



NAG 4 – FINANCE AND PROPERTY POLICY

RATIONALE:

In order to maintain quality financial and physical resources the Board of Trustees needs to develop and implement sound resourcing procedures and administrative guidelines.

PURPOSE:

Ensure that there are quality reporting and resourcing procedures so that the Board of Trustees can allocate funds and initiate projects to reflect the school's priorities.

GUIDELINES:

According to legislation on financial and property matters, each board of trustees is required in particular to:

1. Allocate funds to reflect the school's priorities as stated in the charter;
2. 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; and
3. 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 fulfil the policy, the board and management have developed, and will regularly review, the following procedures, guidelines and supporting documents associated with Finance and Property:

Procedures

- [Financial Management](#)
- [Credit Card](#)
- [Theft and Fraud](#)
- Sensitive Expenditure
- Fuel Card
- [School Bus](#)
- [School Bus Schedule of Maintenance](#)
- [Casual Bus Drivers](#)
- [School Bus Driver](#)

Supporting Documents

- 5 Year Agreement
- 10 Property Plan
- Budget

Signed:

Chairperson Board of Trustees

Date:

Triennial review date: February, 2016