

# NORTHERN SOUTHLAND COLLEGE

## Financial Policies



**Page 1: Finance**  
**Page 4: Theft and Fraud**  
**Page 7: Cash Management**  
**Page 10: Credit Card Policy**  
**Page 12: Fundraising**

<b>Rationale:</b>	<p><b>FINANCE</b></p> <p>To provide a process to ensure compliance and accountability in the management of public money.</p>
<b>Legislation:</b>	<p>Public Finance Act 1989 Education Act 1989 Crown Entities Act 2004            Financial Reporting Act 1993</p>
<b>Purpose:</b>	<p>To effectively manage Northern Southland College's financial resources and allocate them to achieve the goals set within the Charter.</p> <p>To maintain strict accountability for and control of Northern Southland College's financial resources in accordance with MOE requirements.</p> <p>To safeguard the assets of Northern Southland College including maintaining an up to date register of any current assets and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for current and future generations of students.</p>
<b>Procedures:</b>	<p>For each Northern Southland College year the Financial personnel, Board of Trustees Finance Committee and Principal will:</p> <p>Keep expenditure within budget and report monthly- six weekly to the Principal and Board of Trustees on performance against that budget.</p> <p>Ensure all expenditure, and commitment of expenditure, is approved within the Board of Trustees' delegations.</p> <p>Ensure reports comply with the required accounting standards, and that the annual financial statements and GST are presented to the Auditor then to the Ministry of Education on time.</p> <p>Ensure records of all financial transactions are correct and up to date.</p> <p><b>Function of the Board of Trustees</b></p> <p>The Board of Trustees retains primary responsibility for the overall financial management of Northern Southland College in accordance with governance obligations. From time to time it will delegate some of its authority and responsibilities to Committees and Heads of Department; however in each of these cases it will retain an overseeing role.</p> <p>The Board will ensure that the College's documented financial management procedures are actively followed and monitored for compliance.</p> <p>The Board will allocate funds to curriculum, staffing and property in a way that gives effect to the priorities stated in the College Charter.</p>

<b>Date Last Reviewed:</b>	<b>Page 1 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

### **Specific Responsibilities Retained by the Board of Trustees**

The Board of Trustees has retained the following financial management responsibilities:

- Approval of the finance policy
- Approval of delegations
- Approval of the annual budget
- Approval of any expenditure in excess of budgeted levels
- Approval of all contracts signed on behalf of Northern Southland College

In addition to this the Board of Trustees will receive a report 4-6 weekly from the Finance Committee summarising Northern Southland College's performance against budget.

The Board will endeavour to seek sufficient financial donations from parents/caregivers and the local community in order to have the resources necessary to fulfil the school's mission and to pursue its strategic priorities

### **Function of the Finance Committee**

- The Board of Trustees will establish a Finance Sub Committee to manage College finances.
- The Board will ensure that the school's annual operating objectives and budget reflect the Board's priorities and obligations.
- The Finance Committee shall provide advice to the Board of Trustees and Principal on financial matters.

### **Specific Responsibilities Delegated to Principal:**

- Consult with Northern Southland College's budget holders and work with the finance team in budget preparation.
- Ensure budgets are drafted.
- Ensure the final budget is presented to the Board of Trustees for approval before year end.
- Keep Board of Trustees informed on financial requirements set out by MOE (Ministry of Education).

### **Monitoring:**

- Monitor budget control and cashflow.

### **Reporting Prepared by Executive Officer:**

- Provide the Board of Trustees with monthly financial reports (4-6 weekly).
- Ensure reports comply with legislation, authoritative accounting standards and generally accepted accounting principles.
- Ensure draft annual financial statements are presented to the Board of Trustees by mid-March.
- Ensure the draft financial statements are provided to the auditor by 31 March.
- Ensure the audited financial statements are provided to the Ministry of Education by 31 May.

### **Record Keeping by Executive Officer:**

- Maintain a register setting out financial responsibilities and delegations.
- Oversee the maintenance of the asset register.

<b>Date Last Reviewed:</b>	<b>Page 2 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

### Responsibilities of the Principal

The Principal will manage this policy on the Board of Trustees behalf and ensure appropriate systems and procedures are in place to safeguard Northern Southland College's assets.

As part of its approval the Board of Trustees requires the Principal to circulate this Policy to all staff and for a copy to be included in Northern Southland College Policy Manual, copies of which shall be available to all staff. Northern Southland College policy manual shall also be made available to students and parents at their request. The Board of Trustees requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board of Trustees.

The Principal is responsible for the prudent and efficient management of the school's expenditure and revenue on a day-to-day basis

- The Principal will manage all applications from Heads of Departments for funding.
- The Principal is responsible for the management of College curriculum and maintenance resources

### Electronic Banking

Northern Southland College retains the right to pay accounts, wages and other outgoings by electronic banking. This is to be done in accordance with authorised signing authorities where **TWO authorised staff or delegated persons** will verify all payments prior to electronic confirmation.

Where there is a single payment in excess of \$10,000, in line with Principal delegations (other than DOME bus payments), that is not part on any existing contractual agreement by the College, the **Principal** and one other authorised person will need to verify these payments.

### Term Deposits and Unbudgeted Funds

No Term Deposit whether held in trust, bequeathed to Northern Southland College or held on account of Northern Southland College is to be spent without prior approval of the Board of Trustees.

Unforeseen expenditure needs to be applied for and negotiated with the Principal (contestable fund), all other spending to remain within approved budget allocation.

### ADOPTION OF POLICY

The Adoption of Northern Southland College **Finance Policy** was minuted during the Board Meeting held on 23 August 2017.

Signed:



**BOT Chair**

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**Principal**

<b>Date Last Reviewed:</b>	<b>Page 3 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

# NORTHERN SOUTHLAND COLLEGE

## Theft and Fraud Prevention Policy



<b>Purpose</b>	To protect the physical and financial resources of the school from theft and fraud and to ensure that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. As preventative measures against theft and fraud the Board requires the Principal to ensure that:             <ol style="list-style-type: none"> <li>a. The School's physical resources are kept secure and accounted for.</li> <li>b. The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.</li> <li>c. Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.</li> <li>d. All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.</li> </ol> </li> </ol>
<b>Procedures:</b>	<ol style="list-style-type: none"> <li>1. In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:             <ol style="list-style-type: none"> <li>a. In conjunction with the BOT Chair, decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.</li> <li>b. So far as it is possible and within 24 hours:                 <ol style="list-style-type: none"> <li>i. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.</li> <li>ii. Request a <i>written statement</i> from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.</li> <li>iii. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.</li> <li>iv. Advise the college's insurers of the potential situation.</li> </ol> </li> <li>c. On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.</li> </ol> </li> </ol>

<b>Date Last Reviewed:</b>	<b>Page 4 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

- d. If a prima facie case is thought to exist the Principal shall then carry out the following procedures:
    - i. Investigate the matter further;
    - ii. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member (this may include suspension on full pay);
    - iii. Lay a complaint with the New Zealand Police;
    - iv. If necessary, commission an independent expert investigation;
  - e. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not
  - f. If a prima facie case is thought to exist the Principal shall then carry out the following procedures:
    - i. Investigate the matter further;
    - ii. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member (this may include suspension on full pay);
    - iii. Lay a complaint with the New Zealand Police;
    - iv. If necessary, commission an independent expert investigation;
    - v. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
    - vi. Seek advice from NZSTA or alternative legal advice; or
    - vii. Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
  - g. Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
  - h. If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
    - i. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
    - ii. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
    - iii. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
    - iv. Advise the person in writing of the processes to be involved from this point on.
2. The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.
3. The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

<b>Date Last Reviewed:</b>	<b>Page 5 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

4. Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

#### **Allegations Concerning the Principal or a Trustee**

1. Any allegation concerning the Principal should be made to the Board of Trustees Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 1 of this Policy.
2. Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of paragraph 1 of this Policy.

#### **ADOPTION OF POLICY**

The Adoption of Northern Southland College **Theft and Fraud Policy** was minuted during the Board Meeting held on 23 August 2017.

**Signed:**



**BOT Chair**

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**Principal**

<b>Date Last Reviewed:</b>	<b>Page 6 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

# NORTHERN SOUTHLAND COLLEGE

## Cash Management Policy



<p><b>Purpose:</b></p>	<p>The Board of Trustees accepts that it has a responsibility to protect the cash resources of Northern Southland College. The Board of Trustees has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.</p> <ol style="list-style-type: none"> <li>1. In the formulation and approval of this Policy the Board of Trustees has had due regard to the accepted standards of sound financial management and applied these to Northern Southland College.</li> <li>2. The Board of Trustees requires the Principal, as the Chief Executive and the Board of Trustees's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.</li> <li>3. This Policy must be read in conjunction with other Board of Trustees Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.</li> </ol>
<p><b>Procedure:</b></p>	<p><b>Cheque and Call Deposit Accounts</b></p> <ol style="list-style-type: none"> <li>1. The Board of Trustees agrees that one bank using one base number for all accounts shall be operated for Board of Trustees general receipts and payments.</li> <li>2. The signatories to the bank account can only be made up as follows: <ul style="list-style-type: none"> <li>• the Board of Trustees Chairperson</li> <li>• the Principal</li> <li>• Members of the Senior Leadership Team</li> <li>• Finance Committee Board of Trustees members</li> <li>• Executive Officer</li> <li>• Financial Administrator</li> <li>• Student Council Treasurer</li> </ul> </li> <li>3. For online banking, direct credits must be authorized by two independent approved signatories from above, who are delegated as authorisers for online banking (these must not be the people who input the payment – user status only).</li> <li>4. Under no circumstances is a cheque signatory to sign a blank cheque.</li> <li>5. All cheques must be issued as 'Not Transferable – Account Payee Only'. Signed by two of the approved signatories.</li> <li>6. At no time shall the cheque account be operated in overdraft.</li> <li>7. All investment and interest bearing deposit accounts shall be operated to hold cash resources not currently required for operating purposes. This account is only to be operated by the Principal or Executive Officer with any transactions reported by the Principal at the next Board of Trustees meeting.</li> </ol> <p><b>Investments</b></p> <ol style="list-style-type: none"> <li>1. Investments of Northern Southland College funds may only be made in accordance with the terms of Section 73 of the Education Act 1989.</li> <li>2. Notwithstanding the requirements of Section 73, no investments may be made in equity stocks, currency markets or in synthetic money market products (e.g. Forward Rate Agreements and Interest Rate Swaps Options and Futures,). With the exception of Farmlands share capital.</li> </ol>

<b>Date Last Reviewed:</b>	<b>Page 7 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

### **Fundraising**

1. The Board of Trustees acknowledges that under Section 73 of the Education Act 1989 some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by Northern Southland College. If doubt exists about the legality of a proposed fundraising contract, the Principal will contact the regional Financial Adviser of the Ministry of Education for advice.

### **Cash Receipts**

1. All cash and cheques received must be paid into Northern Southland College office and properly receipted. This includes trading income, other local funds receipts and reimbursements for learning materials.
2. No cash received can be used to pay accounts in cash.
3. Only delegated staff may handle cash.
4. All receipts must be banked as soon as possible and preferably within the week of receipt.
5. All cash and cheques kept on the premises must be kept secure and under the control of a delegated person.
6. All cash and cheques **must** be receipted.

### **Accounts for Payment**

1. All accounts for payment, other than expense reimbursements and attendance fees, must be supported by a copy of the:
  - Invoice, with certification by the person ordering, who holds correct delegation for the level and type of expenditure; that each item has been received, prices and quantities are correct and the payee details are correct.
2. The invoice must be certified by the person who authorises the expenditure.
3. An expense claim should be supported by GST invoices.
4. All staff expense claims must be authorized by the Principal except the Principal's claim which must be authorized by the Board of Trustees Chair.

### **Accounting Records**

1. The Principal shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in Acts of Parliament, financial reporting standards and other applicable standards.
2. The financial system must be so organised by the Principal that the Principal and Chairperson can sign without hesitation the annual Statement of Financial Responsibility as required by Section 155 of the Crown Entities Act 2004.

### **Periodic and Annual Financial Statements**

1. Northern Southland College is contracted to a service provider for annual financial statements.
2. Statement of Financial Performance, including comparison to budget and expected financial result at year end
3. For each month the Executive Officer shall present a written summary report that describes:
  - key (financial) achievements from the previous month
  - expectations for the remainder of the year and
  - significant matters and/or risks that must be addressed by Northern Southland College.
4. This report shall be presented to the Finance Committee three days prior to the monthly Board of Trustees meeting.

<b>Date Last Reviewed:</b>	<b>Page 8 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

**ADOPTION OF POLICY**

The Adoption of Northern Southland College **Cash Management Policy** was minuted during the Board Meeting held on 23 August 2017.

**Signed:**



**BOT Chair**

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**Principal**

<b>Date Last Reviewed:</b>	<b>Page 9 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

# NORTHERN SOUTHLAND COLLEGE

## Credit Card and Eftpos Card Policy



<p><b>Purpose:</b></p>	<ol style="list-style-type: none"> <li>1. The Board of Trustees agrees that it has a responsibility to ensure that credit card expenditure incurred by Northern Southland College must clearly be linked to the business of Northern Southland College. The Board of Trustees has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.</li> <li>2. The Board of Trustees requires the Principal, as the Chief Executive and the Board of Trustees most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.</li> <li>3. This Policy must be read in conjunction with other Board of Trustees Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with Delegations and may not exceed an individual's established level of delegated authority.</li> </ol>
<p><b>Procedure:</b></p>	<p><b>Issuing of Credit Cards</b></p> <ol style="list-style-type: none"> <li>1. Credit cards and eftpos cards should only be issued to staff members after being authorised by the Principal and Board of Trustees.</li> <li>2. A register of cardholders should be maintained.</li> <li>3. The limits set for credit card/eftpos card use should not exceed the overall financial delegation of the cardholder, as set out in the Delegations. Any variations require Board of Trustees approval.</li> </ol> <p><b>Procedures to be Followed when Using the Card</b></p> <ol style="list-style-type: none"> <li>1. The credit card/eftpos card is not to be used for any personal expenditure.</li> <li>2. The credit card/eftpos will only be used for: <ul style="list-style-type: none"> <li>• payment of actual and reasonable travel, accommodation and meal expenses incurred on Northern Southland College business; or</li> <li>• Purchase of goods where prior authorisation from the Principal, or Head of Department is given.</li> </ul> </li> <li>3. All expenditure charged to the credit card/eftpos card should be supported by: <ul style="list-style-type: none"> <li>• A detailed GST invoice or receipt to confirm that the expenses are properly incurred on Northern Southland College business.</li> </ul> </li> <li>4. The credit card/eftpos card invoices should be certified by the appropriate HOD as evidence of the validity of expenditure.</li> <li>5. Authorisation for any travel and accommodation expenditure should be by the Principal (for staff expenditure) and by the Board Chair (for expenditure incurred by the Principal). Staff are not allowed to approve their own expenditure for travel and accommodation.</li> <li>6. All purchases should be accounted for within five working days.</li> </ol>

<b>Date Last Reviewed:</b>	<b>Page 10 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

### Cash Advances

1. Cash advances are not permitted except in an emergency.
2. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the Northern Southland College.

### Discretionary Benefits

1. Any benefits of the credit card such as a membership rewards programmes are only to be used for the benefit of the Northern Southland College. They should not be redeemed for personal use.

### Cardholder Responsibilities

1. All cards will be in the name of the Northern Southland College.
2. The Principal will be responsible for his/her own card. Any remaining cards will be kept in a secure place and only issued when it is required to make a purchase for Northern Southland College authorised by the Principal, Executive Officer or Head of Department.
3. The pin number of the card must be protected.
4. Value of purchases must remain within the credit limit applicable to the card.
5. The cardholder must notify the credit card company/bank and the Northern Southland College immediately if a card is lost or stolen.
6. The cardholder must return the credit card/eftpos card to the Northern Southland College upon ceasing employment there or at any time upon request by the Board of Trustees.

### Approval

When the Board of Trustees approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board of Trustees.

As part of its approval the Board of Trustees requires the Principal to circulate this policy to all staff, and for a copy to be included in the Northern Southland College Policy Manual, copies of which shall be available to all staff. The Northern Southland College policy manual shall also be made available to students and parents at their request. The Board of Trustees requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board of Trustees.

### ADOPTION OF POLICY

The Adoption of Northern Southland College **Credit Card and Eftpos Policy** was minuted during the Board Meeting held on 23 August 2017.

Signed:



**BOT Chair**

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**Principal**

<b>Date Last Reviewed:</b>	<b>Page 11 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

# NORTHERN SOUTHLAND COLLEGE

## Fundraising Procedure

### Extra-Curricular Activities/Groups



<b>Rationale:</b>	It is part of our obligation to ensure a transparent accountable process which protects Northern Southland College and its community in the raising and use of publically raised funds to supplement the resources of the College.
<b>Purpose:</b>	<p>To provide the necessary resources that will enable a complete education programme to be undertaken in order that students of Northern Southland College are not seen as disadvantaged in anyway.</p> <p>To ensure that the raising of any extra funds to supplement school resources is carried out in a co-ordinated manner so as to minimise that impact of any fundraising activities on the contributing communities.</p>
<b>Procedures:</b>	<p>The Board encourages and supports fundraising activities and grants for and on behalf of the College, managed through the Principal who has authority to approve fundraising requests.</p> <p><b><u>Fundraising</u></b></p> <ol style="list-style-type: none"> <li>1. Sports groups or Clubs wishing to fundraise for an event or tournament need to provide a Budget with a Fundraising Proposal to the Principal. The proposal needs to be approved before starting any fundraising.</li> <li>2. A contribution must be made by the group members, cannot be totally funded by fundraising.</li> <li>3. Once approval has been given, any letters going out need to be checked and formatted by the office and must be done in a timely manner. Don't leave things to the last minute, letters to parents for example should be sent out 3-4 weeks in advance.</li> <li>4. A spreadsheet of approvals for fundraising or grants/sponsorship will be set up as a read only document. This will be so staff are able to see what fundraising projects are currently running and to ensure no cross over or double ups between groups.</li> <li>5. All money received is to go through the office. Because of this, a copy of the full list of students/participants and the monies needs to be given to the office. As a Teacher in Charge, you will need to make a copy of all order forms and create a Master List of Sales detailing who sold what/who bought what.</li> </ol> <p>For the Financial Department a form such as the one on the following page is needed to keep a track on where the money is coming from.</p>

<b>Date Last Reviewed:</b>	<b>Page 12 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

Total Sales						
	Customer	Amount Received	Received via (tick one)		Date Paid (if known)	Subtotal
			Cash/Cheque Banking	Internet		
Student A	Mrs Smith	\$100	✓		2/5/2017	
	Mrs Brown	\$50		✓	14/5/2017	
<b>Subtotal</b>		<b>\$150</b>				<b>\$150</b>
Student B	Mr Brown	\$75	✓		3/5/2017	
	Mrs Jones	\$85	✓		17/5/2017	
	Mr Wilson	\$140				
<b>Subtotal</b>		<b>\$300</b>				<b>\$300</b>
Student C						
<b>Subtotal</b>						
Student D						
<b>Subtotal</b>						
<b>Master Total of Sales</b>						<b>\$450</b>

### Uniforms

Purchasing of team uniforms needs prior approval from Mike/BOT. Need to include what sort of uniform, e.g. hoodies etc., colour scheme and sponsorship donations, whether advertising is expected.

It is the Codes responsibility for collection and full payment of all players fees before the closing of their season. Be mindful some families may need financial assistance for a student to participate. In this case, involve students as helpers to reimburse their share, for example helping sort and distribute orders once arrived or helping at functions such as doing dishes or being wait staff.

<b>Date Last Reviewed:</b>	<b>Page 13 of 14</b>	<b>Financial Policies</b>
<b>Draft Circulated:</b>	<b>Updated by:</b> Self-Review Committee	
<b>Date for next Review:</b> 23/08/2020	<b>Approved by:</b> BOT	<b>Date:</b> 23/08/2017

### Sports Groups

At the start of the season to be given to Sports Co-Ordinator:

- Player and Manager/Coach list with contact details.
- List of uniforms given to participants and Teacher in Charge.
- **Group list in Kamar that has been shared to Sports Co-ordinator, Office, Executive Officer, Sandra and Glynis. If you're not sure how to do this then come to the office for help.\***
- A copy of the season draw.
- Equipment issued list.

At the start of the season to be given to the Office:

- A letter which includes cost of subs, travel, equipment fees, including socks and mouth guard prices if needed.
- This needs to be done well in advance as some parents may want to talk to the Finance Department to sort out Automatic Payments.

**All letters needed to be checked and formatted by the office before being sent out.**

Copies of ALL paperwork for any sport, club or trip need to be filed in a clear folder and kept at the office.

**\*Any club, group or class going on a trip needs to do this step.**

### Travel

- All persons driving School Vans must supply a copy of current Driver's Licence to the Office before being given any keys.
- A record of any private vehicle taking students i.e. teacher/coach, with no student connection, needs to be kept.
- Some Codes can receive a small amount of travel reimbursement, usually in the form of petrol vouchers or subsidy of a trip. This is a token amount.
- Once a group has been made in Kamar, the Teacher in Charge is able to charge students in that group for travel weekly/when needed. Money still needs to come through the office, not to be given to teacher or Sports Co-Ordinator.
- Must have approval of Finance Department about families that can charge to school account for Automatic Payments rather than paying weekly internet banking/cash payments.
- If you think you qualify, see EO or Sports Co-Ordinator to start an application. NSC applies to the Southland District Council for a Rural Travel Fund on behalf of your group/team.
- No individuals or teams may apply as this will cause a double up. **Only apply through the College with Principal approval.**

### ADOPTION OF POLICY

The Adoption of Northern Southland College **Fundraising Procedure Extra Curricular Activities and Groups** was minuted during the Board Meeting held on 23 August 2017.

Signed:



**BOT Chair**

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**Principal**

Date Last Reviewed:	Page 14 of 14	Financial Policies
Draft Circulated:	Updated by: Self-Review Committee	
Date for next Review: 23/08/2020	Approved by: BOT	Date: 23/08/2017