



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

FINANCE POLICY
Supplementary Schedule of Responsibilities

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's Schedule of Delegations, and when carrying out these tasks' members, staff, contractors, and volunteers must not exceed the authority delegated to them via their memorandum of delegation.

Banking and cash handling

What

- Opening mail and receipting the cash and EFTPOS transactions
- Receipting of all student cash received
- Preparation of banking
- Checking of banking preparation
- Signature of bank deposit
- Deposit of banking
- Reconciliation of daily receipts with banking
- Periodic bank reconciliation
- Certification of bank reconciliation
- Custody of cash (safe)

Who

Executive Officer and Office Administrator
Executive Officer and Office Administrator
Executive Officer
Office Administrator
Executive Officer
Executive Officer
Executive Officer
Executive Officer
Accounting service provider
Executive Officer

Petty cash

What

- Authorising reimbursement of petty cash claims/vouchers
- Reconciling petty cash balance
- Signing petty cash top-up

Who

Executive Officer and Principal
Executive Officer and Accounting service provider
Executive Officer and Principal

Purchases and payments

What

- Raising purchase orders
- Verifying receipt of goods or services
- Approval of invoices for payment
- Approving bank payment

Who

Executive Officer, Principal, Technology Staff, Caretaker
Executive Officer, Technology Staff, Classroom teachers, Caretaker
Principal, Presiding Member
Principal and Presiding Member

Investments

What

- Transfer to and from general, on-call and term deposit accounts
- Reconciliation of transfers

Who

Executive Officer and Principal
Accounting service provider

Payroll

What

- Check of fortnightly SUE report
- Reconciliation with bank debit with errors followed up
- Verification of SUE reconciliation report and bank debit
- Staff expense claim

Who

Executive Officer, Principal, Presiding Member
Executive Officer, Principal
Executive Officer, Principal
Principal, Presiding Member

Income

What

- Preparation of receivables invoices
- Certification of invoices
- Reconciliation of receivables ledger
- Verification of reconciliations
- Debt write-off approvals

Who

Executive Officer
Executive Officer
Executive Officer
Accounting service provider, Principal
Principal

Fixed assets

What

- Fixed asset purchase approval
- Fixed asset purchase order approval
- Fixed asset delivery acceptance check

- Fixed asset invoice certification
- Fixed asset voucher certification
- Fixed asset register update

Who

Board, Principal
Board, Principal
Executive Officer, Technology Staff, Classroom teachers, Caretaker Curriculum leader
Executive Officer
Principal
Executive Officer, Principal, Accounting service provider

Ratified by Board: 4 December 2023

Next Review: December 2026
