



## Introduction

1. The Board of Trustees has a responsibility to ensure that all expenditure of board funds is clearly linked to the business of the school and that no individual or group of individuals (staff or pupils) gains unreasonable and/or personal benefit from those funds.
2. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

## Sensitive Expenditure<sup>[TK1]</sup> Definition

Sensitive expenditure is:

1. Expenditure by the School that provides, has the potential to provide, or has the perceived potential to provide a private benefit to an individual staff member, board member or student of the School that is additional to the business benefit to the School. For example, international travel, expenses that utilise funds raised from the public
2. Expenditure by the School that could be considered unusual when the School's purpose and/or functions are considered.

## Private Benefit

At times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals, such as expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals. Any such expenditure will be scrutinised before approval by the Principal or if relating to the Principal, by the Board (refer Delegations Authority Policy<sup>[TK2]</sup>).

## Funds Raised for a Particular Purpose

Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (eg. Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved<sup>[TK3]</sup>).

## Authorising Sensitive Expenditure

The board requires the Principal to take account of the following principles prior to authorising special expenditure which may be beneficial to an individual or group:

- Does the expenditure benefit student outcomes?
- Does the expenditure represent the best value for money?
- Is it in the expenditure budget?
- Could the board justify this expenditure to a taxpayer, parent or other interested party?
- How would the public react if this expenditure was reported by the media?
- Would there be, or perceived to be, any personal gain from this expenditure?
- Does this expenditure occur frequently?
- Authorisation is as per Delegations Policy.

### Documentation and Reporting

All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for and a separate income statement for management reporting purposes showing all funds raised and expenditure incurred will be provided to the Board Finance Committee.

<b>BOARD OF TRUSTEES</b> Board copy of the Policy to be signed by the Board Chairperson	
<b>Name</b>	
<b>Position</b>	
<b>Signed</b> on behalf and with the authority of the Board	Original signed by Board Chair
<b>Date</b>	April 2020
<b>Next Review</b>	May 2023