



Policy – Financial Planning

Policy to support Financial and Property Management

Outcome statement

School resources are managed prudently, sustainably, and strategically to ensure resources are targeted where they make the greatest difference to outcomes for students. Financial planning will support the achievement of the school's Strategic Plan and Annual Implementation Plan while maintaining long-term financial sustainability.

Scoping

The Board has overall responsibility for the financial management of the school. The Principal is the day-to-day manager of the school and is responsible for achieving legislative requirements and the goals and priorities outlined in the Strategic Plan and Annual Implementation Plan within Board policy objectives.

Delegations

The Board delegates the day-to-day management of the school's finances and budget to the Principal.

The Principal, in association with the Finance Committee, is responsible for recommending an annual operating and capital budget to the Board within the timelines specified in the Finance Committee Terms of Reference.

Expectations and limitations

Budgeting shall not fail to reflect the Annual Implementation Plan, place the school in financial jeopardy, or fail to demonstrate an acceptable level of foresight.

The budget should:

- Reflect the outcomes sought by the Board.
- Reflect the priorities established through the Strategic Plan and Annual Implementation Plan.
- Comply with the Board's requirement for a balanced budget.
- Demonstrate an appropriate degree of conservatism in all estimates.
- Consider financial risks and long-term sustainability.
- Provide for the maintenance and replacement of school assets.

The school will not undertake speculative investments or financial arrangements that place school funds at unnecessary risk.

All cash or cash-equivalent assets will be held in low-risk banking institutions approved by the Board.

The school will not enter into agreements where:

- The contractual commitment exceeds one year without Board approval.
- The total financial commitment exceeds the delegated authority levels approved by the Board.
- The arrangement exposes the school to undue financial or counterparty risk.

The Board will maintain an appropriate level of cash reserves to provide for operational continuity, unforeseen events, and future strategic priorities. The Board will manage its financial position so as to maintain an uncommitted cash reserve of no less than \$150,000. This cash reserve is to be measured as the net cash balance of all term deposit and cheque accounts held with the school's bank.

Procedures/supporting documentation

Annual budget

Monitoring

The Principal is responsible for providing regular financial reports to the Board and demonstrating compliance with the approved budget.

Where there is non-compliance, significant variance, or emerging financial risk, recommendations for corrective action will be reported to the Board.

Monitoring will include:

- Monthly financial reports
- Budget variances
- Cash reserve position
- Capital expenditure
- Progress against strategic priorities

Legislative compliance

Education and Training Act 2020

Financial Information for Schools Handbook (FISH)

Ministry of Education Financial Management Guidance

Audit New Zealand requirements

Reviewed: May 2026	Next review: May 2029
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