



BOARD OF TRUSTEES

ASSET & FINANCIAL MANAGEMENT POLICY

This policy documents how the Nayland Primary School Board of Trustees will ensure that it meets its obligations under National Administration Goal 4 to :

- i. allocate funds to reflect the school's priorities as stated in the charter;
- ii. monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;
- iii. comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students

The Board of Trustees will develop and implement the following guidelines :

- 4.01 Budget Formation
- 4.02 Financial Controls
- 4.03 Fundraising
- 4.04 Property Management and Development
- 4.05 Property Maintenance
- 4.06 Sensitive Expenditure
- 4.07 Sponsorship
- 4.08 Travel
- 4.09 Use of School Facilities
- 4.10 Schedule of Delegations

This policy was formally adopted by the Nayland Primary School Board of Trustees on 3rd May 2018.

Signed

**Catherine McLellan
Deputy Chairperson, Board of Trustees**