



# Policy – Financial Condition

Policy to support NAG 4 Financial and Property Management

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## Outcome statement

The school is financially viable and manages risks effectively.

## Scoping

The financial viability of the school must be protected at all times, and every practicable effort is made to eliminate the risk of theft or fraud.

## Delegations

The principal is required to ensure robust, clear procedures are in place and followed to safeguard the integrity of financial management.

## Expectations and limitations

The principal must ensure:

- unauthorised debt or liability is not incurred
- generally accepted accounting practices or principles are not violated
- tagged/committed funds are not used for purposes other than those approved
- more funds than have been allocated in the fiscal year are not spent without prior board approval
- all money owed to the school is collected in a timely manner
- timely payment to staff and other creditors is made
- unauthorised property is not sold or purchased
- all relevant government returns are completed on time
- no one person has complete authority over the school's financial transactions
- when making any purchase:
  - of over \$3,000, comparative prices are sought
- effective systems are in place to meet the requirements of the payroll system.

## Procedures/supporting documentation

## Monitoring

Monthly reports  
Payment Schedules  
Auditors reports

## Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and [the Financial Information for Schools Handbook \(FISH\)](#).

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Reviewed: May 2022

Next review: May 2025

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