HELENsville PRIMARY SCHOOL

POLICY: FINANCIAL MANAGEMENT
2010/08

Purpose:
The Helensville Primary School (HPS) is a Crown Entity and as such the Board of Trustees is required to ensure that all persons involved in the financial management of the school act with integrity and accountability.

Objectives:

1. The HPS Board of Trustees will comply with legislative requirements including the Public Finance Act 1989, the Finance Recording Act and the Education Act 1989.
2. The HPS Board will be fiscally responsible and ensure expenditure reflects the priorities of the strategic plan.
3. Accurate financial reports are to be kept and reported to the Board in an appropriate and timely manner.
4. All financial transactions should be conducted in a transparent manner.
5. HPS will instigate procedures to safeguard against potential misappropriation of funds and to protect the school’s assets.
6. Any matters of financial risk to the school are to be reported promptly and the Board is to take appropriate action to protect the assets of the school.
7. Any conflict of a pecuniary or fiduciary nature by any member of the Board of Trustees, staff or related party transactions, should be reported at the earliest opportunity and that person should exclude themselves from involvement in that financial matter.