



Policy – Sensitive Expenditure

Policy to support NAG 4 Financial and Property Management

Outcome statement

All expenditure is clearly linked to the business of the school and at no time provides unreasonable and personal benefit to any individual or group of individuals (staff or students).

Scoping

Expenses which may be considered to be beneficial only to individuals or small groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fundraising specific to that expenditure. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

Delegations

The principal is delegated day-to-day responsibility for ensuring that all expenditure is reasonable and does not give personal benefit to an individual or group.

Expectations and limitations

- Where expenditure may be beneficial to an individual or group of individuals the following will be taken into account prior to authorising this expenditure:
 - Does the expenditure benefit student outcomes?
 - Does the expenditure represent the best value for money? Is it in the budget? Frequency of expenditure?
 - Could the Board justify this expenditure to a taxpayer, parent or another interested party?
 - How would the public react if this expenditure was reported by the media?
 - Would there be perceived to be any personal gain from this expenditure?
- Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (eg. Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).
- 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 board.
- The Board has delegated responsibility for the implementation and monitoring of this Policy to the Finance Committee and the Principal.

Staff Travel

General Principles

- Travel expenses must relate directly to the School's business and provide clear benefits.
- Reimbursement is based on actual and reasonable costs.
- Staff should not face financial disadvantages due to work-related travel.

Authorisation

- No staff member may approve their own travel arrangements.
- Domestic travel must be authorised one level above the traveller (e.g., principal for deputy principal).
- All international travel should be authorised by the Board before it is commenced. A proposal must be put to the Board detailing the purpose of the trip, the expected benefit to the School, which will arise from the trip and an estimate of the costs of the trip. Board approval required before any bookings can be made.
- All international travel must be accompanied by standard travel insurance.
- At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board and the School of the trip.

Travel Standards

- Domestic and international air travel should be economy class unless exceeding 10 hours (business class may be considered).

Accommodation

- Good, not superior, accommodations are recommended.
- Staying privately allows reimbursement for koha or gifts, pre-approved by the School.

Vehicles

- Rental cars should be practical, not superior models.
- Taxis are reimbursable via receipts submitted through expense claims.

Reimbursements

- Only actual and reasonable business-related costs are reimbursed.
- Personal expenses (e.g., mini-bar, movies, personal calls) are not covered.
- Receipts are required for reimbursement, with exceptions under specific circumstances (e.g., lost receipts).
- The School will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the School did in no way incur additional expenditure.

Discretionary Travel Benefits

- Rewards from official travel (e.g., Airpoints) must be used for School purposes only.
- Travel by the most direct route is expected.

Procedures/supporting documentation

Annual Budget

Monitoring

Monthly reporting

Finance meeting

Legislative compliance

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

Reviewed: *November 2024*

Next review: *November 2027*
