



MARIST CATHOLIC SCHOOL

PROCEDURE: **Gifts**

The board of trustees ensures that expenditure on gifts incurred by the school is clearly linked to the business of the school. The board has delegated responsibility for the implementation and monitoring of this process to **the principal**.

- The value of gifts to be presented to staff on leaving the school is appropriate and reasonable reflecting the staff member's contribution to the school.
 - **Gifts for Staff**
 - At Marist Catholic School we like to acknowledge the significant achievements and events of our team members.
 - Staff arrange collections as required, and team members donate as they wish.
 - **Staff leaving**
 - The board of trustees contributes a gift for staff members who leave. The value of the gift should be reasonable and reflect the staff member's contribution to the school.
- All gifts are purchased through the school's normal purchase procedures.
- A register of all gift purchases is maintained, including what was purchased, costs, and recipients. The board reviews this register periodically.
- The cost of a gift should be reasonable and appropriately reflect the benefit received.
- If the gift is to be given during travel, then the staff member should receive authorisation for the value of the intended koha/gift before the travel.

Receiving gifts

Gifts should not be accepted if there is concern that acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.

- If gifts received are small and of little value (under \$100), then the recipient may keep the gift.
- If the gift is larger and more valuable, then the recipients must advise the board of the gift. The gift will be given to the school to use unless the board agrees to an exception to this policy.
- If the gift arises from an employee's role as an employee of the board, then the gift remains the property of the board. Receipt of the gift should be declared to the principal.
- A formal register of gifts must be kept if the gift is obviously in excess of \$100 in value or is attractive in nature. Gifts regarded as attractive in nature include jewellery, watches, and electronic items