

**Finance – Roles and Responsibilities****Rationale:**

The Board is accountable to the Crown and community for allocating funds to reflect the priorities as stated in the school's Charter, for monitoring and controlling school expenditure and complying with contracts and relevant legislation.

**Purpose:**

The purpose of this policy is to determine the roles of the Board, Principal and Finance Committee in monitoring and managing the school's finances.

**Scope:**

This policy applies to all staff and Board.

**Guidelines:****Roles and responsibilities****Board of Trustees**

The Board is responsible for the management, organisation and administration of the school under section 75 of the Education Act 1989.

National Administration Guideline 4 (NAG 4) requires a board of trustees to:

- Allocate funds to reflect the school's priorities as stated in its Charter
- Monitor and control school expenditure
- Ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.

**Specific responsibilities of the Board of Trustees:**

- Approve the finance policy
- Approve financial delegations
- Approve the annual budget
- Approve any expenditure in excess of budget
- Review and understand monthly financial reports provided by the Principal
- Monitor progress against the budget and cash flow

**Principal**

The Principal has delegated authority from the board for the day to day financial management of the school.

The Principal is responsible for

- monitoring and controlling school expenditure to make sure that money is spent on the school's priorities as planned and budgeted.
- maintaining sound financial systems,
- understanding key financial information and provide appropriate reporting to the board

**Finance Committee**

The Finance Committee is a board committee established to assist the board fulfil its responsibilities. The Finance Committee operates according to its Terms of Reference as provided in the Board of Trustees' Handbook.

**Finance – Roles and Responsibilities****Specific responsibilities of the Finance Committee:**

- liaison with internal and/or external auditors;
- review of the annual audit plan with the external auditors;
- assessment of the performance of financial management;
- review of audit findings and the annual financial statements;
- review of interim financial information;
- review of accounting policies;
- oversight of compliance with statutory responsibilities relating to financial requirements;
- review of the appointment of the external auditors and their fees;
- monitoring of organisational risk assessment and the internal controls instituted; and
- supervision of special investigations when requested by the board

**Related policies:**

1. Finance – Theft and Fraud
2. Finance – Delegations
3. Finance – Internal Controls

**References or Sources:**

1. National Administration Guideline 4

**Review details:**

Review Date	Reviewed by
Feb 2019	NEE, SMK
Review cycle: <b>2 years</b>	<b>Due date for Review: Feb 2021</b>

**Management Contact:**

Executive Officer