

**FINANCE – INTERNAL CONTROLS****Rationale:**

Sound internal controls are required to preserve the school's resources and prevent theft and fraud.

Purpose:

The purpose of this policy is to provide guidelines for managing the school's cash resources as well as outlining sound practices for managing other school financial and physical assets and transactions.

Scope:

This policy applies to all staff.

Guidelines:

1. The Principal is responsible for ensuring sound internal controls are implemented and complied with.

Related policies:

1. Finance – Theft and Fraud
2. Finance - Delegations

References or Sources:

1. National Administration Guideline 4
2. Procurement Guidance for Public Entities, Office of the Auditor General, June 2008
3. Property Management Handbook, MOE

Review details:

Review Date	Reviewed by
Feb 2017	NEE, SMK
Review cycle: 2 years	Due date for Review: Feb 2019

Management Contact:

Executive Officer