



## MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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### FINANCE POLICY

#### LEGISLATION

Education Act (1989)  
National Education Goals (1993)  
National Administration Guidelines (1993)  
Public Finance Act (1985),

**Memorandum of Understanding** with He Matariki Teen Parent Unit

#### FOCUS

Support student achievement through implementation of National Administration Guideline 4.

#### ADDITIONAL POLICIES

Employment, Fixed Assets, Town Bus, TPU Host School

#### REQUIREMENTS

**The board, through its Principal ensures that it:**

- **manages school finances effectively**  
through its annual budget and long-term strategic plans
- **implements 5 and 10 year finance plans**  
through robust systems and procedures
- **tables an annual report and audited financial statement at the end of the financial year**  
consistent with Government Annual Reporting Guidelines, and available for public scrutiny

**The board, through its Principal, ensures that option and subject fees** are charged to any student taking part in an option or subject which requires more than the normal school funding available, to offset student consumables:

- option and subject fees are set at the end of each school year;
- they are included in all stationery lists handed out to current and new students;
- they are required to be paid within the first six months of the school year;
- regular accounts will be sent out, with option to pay by instalment;
- it is at the discretion of the Principal whether materials and/or finished products are withheld if the option fee is not paid.

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The above policy was reviewed and mandated by the Board of Trustees on 7<sup>th</sup> April 2016.  
This policy is next to be reviewed during Term 2 2018.

Chairman of the Board of Trustees:  (signature)  
Susan Henderson

Date signed: 7-4-16

# **FUNDRAISING PROCEDURES**

## **FOCUS**

Various groups within the school system (eg classes, sports groups) are able to fundraise to raise money to support educational achievements (eg travel to off-site educational events)  
Equity no student may be excluded because of financial difficulties at home.

## **GUIDELINES**

**The board, through its business manager, ensures that any fundraising venture**

- must be notified, planned and approved in advance by the Principal
- is in the first instance discussed with the Principal
- is then researched (consult students, term planner, staff) & a plan drawn up (format below)
- submitted to the Principal for approval
- once approved, is advertised and organised with minimal disruption to classes
- money raised is receipted through the school accounting system; and
- the amount raised, and its use, reported in a school newsletter with thanks to supporters

**Formal applications for external funds (eg pub charities)**

- must be arranged through and signed off by the Principal in advance of the money being required (in case the application is declined)
- outcomes reported to the Principal, and in the school newsletter when applicable

## **FUNDRAISER APPLICATION**

**PURPOSE** \_\_\_\_\_

**TARGET** \$ \_\_\_\_\_ **TIMING** \_\_\_\_\_

**METHOD** \_\_\_\_\_

**GEAR** \_\_\_\_\_

**HELPERS** \_\_\_\_\_

**CONSULTATION TO DATE**

*students (eg class – group - year level?)*

\_\_\_\_\_  
*term planner (what else is on that week?)*

\_\_\_\_\_  
*staff (individuals- syndicate - whole staff?)*

**Signed:**

**Principal** \_\_\_\_\_ **Senior Manager** \_\_\_\_\_

**Condition(?)** \_\_\_\_\_