# Operational Policy: Sensitive Expenditure (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) has a responsibility to ensure that all expenditure is clearly linked to the business of BLENNZ and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff or ākonga).

The Principal will implement and manage this policy. The Principal may further delegate some responsibilities to other staff members, and all such delegations must be set out in the Board’s Delegation Policy.

## Policy Requirements:

1. It is acknowledged that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

2. Any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and may be supported by appropriate fundraising specific to that expenditure, with the full understanding of their purpose known to those contributing to the funds.

3. Particular reference should also be made to policies in relation to travel and the use of cars in considering expenditure which may benefit individuals or groups of individuals.

### Principles:

Where expenditure may be beneficial to an individual or groups of individuals, the following should be taken into account prior to authorising this expenditure.

1. Does the expenditure benefit ākonga outcomes?

2. Does the expenditure represent best value for money?

3. Is it in the budget?

4. Could this expenditure be justified to a tax payer, parent or other interested party?

5. How would the public react if this expenditure was reported to the media?

6. Would there be perceived to be any personal gain from this expenditure?

7. Does this expenditure occur frequently?

### Accounting for Expenditure:

All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the Principal.

## Supporting Documents:

BLENNZ Financial Policies (NAG 4) and in particular:

* Board Financial Management
* Board Delegation
* Use of Cars
* Travel
* Gifts
* Conflicts of Interest
* Use of Credit Cards
* Theft & Fraud Prevention



Approved: …………………… Date: 8 March 2021

(Principal)