

SENSITIVE EXPENDITURE POLICY

RATIONALE:

This policy details school expenditure which is budgeted for but can be considered as sensitive but important for a high performing organisation.

Definition of "Sensitive" provided by the Auditor-General: "Spending by a public entity that could be seen to give some private benefit to a staff member, such as overseas travel, can be controversial. We call this type of spending "sensitive expenditure".

POLICY:

TRAVEL COSTS (Airmiles, accommodation, incidentals)

	Item	Budget Limit		Rationale	Authorised by
1	A Manager's travel overseas to recruit international students.	\$90,000	6 Trips Typical allocation	Overseas Marketing.	BOT (Annual Budget)
2	Principal's travel overseas to promote the school to international students.	\$10,000	1 Trip	Overseas Marketing.	BOT
3	Principal's travel overseas to promote a special aspect of the school.	\$10,000	1 Trip	Overseas Marketing.	BOT
4	An assistant's travel overseas accompanying a manager	\$8,000	1 Trip	To assist at an international student recruitment fair.	BOT (Annual Budget) Else, BOT, Special
5	Overseas study/travel scholarships to several teachers each year.	\$18,000		Allowing staff to access professional development which is beyond the norm.	BOT (Annual Budget)
6	A teacher's travel overseas accompanying a sports team.	\$8,000	1 Trip	This situation can occur when a team is too small in number to sustain the cost of teacher accompaniment. Usually the cost of accompanying adults is distributed across all the students.	BOT

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Continued /... TRAVEL COSTS (Airlines, accommodation, incidentals)

	Item	Budget Limit		Rationale	Authorised by
7	Airfares and accommodation costs for teachers accompanying students (to say Wellington) to receive awards.	\$2,000	2 Teachers	This is where it is in the interests of the school to have a staff member accompany a student or small group of students to an event, usually an awards ceremony/prizegiving. It can provide acknowledgement and presence for the individual teacher and our school.	Principal

GIFTS

	Item	Budget Limit		Rationale	Authorised by
1	A bottle of wine from the Principal to a staff member in appreciation of additional work done or a job well done.	\$200	6 Times	Treating staff as valued professionals and acknowledgement of the giving of extra time/energy or achieving success that benefits the school. We want the best staff and we need to demonstrably value them.	Principal (included in Annual Budget)
2	A bottle of wine given periodically (say fortnightly) to the best performing teacher of a school-wide programme or project.	\$300	20 Times	Treating staff as valued professionals and acknowledgment of performance in areas of strategic initiatives or critical performance for the school.	Principal (included in Annual Budget)
3	A gift of around \$25 in value given periodically (say fortnightly) to the best performing teacher of a school-wide programme or project.	\$500	20 Times	Treating staff as valued professionals and acknowledgment of performance in areas of strategic initiatives or critical performance for the school.	Principal (included in Annual Budget)
4	Fuel vouchers (up to say \$200 in value) from the Principal to a staff member in appreciation of additional work done or a job well done.	\$600	3 Times	Treating staff as valued professionals and acknowledgement of the considerable extra work and time that has been given to the school. The value of the time given being majority in excess of \$200.	Principal (included in Annual Budget)
5	A gift voucher from the Principal to a staff member, to have dinner with partner (up to say \$200 in value) in appreciation of additional work done or a job well done.	\$1,000	5 Vouchers	Treating staff as valued professionals and acknowledgement of the considerable extra work and time that has been given to the school. The value of the time given being majority in excess of \$200.	Principal (included in Annual Budget)

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Continued /... GIFTS

	Item	Budget Limit		Rationale	Authorised by
6	Gifts to Overseas Marketing Agents, Parents (\$20-\$300 in value, average \$50 per gift) in appreciation of additional work done	\$4,000	80 Gifts	Overseas Marketing	Board of Trustees (Annual Budget)
7	Staff Gifts: \$10 per year of service to maximum of \$300.	\$300		Acknowledgement of service to the school.	Principal (included in Annual Budget)

ENTERTAINMENT/MEALS

	Item	Budget Limit		Rationale	Authorised by
1	Food and wine cost of the year-end staff Christmas function.	\$6,000	1 Function	BoT "thank you" for the staff and acknowledgement of their high level of performance.	BOT (Annual Budget)
2	Food (e.g., pizzas) provided to students after sports practice.	\$600	20 Instances	Acknowledgement and building team/group culture. Also where students are asked to stay at school, across the dinner period, to help with school business, e.g., prefects helping with an information evening.	Teacher in Charge (within Annual Budget). See below *
3	Food provided to staff on special occasions (e.g., term-end staff meeting).	\$900	6 Times	To support and develop a positive and caring staff culture.	Deputy Principal (in Annual Budget)
4	Food provided to teachers at regular faculty meetings (say 8 teachers per faculty x 12 faculties meeting monthly).	\$2,400	120 Meetings	To support and develop a positive and caring staff culture.	HOFs (in Annual Budget)

USE OF PRIVATE ASSETS

	Item	Budget Limit		Rationale	Authorised by
1	Contribution towards the cost of repairing equipment damaged during use at school.	\$500		Where there has been genuine use of private equipment to improve learning outcomes of our students, and all care and responsibility has been exercised. Not for items covered by insurance, although a contribution to the excess may be made.	Principal
2	Purchase of phone credit to allow texting (to students involved in sports teams) using teacher's private mobile phone.	\$800	\$40 per Term x 5 Teachers	To facilitate useful and effective communication, as recommended and managed by AP Sport.	Business Manager

MISCELLANEOUS PAYMENTS

	Item	Budget Limit		Rationale	Authorised by
1	Payments to sports umpires, coaches, selectors.	(Example Netball) Per Code: \$50,000 per year		To provide the best possible coaching, umpiring, selections for our students.	Director of Sport (In Annual Budget)
2	Gifts given to sports coaches/managers at season-end (say 20 persons x \$100).	\$2,500	Per Year	To value our volunteers and acknowledge the time, expertise and energy they have given.	Sports Coordinator (In Annual Budget)
3	Payment of an invoice from a teacher for after school tutoring of students with poor English.	\$1,000	Per Term	Provision of a service desired by the school for International students.	Dean, International (In Annual Budget)

- Cost of food supplied after practices and payments for umpires etc., is generally met from Fees Paid by Students for the Code.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
9/2010		2/11/10	By Rob Gosling, Chairperson
23/10/12	4/12/12	5/2/13	By Robyn van der Sande, Chairperson
2/2/16	1/3/16	12/4/16	By Robyn van der Sande, Chairperson