



Cannington School

Resources Policy
2019

RESOURCES POLICY

Cannington School allocates funds to reflect the school's priorities as outlined in the Charter.

We 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.

We 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.

In order to meet these requirements, the Board of Trustees develops and implements:

- Procedures for monitoring and spending monies
- Annual account auditing(see file Resource Room)
- Annual budget{Treasurer}
- Monthly financial reporting(Minutes - BOT Secretary-Filing cabinet-office)
- Asset register and replacement programme(CES)
- Procedures for resourcing property
- School bus transport programme
- Monthly property reporting(Minutes-BOT secretary-Filing cabinet-office)
- Fee paying students (Refer MOE guidelines)
- School donations refer financial planning procedures
- Community use of school facilities.
- Swimming Pool procedure.
- Library Procedure.
- Renting School House to Non-Staff members.

Through the development and implementation of sound resourcing procedures and programmes, the BOT ensures Cannington School has the highest possible quality of human and physical resources.

Policy review date: Next review date:.....

Signed:

FINANCE PROCEDURE

1. ANNUAL BUDGET

The annual budget allocations are prepared and approved by the Board of Trustees

2. AUTHORITIES FOR EXPENDITURE AND PAYMENTS

The following are authorized to incur expenditure up to the level of delegates as approved by the Board of Trustees at any ordinary meeting:

- a. The Principal of Cannington School is the designated authority for all items of expenditure related to the classroom, the curricula and extra-curricula activities and minor maintenance.
- b. The Board decides all expenditure related to property maintenance.

The Principal and/or Board Treasurer and/or Chairperson is authorized to make payments, in advance of Board approval, where early payment obtains a discount, or late payment incurs a penalty, or where payment is required earlier than the 20th of the following month; all other payments are authorized by the Board.

3. EVIDENCE OF DELIVERY OR COMPLETION OF SERVICE

Proof of delivery of goods or completion of service must be confirmed.

4. PAYMENT OF ACCOUNTS

- a. The School Secretary ensures that all curriculum invoices are recorded in the school finance book and then forwarded to the Board Treasurer.
- b. The School Secretary checks each creditors invoice/statements, prepares accounts for coding and verifying payment and forwards to CES who process the cheques.
- c. Financial statements, Transaction Ledger Report and Schedule of Bank account balances are produced for Board Perusal at monthly meetings.
- d. The Board Treasurer also presents a "Schedule of Creditors ", at the monthly Board Meetings.

5. GOODS AND SERVICES PURCHASED FOR RESALE

- a. The school secretary shall hold and maintain records of all goods purchased for resale either at a profit for fund raising, or, on a cost-recovery basis.
- b. The school secretary issues an invoice for all major items, goods and services.
- c. After the due date, an account rendered is issued for unpaid invoices. Classroom teachers are responsible for distributing the initial allocation of stationery. The secretary is responsible for invoicing and the collection of funds for all goods and services, Cash received in this way is balanced and reconciled.
- d. At the beginning of each year, the school secretary does a stock reconciliation with goods purchased and sold.

6. BANKING OF RECEIPTS

- a. All cheques received are to be stamped with a "Not Transferable" stamp
- b. All monies are to be banked in tact as soon as possible after receipt
- c. All bankings are to be classified appropriately eg stationery, donations etc.

7. SCHOOL ACCOUNTS

- a. The accounts are to be prepared, balanced and reconciled to the bank statement on a monthly basis.
- b. A report of the month's transactions, showing actual expenditure to date compared with annual budget, is presented at the monthly meeting of the Board of Trustees.

8. CHEQUE SIGNATORIES

- a. There must be two authorised signatories on every cheque.
- b. All cancelled cheques are marked as such and stapled to the cheques butt.

9. INVESTMENTS

The BOT will determine the nature of all investments, which shall be in BOT authorised accounts only, in accordance with the Education Act 1989 (Section 73).

10. BAD DEBTS

The process for Bad Debts will be:

- a. An invoice given for goods received
- b. An account rendered for unpaid amount, after one month
- c. A letter asking for debtor to contact the principal to arrange payment after two months
- d. If payment is not forthcoming, the principal will bring it to the notice of the BOT for further action.

PROPERTY PROCEDURE

1. There shall be an annual report to the Board of Trustees annually on the state of all school buildings, grounds and the swimming pool
2. Each term the adventure playground and all outside equipment shall be checked for safety by grounds person or designated person.
3. Each term the school grounds shall be checked for safety.
4. Items in individual classrooms that need repair, or missing items are to be reported to the Principal immediately.
5. A security system will remain in operation when the school is unattended.
6. All key holders are responsible for security of school buildings.
7. Property management is enhanced through the school's involvement with a Consultant and Handyman.
8. Only persons authorized by the Principal shall have access to the office computer. Existing programmes should not be altered in any way without express authorization from the Principal.
9. All acts of vandalism and damage will be reported to the Principal who will take the appropriate action.
10. Cleaning of the school buildings is provided by an employee.
11. The Compliance Schedule for the Building Act 1991 will be held in the Office.
12. Records of each inspection by "Independently Qualified Persons" must be kept and held for a period of two years.
13. Twelve months after the "Compliance Schedule" is established, and annually thereafter, the Board shall report to the MOE confirming that the required inspections have been carried out.
14. The building "Warrant of Fitness" will be displayed in the entrance foyer.

SCHOOL BUS/TRANSPORT PROCEDURE

1. School bus transport is under contract to the Ministry.
2. Registered children listed on the school bus list may travel on the bus. Where the school has been notified by parents/guardians concerned, other children may travel on the bus on a casual basis. .
3. Classes may travel on the bus to school excursions where necessary.
4. The Principal shall be responsible for all organisation pertaining to the use of the bus and in consultation with the Bus Manager at the Ministry.
5. The bus controller shall be entitled to the allowance in accordance with the award as stated by the Ministry.

SWIMMING POOL PROCEDURE

1. The school will make maximum use of the pool.
2. The community has access to the pool outside school hours.
3. Pool rules shall be displayed and adhered to.
4. The pool gate shall be fitted with a combination lock to enable community use outside school hours.
5. Outside school hours, the Board of Trustees and Staff are not responsible for the safety of children using the pool.
6. Proper swimming attire shall be worn (no jeans, shirts etc.)
7. Gate to be locked by the last person to leave the pool.
8. No running inside the pool enclosure.
9. No animals to be in the school grounds or pool enclosure.
10. No smoking in school grounds or pool enclosure.
11. Rubbish to be placed in the bins supplied.
12. No alcohol in pool enclosure.

FUNDRAISING/DONATIONS PROCEDURE

Fundraising has a place in schools to provide extra funding for camps, resources, education outside the classroom and projects, as Principal, Staff and Board of Trustees find necessary.

GUIDELINES FOR DONATIONS

1. When requesting donations as part of our fundraising ventures, an official letter on the school's letterhead will be sent to the businesses concerned, and signed by the Principal, Chairperson or Secretary (on behalf).
2. Following the receipt of donations an official letter of thanks will be sent and acknowledgement will be placed in the school newsletter and/or local community newspaper

CONCLUSION:

Money raised will be placed in the appropriate account.

COMMUNITY USE OF SCHOOL FACILITIES PROCEDURE

1. Arrangements for use of facilities can be made by contacting the Principal or if not available the Chairperson of Board of Trustees.
2. The person uplifting the key shall be responsible to ensure all buildings are left secure.
3. The key shall be returned to school as soon as possible after use.
4. All users of school facilities must respect our smokefree and no dogs policies.

LIBRARY PROCEDURE

1. The library to be funded sufficiently through curriculum and Library budget.
2. The teacher with library responsibility has overall responsibility for management and collection development. MUSAC is used to catalogue all new books
3. All staff to give help and support to ensure library systems run smoothly.
4. The library is open to all pupils on a needs basis.
5. Lending of books is limited to pupils and their family unless otherwise authorized by the Principal.

RENTING SCHOOL HOUSE TO NON-STAFF MEMBERS PROCEDURE

1. On being informed house is to be vacated BOT delegate will contact real estate agent or advertise directly.
2. Applicants will contact BOT delegate.
3. Applicants are to provide 2 references.
4. The delegated BOT member will interview and set out the following guidelines.
 - amount of rent
 - signed lease in standard form
 - automatic payment of rent
 - rent two weeks in advance
 - two weeks rent as bond (to be held at Tenancy Tribunal)
 - No dogs/other pets except with permission and subject to BOT monitoring.
5. The matter is to be discussed with the Principal and Chairperson before finalising tenant.