

Ross Intermediate School

TE KURA WAENGA O ROSS

POLICY STATEMENT - DRAFT

4.4 Policy – Sensitive Expenditure

Rationale:

Accounting for all expenditure in the school is an important process. Recognising that some times expenditure can be deemed to be sensitive and require a closer scrutiny is important to operating in a transparent manner.

Definition of Sensitive Expenditure:

Sensitive Expenditure is any expense incurred by the school that may be deemed to have a personal benefit to an individual or group of individuals.

Conditions:

1. Where staff are representing the school at conferences or Professional Development opportunities there will be no allowances or funds allocated for alcohol purchases.
2. The NZEI Meal Allowance for staff is \$11.56. The Board recognises that this is not a realistic figure and will always provide an appropriate meal for a staff member for the following circumstances:
 - Parent Teacher Conferences*
 - Open Evenings or evening meetings with Parents where staff are requested*
 - Attendance at Conferences*
3. All spending relating to sensitive expenditure will be reported and tabled in minutes of the Finance Meeting.

Recognition of the Efforts of Staff:

Ross Intermediate are fortunate to have a staff that are supportive and hard-working. As a Board we like to recognise this.

The Board of Trustees will contribute the following maximum amounts at the end of the term recognising the efforts and the service of staff over that term. Funds will be paid into a Staff Social Club. The Social Club have the discretion to spend as they see fit.

- End of Term 1 - \$250.00
- End of Term 2 - \$250.00

- End of Term 3 - \$250.00
- End of Term 4 - \$500.00

The Board may also choose to fund a staff function at any stage during the year for staff, BOT and partners.

RATIFIED: 3/8/2010

Skye Kimura
CHAIRPERSON