

# *MIMI SCHOOL FINANCE AND PROPERTY POLICY*

## **Rationale**

Mimi School will comply with its financial and property obligations to ensure a safe and healthy learning environment.

## **Purpose**

To maximise the benefits to students through prudent allocations and control of financial and property assets.

## **Guidelines**

1. The school will have written management procedures that are actively practised and regularly reviewed for compliance.
2. The board will allocate funds to reflect the school's priorities as stated in the charter by
  - Developing a long-term relieving plan
  - Ensuring that the school provides an annual operation plan and budget that reflects the Board's strategic plan, for the Board's assessment and approval.
  - The operation plan and budget will be completed by the end of November each year.
3. The board and the school will have management procedures for monitoring and controlling expenditure:
  - Fundraising
  - Accounting systems, including petty cash, bank accounts and resources
  - Internal spending, including ordering and purchase of resources
  - Capital assets
4. The Board will ensure that the annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989. The Board will have written procedures documenting this responsibility.
5. The Board will comply with any current asset management agreement, including the Property Occupancy Agreement. The Board will have written procedures designated in a property Management Plan documenting this responsibility. This will include a system for maintaining resources, furniture, furnishings and equipment.
6. Buildings and facilities at Mimi School will be safe and healthy.

7. The school will comply with all current legislation regarding property. The resource Management Act 1991, the Building Act 1991 and the Fire Act 1991 will be included in this compliance.

**Conclusion:**

Mimi School will have a set of implemented management procedures and Board directives that will meet all financial obligations and ensure students receive maximum benefit from the funding.

Adopted \_\_\_\_\_ Date \_\_\_\_\_