



GOVERNORS BAY SCHOOL

Resources Procedure

Objectives:

To allocate funds to reflect the school's priorities as outlined in the Charter.

To monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.

To comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

In order to meet these requirements, the Board of Trustees develops and implements:

- Procedures for monitoring and spending monies
- Annual account auditing
- Annual budget
- Monthly financial reporting
- Asset register and replacement programme
- Procedures for resourcing property
- School bus transport programme
- Monthly property reporting
- Fee paying students (Refer MOE guidelines)
- School donations refer financial planning procedures

Through the development and implementation of sound resourcing procedures and programmes, the BOT ensures Governors Bay School has the highest possible quality of human and physical resources.

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / ____	<i>BOT REVIEW</i>	<i>September 2011</i>
	<i>NEXT REVIEW</i>	<i>September 2014</i>	