Kiwi Park School  
Finance Policy  
Supplementary Schedule of Responsibilities

Adopted by the Board of Trusteeson 31 October 20XX

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School’s Schedule of Delegations, and when carrying out these tasks members, staff, contractors and volunteers must not exceed the authority delegated to them via their memorandum of delegation.

**Banking and cash handling**

|  |  |
| --- | --- |
| **What** | **Who** |
| Opening mail and receipting the cash and cheques received | Office assistant |
| Receipting of all student cash received | Office assistant |
| Verification of canteen daily takings with till tapes | Office supervisor |
| Preparation of banking | Office assistant |
| Signature of bank deposit | Office supervisor |
| Deposit of banking | Office supervisor |
| Reconciliation of daily receipts with banking | Executive officer |
| Periodic bank reconciliation | Executive officer |
| Certification of bank reconciliation | Accounting service provider |
| Custody of cash and cheques | Executive officer |

**Petty cash**

|  |  |
| --- | --- |
| **What** | **Who** |
| Authorising reimbursement of petty cash claims/vouchers | Office supervisor |
| Reconciling petty cash balance | Executive officer |
| Signing petty cash top-up cheque | Principal and a Board member |

**Purchases and payments**

|  |  |
| --- | --- |
| **What** | **Who** |
| Raising purchase orders – paper, phone or internet | Budget holders |
| Verifying receipt of goods or services | Budget holders |
| Approval of invoices for payment | Executive officer |
| Signing cheques/approving bank payment | Principal and a Board member |

**Investments**

|  |  |
| --- | --- |
| **What** | **Who** |
| Transfer to and from general, at-call and term deposit accounts | Executive officer |
| Reconciliation of transfers | Accounting service provider |

**Accounting system**

|  |  |
| --- | --- |
| **What** | **Who** |
| Accounting systems daily back-up | Executive officer |
| Weekly off-site back-up storage | Executive officer |
| Monthly history file back-up | Accounting service provider |
| Annual archive back-up safe deposit | Principal |

**Payroll**

|  |  |
| --- | --- |
| **What** | **Who** |
| Check of fortnightly SUE report | Executive officer/principal |
| Reconciliation with bank debit with errors followed up | Executive officer |
| Verification of SUE reconciliation report and bank debit | Principal |
| Attendance fee voucher certification | Executive officer |
| Staff expense claim – voucher approval | Executive officer/principal |

**Income**

|  |  |
| --- | --- |
| **What** | **Who** |
| Preparation of receivables invoices | Office assistant |
| Certification of invoices | Office supervisor |
| Reconciliation of receivables ledger | Executive officer |
| Verification of reconciliations | Accounting service provider |
| Debt write-off approvals | Principal |

**Fixed assets**

|  |  |
| --- | --- |
| **What** | **Who** |
| Fixed asset purchase approval | Board |
| Fixed asset purchase order approval | Principal |
| Fixed asset delivery acceptance check | Curriculum leader |
| Fixed asset invoice certification | Executive officer |
| Fixed asset voucher certification | Principal |
| Fixed asset register update | Executive officer |

Signed by the principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name)

on the……day of………..20XX