



## **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:**

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:**

<b>Review Date</b>	<b>Reviewed by</b>
FEB 2021	SMK/NEE
<b>Review cycle:</b> 2 years	<b>Due date for Review:</b> FEB 2023

### **Management Contact:**

- Business/Financial Manager