

FINANCIAL & PROPERTY MANAGEMENT

POLICY

**RATIONALE:**

This policy documents how the **Bellevue School Board of Trustees** ensures that it meets its obligations under *National Administration Guideline 4* to:

1. Allocate funds to reflect the school's priorities as stated in the Charter.
2. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the *Public Finance Act* and the *Education Act.*
3. 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 and healthy learning environment for students.

**GUIDELINES:**

* The policy enables the school Board to provide a framework for day to day management for the responsibility of the Principal to enact.
* The Principal is responsible, in conjunction with the appropriate sub committees and the school’s staff, for managing the school’s procedures for all areas of financial and property management.

**The Board of Trustees ensures procedures for the following are developed and implemented:**

**4.01 Financial Management & Financial Delegation**

**4.02 Property Management**

**4.03 Fixed Asset Management**

**4.04 Theft & Fraud Prevention**

**4.05 Reimbursement of Expenses**

**4.06 Sensitive Expenditure**

**4.07 Advertising, Fundraising & Sponsorship**

**4.08 Special Education Grant and Targeted Funding for Educational Achievement**

**4.09 Use of Facilities and Borrowing School Equipment**

**4.10 Conflict of Interest**

**4.11 Refund Conditions for International Students**

**4.12 Fees Protection for International Students**

*Please note:*

*This list of procedure documents is up-dated when this* ***Financial and Property Policy*** *document is reviewed in accordance with the Board of Trustees three-year Self Review Plan, and at any time where the need arises.*

**CONCLUSION:**

Compliance with all relevant *National Administration* *Guidelines* and the current relative *Acts* ensures the Board, through the Principal, develops and implements high quality financial and property management procedures for the school.

**Date Policy Confirmed…………………………………….**

**Date Policy to be Reviewed…………………………….**

**Board Chairperson……………………………..**