



MARIST CATHOLIC SCHOOL

PROCEDURE: **Sensitive Expenditure**

The Marist Catholic School board of trustees ensures 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 students), gains unreasonable and/or personal benefit from those funds. All funds under the control of the board are automatically public funds, including fundraising, locally raised funds, and any international student income.

At times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals, such as travel expenses (especially international travel), or koha, gifts and other payments to individuals. Any such expenditure will be carefully scrutinised by the board before approval and may require appropriate and specific fundraising. The board also refers to its travel policy in considering this expenditure.

Funds raised for specific expenditure which may benefit individuals or groups of individuals are raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (e.g., charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

Authorising sensitive expenditure

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

- Would the expenditure benefit student outcomes?
- Is it the best value for money?
- Is it in the 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?
- Does there appear to be any personal gain from this expenditure?
- Does this expenditure occur frequently?

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.