are employed which are in excess of positions funded by the Ministry of Education salaries grant.
- e. approval of applications for discretionary leave for more than 5 days
- f. the termination of any paid employee.
- g. approving applications for grants for additional buildings.
- h. formal communication and agreements with the Minister of Education and other ministers of the crown or members of parliament.
- i. responses to the Secretary of Education or any other permanent head of a government department which was initiated by a report, written communication, request for information or required declaration addressed to the Board of Trustees or Board Chairperson.
- j. response to media requests for interviews or information
- k. the initiation of any legal action, and any communications in relation to these actions.
- l. signature of any formal or legal agreement in the name of the school.

*These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.*

### **Board delegations to the Principal**

The Board of Trustees delegates to the Principal the following powers and responsibilities:

- a. The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
- b. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
- c. The employment of staff within staffing entitlement, budget provision and the parameters of the staff appointment policy;
- d. Spending within budget, including capital budgets.
- e. The establishment or renewal of term deposits of up to \$20,000 and where the term is less than 12 months.
- f. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
- g. Delegation in writing to specified staff positions of responsibilities according to the format set out below.

#### **Notes:**

*These responsibilities complement those specified in the Principal's job description and annual performance agreement with the Board.*

*During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the agreement of the Board. In such an absence the Acting Principal shall sign a copy of this Schedule.*

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations.

Signed by

(Karen Morgan)  
Principal

on the

day of 20XX

*Good practice is for this Schedule to be reviewed and signed by the Principal each year.*



The Board of Trustees has consulted with staff and parents in the formulation of these procedures. The procedures were approved and adopted by the Board on 26 August 2013.

### Introduction

1. The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Principal, the school has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the school. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
2. The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

### General

3. As preventative measures against theft and fraud the Board requires the Principal to ensure that:
  - a) The school's physical resources are kept secure and accounted for.
  - b) The school's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
  - c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
  - d) All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the school.
4. In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
  - a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
  - b) So far as it is possible and within 24 hours:
    - i. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
    - ii. Request a *written statement* from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
    - iii. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
    - iv. Inform the Board Chairperson of the information received and consult with them as appropriate.

- c) On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
  - d) The Principal shall then carry out the following procedures:
    - i. Investigate the matter further.
    - ii. If a prima facie case is thought to exist to continue with their investigation.
    - iii. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member.
    - iv. Lay a complaint with the New Zealand Police.
    - v. If necessary, commission an independent expert investigation.
    - vi. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence.
    - vii. Seek legal advice, or
    - viii. Inform the Director of Education, Ministry of Education local office and/or the school's auditors.
  - e) Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
  - f) If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
    - i. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
    - ii. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
    - iii. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
    - iv. Advise the person in writing of the processes to be involved from this point on.
5. The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.
6. The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.
7. Any intimation or written statement made on behalf of the school and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

### **Allegations concerning the Principal or a trustee**

8. Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 4 of this Policy.
9. Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the Director of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of paragraph 4 of this Policy.

### **Approval**

10. When the Board approved these procedures it was agreed that no variations or amendments can be made to them except by the unanimous approval of the Board.
11. As part of its approval the Board requires the Principal to circulate these procedures to all staff. The Board requires that the Principal arrange for all new staff to be made familiar with these procedures and other policies/procedures approved by the Board.

### **Introduction**

1. The Board accepts that it has a responsibility to protect the cash resources of the school. The Board has agreed on the fundamental principles of this cash management procedure, and has delegated responsibility for the implementation and monitoring of this procedure to the Principal.
2. In the formulation and approval of this procedure the Board has had due regard to the accepted standards of sound financial management and applied these to the School.
3. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this procedure. The Principal may, from time to time, further delegate some responsibilities, and all such delegations must be attached as appendices to this procedure.
4. This procedure must be read in conjunction with other Board documents, and the exercising of all authority and responsibilities conferred under this procedure must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Cheque and call deposit accounts**

5. The Board agrees that one cheque account shall be operated for Board general receipts and payments. The only other cheque account permitted shall be for the school's trust funds account.
6. The signatories to this cheque account shall be as follows:
  - The Principal
  - the Deputy Principal
  - the Assistant Principal
7. All cheques shall be signed by any two signatories
8. Under no circumstances is a cheque signatory to sign a blank cheque.
9. All cheques, except those for petty cash reimbursement, must be issued as 'Not Transferable'.
10. At no time shall the cheque account be operated in overdraft without permission from the bank and the Ministry if the overdraft exceeds the borrowing limits.
11. At-call interest bearing deposit accounts shall be operated to hold cash resources not currently required for operating purposes. This account is to be operated by Executive Officer, with transactions reported by the Principal at the next Finance Committee meeting.

### **Investments**

12. Investments of School funds may only be made in accordance with the terms of Section 73 of the Education Act 1989.
13. Notwithstanding the requirements of Section 73, no investments may be made in equity stocks or in synthetic money market products (eg Forward Rate Agreements and Interest Rate Swaps).

14. Investments outside of the school's bank account may only be made with the written authorisation of the Principal and the Board Chairperson.

### **Fundraising**

15. The Board acknowledges that under Section 73 of the Education Act 1989 some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by the School. If doubt exists about the legality of a proposed fundraising contract, the Principal will contact the regional Financial Adviser of the Ministry of Education for advice.

### **Cash receipts**

16. All cash and cheques received must be paid into the school office and properly receipted. This includes trading income, other local funds and recoveries for learning materials.
17. No cash received can be used to pay accounts in cash.
18. Only delegated staff may handle cash.
19. All receipts must be banked as soon as possible and preferably within one working day of receipt.
20. All cash and cheques kept on the premises must be kept secure and under the control of a delegated person.

### **Accounts for payment**

21. All accounts for payment by cheque, other than expense reimbursements and attendance fees, must be supported by a copy of the:
  - official school order form
  - the invoice, with certification by the orderer that each item has been received, prices and quantities are correct and the payee details are correct
  - the correctly completed cheque ready to be signed.
22. All accounts for payment by direct credit, other than expense reimbursements and attendance fees, must be supported by a copy of the:
  - official school order form
  - the invoice, with certification by the orderer that each item has been received, prices and quantities are correct and the payee details are correct
  - the accounting program's report of the payments that are being made and the bank's report showing the payments.
23. No person can sign off two of the documents that comprise the voucher except the order and the invoice. The invoice must be certified by the person who authorises the expenditure.
24. Expense reimbursements must be certified by the manager of the individual being reimbursed, provided the certifier has delegated authority to sign. An expense claim should be supported by GST receipts or invoices. Claims for the use of private motor vehicle usage must be certified by the Principal or delegate to indicate that approval was given. Scale rates as per the award will be the basis of reimbursement per kilometre.

### **Petty cash**

25. A petty cash fund of no more than \$300 shall be held.
26. Reimbursement claims from the petty cash fund must be accompanied by a receipt and approved petty cash voucher.

### **Accounting records**

27. The Principal shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in Acts of Parliament, financial reporting standards and other applicable standards.
28. The financial system must be so organised that the Principal and Chairperson can sign without hesitation the annual Statement of Financial Responsibility as required by Section 155 of the Crown Entities Act 2004.

### **Periodic and annual financial statements:**

29. For each calendar month the Executive Officer shall prepare financial reports showing:
  - Statement of Financial Performance, including comparison to budget
  - a summary Statement of Financial Position.
30. For each month the Principal shall present a written summary report that describes:
  - key (financial) achievements from the previous month
  - expectations for the month ahead and
  - significant matters and/or risks that must be addressed by the school.
31. This report shall be presented to the Finance Committee by the tenth working day following the end of the month, and tabled at the next meeting of the Board.
32. Any recommendations made to the Board for the purchase of fixed assets must refer to the impact on the school's financial position for the next 12 months.

### **Approval**

33. When the Board approved this procedure it agreed that no variations of this or amendments to it can be made except with the unanimous approval of the Board.
34. As part of its approval the Board requires the Principal to circulate this procedure to all staff, and for a copy to be available to all staff. The Board requires that the Principal arrange for all new staff to be made familiar with this procedure and other procedures approved by the Board.

The board agrees that it has a responsibility to ensure that credit card expenditure incurred by the school must clearly be linked to the business of the school. The board has agreed on the fundamental principles of this policy, and has delegated responsibility for the implementation and monitoring of this policy to the Principal. Therefore, the principal shall not fail to ensure that:

The exercising of all authority and responsibilities conferred under this policy are in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

#### **Issue of credit cards**

1. A credit card is issued in the name of the school to staff members authorised by the Board.
2. A register of cardholders is maintained.
3. The limits set for credit card use do not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require board approval.
4. A copy of this policy is given, prior to the card being issued, to the recipient who must sign it off to signify that they have read and understood it.

#### **Procedures for use**

5. No personal spending occurs.
6. The card will only be used for school business.
7. All expenditure charged to the credit card is supported by:
  - a detailed invoice or receipt to confirm that the expenses are properly incurred on school business.
  - a GST invoice to support the GST input credit for expenditure incurred in New Zealand of value greater than \$50 (including GST).
8. The credit card statement is certified by the cardholder as evidence of the validity of expenditure.
9. All authorisation for the expenditure should be obtained on a one-up basis (for example the principal should authorise any travel by the deputy principal and the board should authorise any travel by the principal). Cardholders are not allowed to approve their own expenditure. Executive Officer to sign-off for the principal.
10. All purchases are accounted for within 5 working days of receiving a credit card statement.

#### **Card limits**

11. Principal \$9,500; Executive Officer \$3,000

#### **Cash advances**

12. Cash advances are not permitted except in an emergency.
13. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the College.

**Discretionary benefits**

- 14. Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the college. They should not be redeemed for personal use.

**Cardholder responsibilities**

- 15. The cardholder is never to allow another person to use the card.
- 16. The cardholder protects the pin number of the card.
- 17. The cardholder only purchases within the credit limit applicable to the card.
- 18. The cardholder notifies the credit card company and the Principal and Executive Officer immediately if the card is lost or stolen.
- 19. Internet payments should be approved by two budget holders before payment is made with the credit card on the internet.
- 20. The cardholder returns the credit card to the college upon ceasing employment there or at any time upon request of the Principal or the Board.

**Approval**

- 21. No variations of this procedure or amendments to it can be made except with the unanimous approval of the Board.

Signed



On behalf of, and with the authority of the Board

Date 10 Dec 2017

Signature Section for Prospective Cardholders

I have read and understood this policy and agree to abide by it.

Full name

Position

Signed

Date

<b>Taita College Board of Trustees</b>	<b>SEGREGATION OF FINANCE DUTIES</b>
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The list below shows financial tasks alongside the person responsible for carrying out each task. This schedule is supplementary to the school's Schedule of Delegations, and when carrying out these tasks trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their Memorandum of Delegation.

<b>Banking and Cash Handling</b>	
<b>What</b>	<b>Who</b>
Opening mail	Administration Co-ordinator
Receipting the cash and cheques received	Accounts Officer
Receipting of all student cash received	Administration Co-ordinator
Verification of canteen daily takings with till tapes	Executive Officer
Preparation of banking	Accounts Officer
Signature of bank deposit	Accounts Officer
Deposit of banking	Executive Officer
Reconciliation of daily receipts with banking	Executive Officer
Periodic bank reconciliation	Executive Officer
Certification of bank reconciliation	Executive Officer
Custody of cash and cheques	Accounts Officer/ Executive Officer

<b>Petty Cash</b>	
<b>What</b>	<b>Who</b>
Authorising reimbursement of petty cash claims/vouchers	Budget Holder
Reconciling petty cash balance	Executive Officer
Signing petty cash top-up cheque	Cheque Signatories

<b>Purchases and Payments</b>	
<b>What</b>	<b>Who</b>
Raising purchase orders - paper, phone or internet	Budget Holders
Verifying receipt of goods or services	Budget Holders
Approval of invoices for payment	Budget Holders
Signing cheques/approving bank payment	Cheque Signatories
Staff expense claim - voucher approval	Budget Holders/ Executive Officer/DP

<b>Investments</b>	
<b>What</b>	<b>Who</b>
Transfer to and from general, at-call and term deposit accounts	Executive Officer
Reconciliation of transfers	Executive Officer
Certification of investments reconciliation	Principal

<b>Accounting System</b>	
<b>What</b>	<b>Who</b>
Accounting systems daily back-up	Executive Officer
Weekly off-site back-up storage	Executive Officer
Monthly history file back-up	Executive Officer
Annual archive back up safe	Principal

<b>Payroll</b>	
<b>What</b>	<b>Who</b>
Check of fortnightly SUE report	Executive Officer/ Principal
Reconciliation with bank debit with errors followed up	Executive Officer
Verification of SUE reconciliation report and bank debit	Principal
BOT Attendance fee voucher certification	Executive Officer

<b>Income</b>	
<b>What</b>	<b>Who</b>
Preparation of receivables invoices/fees	Executive Officer/ Accounts Officer
Certification of invoices	Executive Officer
Reconciliation of receivables ledger	Executive Officer
Verification of reconciliations	Executive Officer
Debt write-off approvals	Principal

<b>Fixed Assets</b>	
<b>What</b>	<b>Who</b>
Fixed asset purchase approval	Board
Fixed asset purchase order approval	Budget Holders
Fixed asset delivery acceptance check	Budget Holders
Fixed asset invoice certification	Budget Holders
Fixed asset voucher certification	Executive Officer
Fixed asset register update	Executive Officer

Adopted by the Board of Trustees 10 December 2017



Helena Barwick  
Commissioner

## **Introduction**

Taita College faces a significant funding challenge to carry out its normal activities and therefore must fundraise internally.

The Board is responsible for ensure that funds raised from the community in the name of the school are used to benefit students and are consistent with schools goals and values.

The following guidelines have been developed by the Board of Trustees as a way of managing fundraising activities of the college in a manner that protects the school, students, teachers and parents while embracing the generosity of spirit of those who are wanting to help.

## **Guidelines**

### *Approvals*

1. All fundraising in the name of the school must be approved in advance by the Board or an appropriately delegated agent of the Board.
2. Approval must be gained from the principal for school groups to engage in fundraising for amounts up to a total of \$2,000.00. For sums in excess of \$2,000.00 Board approval must be sought.
3. Approval to set up a fundraising committee must be sought from the Principal / Board before the first meeting of parents and students.

### *Procedures*

4. The Board expects that students and their families will contribute part of the cost of their activity themselves.
5. All applications must be submitted to the principal in the first instance on the requisite form, accompanied by a budget and timeframe.
6. Funding for the venture may need to cover relief costs for staff participating in the venture. Any contribution the school will make towards covering for staff absences will be set by the principal at the earliest opportunity and if the target amount is more than \$2000 a recommendation be made to the Board.
7. All fundraising will be supervised by an approved representative of the College.

### *Accounting for funds and reporting*

8. All fundraising ventures will keep an accurate account of money raised and spent.
9. All monies will be handled by the College's Executive Officer unless approval is given by the Board of Trustees to keep a separate account.
10. If any expenses are incurred or asset purchases required to enable the fundraising project, their costs will be deducted from any income made from the projects (any asset purchase must be approved by either the principal or the Board of Trustees).
11. Fundraising ventures will publish their results and their accounts to the group involved at the end of the activity and as required by the principal / Board of Trustees.

12. Fundraising activities should not aim to raise money in excess of the requirements of the group.
13. Where excess monies are raised a recommendation on the disbursement of those funds will be made by the Finance Committee.

## **Introduction**

The Taita College Board of Trustees recognises that it is responsible for ensuring 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).

The purpose of this procedure is to:

- establish a list of guidelines that should govern all expenditure – sensitive expenditure in particular
- identify types of spending that might be deemed sensitive.
- clarify approval systems for sensitive expenditure.

The Board acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel or to koha, gifts and other payments to individuals.

The Board delegates responsibility for the implementation and monitoring of this policy to the Principal. The Board must authorise payment of the Principal's expenses through the Board Chair.

## **Guidelines**

The Board expects that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval.

1. The Board requires the Principal, 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 the best value for money?
  - Is it in the budget?
  - Could the board justify this expenditure to a taxpayer, parent or other interested party?
  - How would the public react if this expenditure was reported by the media?
  - Would there be perceived to be any personal gain from this expenditure?
  - Does this expenditure occur frequently?
2. Types of expenditure which are deemed sensitive include:
  - food and drink for staff
  - gifts
  - koha
  - hospitality – for staff or families
  - travel

These expenses require the prior approval of the Principal.

## **Board spending**

1. The Board will make a financial contribution to a leaving gift for staff members. The contribution is calculated on \$50 for an employee who has worked at the school for two years and an additional \$10 for every year of service beyond that.
2. The Board will make an annual contribution of \$500 to a Christmas function for staff members. The contribution is not to be used for alcohol.

### **Accounting for expenditure**

All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and readily identifiable.

Should questions arise over what constitutes sensitive expenditure or how it should be managed, further advice should be sought from *Controlling sensitive expenditure: Guidelines for public entities produced by the Office of the Controller and Auditor General (2007)*.

## **RATIONALE**

These procedures provide guidelines for travel within New Zealand and/or internationally for staff and students of Taita College.

## **Introduction**

1. The Board has a responsibility to ensure that travel expenditure incurred by the school must clearly be linked to the business of the school. The Board has agreed on the fundamental principles of these procedures, and has delegated responsibility for the implementation and monitoring of this policy to the Principal.
2. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
3. These procedures must be read in conjunction with other Board policies/procedures, and the exercising of all authority and responsibilities conferred under these procedures must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

## **Principles**

4. The Board agrees to ensure that:
  - the travel expenditure is on the Board's business, and the school obtains an acceptable benefit from the travel when considered against the cost;
  - expenses are reimbursed on an actual and reasonable basis; and
  - staff that are required to travel on business do not suffer any negative financial effect.

## **Process for making travel arrangements**

5. All booking for international and domestic travel is to be conducted through the school's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.

## **Travel within New Zealand**

6. The justification for travel within New Zealand must be documented, transparent and must relate to a school need. Travel within New Zealand is to be authorised on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal).
7. All domestic air travel is to be economy class.

## **International travel**

8. Prior to international travel being undertaken, the traveller must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.
9. All international travel should be authorised by the Board before it is commenced. A proposal must be put to the Board detailing the purpose of the trip, the expected

benefit to the school which will arise from the trip and an estimate of the costs of the trip. The Board will approve the travel in writing.

10. At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board and the school of the trip.
11. Except where the flight time exceeds 10 hours, all international air travel is to be economy class.
12. Business class travel may be approved, where the Board considers appropriate, for travel more than 10 continuous hours in duration.
13. If a staff member has a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before commencing work is permitted.

#### **Accommodation**

14. Staff should opt for good but not superior accommodation, for example Qualmark 2 star accommodation and must be prepared to justify exceptions to this rule to the Board.
15. Staff who stay privately will be reimbursed on production of receipts, for koha or for the cost of a gift given to the people they have stayed with. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift.

#### **Vehicles**

16. When using rental cars, staff should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Board.
17. Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified in the relevant collective agreement.
18. If taxis are used, then staff should pay for the taxis out of their own pocket, obtain a receipt and seek reimbursement through petty cash or as part of an expense claim.

#### **Reimbursement of expenses**

19. The reimbursement for business-related travel expenses is on the basis of actual and reasonable costs. Actual and reasonable expenditure is defined as 'the actual cost incurred in the particular circumstance, provided that it is a reasonable minimum charge'.
20. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred.
21. All personal expenditure is to be met by the staff member. Examples of this are mini-bar purchases, in house movies, laundry and private phone call charges are to be paid separately by the travelling staff member.
22. All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
23. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the school.
24. Authorisation can still be given for expenditure less than \$50 where there is no receipt, for example if it is not practical to obtain a receipt or if the receipt is lost. The

expenditure can be reimbursed provided there is no doubt about its nature or the reasons for it.

#### **Discretionary travel benefits**

25. Travel benefits, including airpoints and loyalty scheme rewards/points (Flybuys, Global, etc), accrued from official travel are only to be used for subsequent travel on behalf of the School. They should not be redeemed for personal use.
26. Staff must travel by the most direct route unless scheduling dictates otherwise.
27. The school will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the School did in no way incur additional expenditure.

#### **Approval**

28. When the Board approved these procedures it agreed that no variations or amendments can be made except with the unanimous approval of the Board.
29. As part of its approval the Board requires the Principal to circulate these procedures to all staff. The Board requires that the Principal arrange for all new staff to be made familiar with these procedures and other policies/procedures approved by the Board.