



# Papakaio School



## 409 Fraud Procedure

**Purpose** - This is a procedure that guides how spending is controlled and monitored to prevent fraud.

The following procedures are in place

**Budget** - A draft budget is prepared each December by the Principal and a Board Member responsible for financial oversight. This is to be presented to the Board for ratification in the February Meeting. This is then communicated to School Support for tracking expenditure.

**Invoicing** - All invoices sent from school are kept in the office in a labelled folder. Payments are checked by the secretary each fortnight. Overdue or unpaid invoices are reported to the Principal.

Students incurring debt are invoiced through the school SMS.

Each month payment and outstanding accounts are reviewed by the principal and a report on extraordinary issues is presented to the BoT with the financial reports.

**Credit Card** - The Principal has a school credit card and all purchases are to be matched against till receipts or online payment forms. Where expenditure seems of a personal nature this is explained to the BoT Chair who checks it each month.

**Cheque Book** - No cheques can be signed without the payee and amount written in. Two of the following must sign the cheque, Principal, DP or Secretary.

**Purchase Orders or Shop Accounts** - People placing orders or purchasing on the school's behalf must sign for the purchase. When the invoice comes to the school, it is checked with the purchaser, ratified by the principal and sent to School Support for payment.

The school cannot pay any invoice not correctly addressed to the school.

If an invoice is not ratified by the principal or in his absence the DP it cannot be paid.

Note nobody can ratify a payment that will benefit themselves directly, e.g. the BoT Chair must sign off all invoices/reimbursements for the Principal or his family.

**Petty Cash** - We do not have petty cash at school. Any cash payments made to the school are receipted and kept in a locked drawer in the office. Banking is done as needed.

**Staffing** - The SUE Report is reviewed and checked for valid employees and accurate hours each pay by the Principal and the Payroll Officer (School Secretary) and once it is checked it is signed off and sent to School Support.

**Access to Bank Accounts** - Direct payments must be made through ESS and have authorisation from two signatories in accordance to authorisation outlined in Policy 401.

**Asset Management** - An asset register is kept to track and manage acquisition and disposal of assets.

**Audit** - Each year the school is audited by a professional and recognised accounting firm.

Policy written in June 2017  
Review is due June 2018

Signed \_\_\_\_\_