



MARIST CATHOLIC SCHOOL

PROCEDURE: **Entertainment Expenditure**

The board of trustees ensures that expenditure on entertainment incurred by the school must clearly be linked to the business of the school and has delegated responsibility to the principal, assisted by administration staff, for the management of this expenditure.

The school may incur costs of this nature through:

- social functions, such as internal functions, representing the school socially, relationship building and providing hospitality to people in the course of school business.
- meetings, conferences, seminars, etc.

This expenditure must be monitored, and linked to the business of the school. The amount spent must be shown to be reasonable and appropriate.

In selecting venues and catering the school takes into account the nature of the event, total cost, and quality required. Alcohol should only be purchased for social functions, as appropriate, and served according to our host responsibility guidelines.