

## 5. Financial Condition Policy

The financial viability of the school must be protected at all times. The boards understands that the possibility of theft or fraud can not be entirely eliminated however the principal is required to show there are in place safeguards and robust, clear procedures to minimize the risk of either event

**Resource:** Reference should be made to 5.4 of the Financial Information for Schools Handbook (FISH). Therefore, the principal must ensure that:

1. Unauthorised debt or liability is not incurred
2. Generally accepted accounting practices are not violated
3. Tagged/committed funds are not used for purposes other than those approved
4. More funds than have been allocated in the fiscal year are not spent without prior board approval
5. All money owed to the school is collected in a timely manner
6. Timely payment to staff and other creditors is made
7. Unauthorised property is not sold or purchased
8. All relevant government returns are completed on time
9. No one person has complete authority over the schools financial transactions
10. When making any purchase:
  - **Over \$10,000** 3 quotes must be sought and an adequate review on ongoing costs, value and reliability is undertaken. Board approval required. In some instances for specialist items or services, one quote may only be available.
  - **Over \$5,000** 3 quotes are required if possible. Board approval required.
  - **Under \$5,000** discretion is required and local persons/trades to be used if possible. Board approval required.
  - **Over \$1,000** on a single item board approval is first sought
11. Effective systems are in place to meet the requirements of the pay roll system

*Review Schedule: Triennially*

*Last Review: October 2015*

*Signed:*

