

# NAG 4—Finance and Property

## Sensitive Expenditure Policy

### Rationale

The Board of Trustees has a responsibility to ensure that all expenditure is clearly linked to the business of the school and acknowledges that at times there are expenses which may be considered to be beneficial to small groups or individuals.

### Purpose

To establish systems and procedures in accordance with Ministry of Education financial guidelines and reporting requirements to ensure that expenditure does not provide inappropriate personal benefit to any individual or group of individuals, including students, parents, staff or trustees.

### Guidelines

- a) Where expenditure may be beneficial to an individual or group of individuals, the Principal must consider the following prior to authorising the expenditure:
  - the expenditure must benefit student outcomes
  - the expenditure must represent the best value for money
  - the expenditure must be budgeted for
  - the Board must be able to justify the expenditure
  - consider public reaction if the expenditure were reported in the media
  - establish if there is any perceived personal gain from this expenditure
- b) Third parties, such as corporate donors or charities that donate money used as sensitive expenditure must be informed of the purposes for which the funds are used.
- c) All expenditure incurred on behalf of individuals or group of individuals must be fully accounted for.

Adopted	November 2018
Chairperson	
Review date	November 2021