

# Hauraki Primary School Policy Document

## Curriculum Expenditure

### Rationale:

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

### Purposes:

- 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 Board of Trustees.
2. Once the budget has been approved by the Board of Trustees, teachers with areas of responsibility will be informed and order books issued.
3. The budget is to be approved by the end of February each year.
4. Order books will be managed in accordance to procedures set down in Appendix 1.
5. All expenditures will be processed through the School Office.
6. All items with a capital expenditure of \$500.00 or more are to be entered into the Asset Register.

Signed: *A. Admell*

Date: 14/12/14

Chairperson of Board of Trustees

Review Date: Term 4, 2017

## 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 supplier, the second copy to the office, and the third 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 leaders 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.