

Hauraki Primary School

Policy Document

Gifts

Rationale

The Hauraki School Board (the Board) is responsible for the financial management of the school. All funds under the control of the Board are public funds and must be well managed, with all expenditure clearly linked to the business of the school.

Purpose

We have procedures in place to ensure that gifts given to and received by staff are handled appropriately. Our procedures enable us to:

- comply with our financial responsibilities to spend public funds appropriately and justify any expenditure to a taxpayer, parent, or other interested party.
- ensure staff are not placed under a real or perceived obligation by accepting gifts.

Guidelines

Gifts given to staff

1. Hauraki School acknowledges the significant contributions, achievements, and life events of our staff, and from time to time will give gifts.
2. All gifts will be purchased through the school's normal purchase procedures and the principal has delegated responsibility for managing this process. The principal will exercise discretion to ensure that the value of gifts given to staff are reasonable and appropriate, in line with the Sensitive Expenditure policy.

Gifts received by staff

3. Many teachers receive gifts at the end of year based on collections and donations from all, or a majority of, class families. While the value of these gifts may be large, they are not considered to be of concern as they are generally a collection of smaller family donations.
4. Throughout the year, gifts should not be accepted if a staff member feels that they might be placed under a real or perceived obligation by accepting the gift. Staff members should discuss any large or valuable gifts with the principal or presiding member, as appropriate.
5. Cash gifts must always be declined by a staff member.

Gifts received by the Board

6. Board members must always decline gifts offered for acting on the Board.
7. The Board may exercise its discretion to accept or decline gifts on behalf of the school.

Approval & Review

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

Signed: _____

Greber

Date: _____

2/7/24

Presiding Member of the Board

Review Date: _____

Term 2 2027

Related policies

- Sensitive Expenditure