## Blind & Low Vision Education Network NZ

# Board of Trustees Policy: Finance and Property (NAG 4)

## Statement of Intent:

In accordance with legislation on financial and property matters, the Board of Trustees is required to:

1. Allocate funds to reflect the priorities of BLENNZ as stated in the charter;
2. Monitor and control BLENNZ expenditure and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989 and their amendments;
3. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that BLENNZ buildings and facilities provide a safe, healthy learning environment for ākonga and staff.

## Policy Requirements:

In order to fulfil the policy the Board, in consultation with the Principal, will develop, implement and regularly review the following policies:

1. Financial Management
2. Cash Management
3. Property Management
4. Asset Capitalisation

The Principal will be delegated the task of developing, implementing and regularly reviewing the following procedural and administrative policies and guidelines associated with finance and property management:

1. Use of Vehicles by BLENNZ Staff
2. Theft and Fraud Prevention
3. Sensitive Expenditure
4. Provision of Gifts
5. Conflicts of Interest
6. Purchasing of Goods and Services
7. Use of Credit Cards
8. Payments by Parents of Ākonga
9. Reimbursement of Expenses to Families
10. Reimbursement of Expenses to Staff
11. Use of BLENNZ facilities

## Supporting Documents:

[Link to MOE Website - Financial Information for Schools](https://education.govt.nz/school/running-a-school/school-finances/financial-information-for-schools/)

BLENNZ Policies Ratified by the Board:  Date: 25 May 2017