

Hauraki Primary School
Policy Document

Curriculum Expenditure

Rationale

To support the concept of self-managing schools, it is essential that teachers with areas of curriculum responsibility be accountable for the delivery and cost of delivery of that curriculum.

Purpose

- To put in place effective management systems to monitor curriculum expenditure.
- To provide adequate financial resources to support the delivery of learning.
- To provide opportunity for staff to fully manage their curriculum areas.

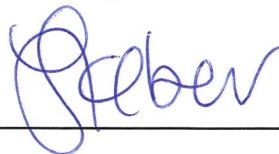
Guidelines

1. In October or early November of each year, teachers with areas of responsibility will identify curriculum objectives for the following year and the resources required to meet the objectives. Based on these objectives and required resources, a budget for the area will be prepared and submitted for review by the Hauraki School Board (the Board).
2. Once the budget has been approved by the Board, teachers with areas of responsibility will be informed and order books issued.
3. The annual budget is to be approved by the Board by the end of February each year, so that curriculum leaders can begin spending their budgets.
4. Order books will be managed in accordance with procedures set down in Appendix 1.
5. All expenditure will be processed through the school Office.
6. All items with a capital expenditure of \$1,000.00 or more are to be entered into the Asset Register.

Approval and review

7. No variations of this policy or amendments to it can be made except with the unanimous approval of the Board.
8. This policy will be **read annually** by the Board and **reviewed triennially** together with other Finance policies.

Signed: _____



Date: _____

17/5/2024

Presiding Member of the Board

Review Date: _____

Term 2 2027

Appendix 1

Completion of Order Form

- It is essential that order forms for all items of expenditure for your area of curriculum responsibility are completed. This needs to be done at the same time as ordering.

- **Your order form should include:**

The date

Budget name

The supplier

Full details of item ordered

Your signature

- The top copy goes to the office and the second copy is left in the book. If you collect an order yourself, please advise the office; if you need reimbursement, please make a note on the order form (including price, G.S.T incl/ excl), and submit a tax invoice to substantiate the claim.
- NO curriculum area is to go over budget, and any amounts over \$500.00 must receive authorisation from the Principal prior to purchase.
- Should you send anything in for repair, an order form must be completed at the time of sending the item in. It is part of the curriculum leader's responsibility to chase up the item if it does not turn up within a reasonable time frame.
- Last day for curriculum orders is end of October each year.
- Any queries regarding receipt of goods direct to the School Secretary.