# Board of Trustees Policy: Financial Management (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Board of Trustees of the Blind & Low Vision Education Network NZ (BLENNZ) has responsibility under Section 75 of the Education Act 1989 for the management, organisation and administration of BLENNZ through:

* effectively managing BLENNZ’s financial resources and using them to achieve the goals set within the Charter and Strategic Plan;
* maintaining accountability for and control of BLENNZ’s financial resources;
* safeguarding the assets of BLENNZ for future generations of ākonga.

The Board retains primary responsibility for the overall financial management of BLENNZ in accordance with governance obligations. It may delegate some of its authority and responsibilities to Committees and staff, however in each of these cases it will retain an overseeing role.

The Board retains the following financial management responsibilities:

* approval of the finance policy;
* approval of all delegations;
* approval of the annual budget;
* approval of any expenditure in excess of budgeted levels.

In addition to this the Board will receive reports from the Finance Committee summarising performance against budget and any strategic issues that may affect BLENNZ’s finances for the remainder of the year.

## Policy Requirements:

1. The Finance Committee of the Board is delegated the responsibility for overseeing the day to day management of BLENNZ’s financial resources, commitments and obligations. The Committee will oversee the preparation of budgets, monitor the collection of revenue, monitor expenditure, and provide advice to the Board and to the Principal on financial matters.

2. The Principal will manage this policy on the Board’s behalf and ensure appropriate systems and procedures are in place to safeguard BLENNZ’s assets. The Principal, in conjunction with the Senior Management Team, will:

* prepare a set of objectives for financial expenditure in all areas of the BOT operations, and set attainable priorities;
* prepare a draft budget for each December BOT meeting; budget approval to be confirmed no later than each March BOT meeting;
* through the school’s Financial Service Providers, establish and operate a set of accounts;
* provide the Board with a monthly financial report, ensuring reports comply with legislation, authoritative accounting standards and generally accepted accounting principles;
* ensure that the Board’s Finance Committee is informed as soon as possible of any impending variations to anticipated expenditure. As a guide, this alert, should follow any divergence or anticipated divergence from the approved budget greater than 10% below or above the approved budget expenditure, or is of such significance that provision of services would be compromised.
* ensure the draft financial statements are provided to the auditor by 31 March;
* ensure audited financial statements are provided to the Ministry of Education by 31 May;
* review monthly expenditure and cash flow and report findings to the BOT Finance Committee including a detailed check of each Staff Usage and Expenditure (SUE) Report (payroll report) and the monitoring of any variance on each report received;
* establish and maintain clear procedures for funds expenditure and revenue operation including revenue received through fundraising;
* oversee the maintenance of the asset register;
* maintain appropriate accounting and purchasing procedures, and make recommendations to the Board on their implementation;
* not spend above or outside the approved budget without authorisation from the Board.

## Supporting Documents:

BLENNZ Charter

[MOE Website - School Funding and Financial Management](http://education.govt.nz/school/funding-and-financials/)

BLENNZ Board and Operational Policies

Ratified by the Board:  Date: 26 June 2020

Next Review: 2023