

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	



IN CRUCE SALUS

# HOLY CROSS HIGH SCHOOL

## FINANCE POLICY

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:      Approved		Digital Copy: Finance Policy.docx	

<b>CONTROLS OBJECTIVES</b>	<b>CONTROL ACTIVITIES</b>
<p>A. <i>PRINCIPLES OF RESPONSIBILITIES AND ACCOUNTABILTTY</i></p>	<ol style="list-style-type: none"> <li>1. The BOG has the mandate to commit funds for expenditure and has mandated the finance subcommittee with such responsibility as per the mandate limits approved by the BOG</li> <li>2. The principal and vice principal are to approve and monitor all expenditure within the institution (except to them personally) per the mandate guideline set out in the “mandate schedule”</li> <li>3. Regular monthly reporting of consolidated financial reports as determined by the Treasurer and / or BOG to be submitted to the finance subcommittee and at least bi-monthly to the BOG or as required by the BOG.</li> <li>4. Expenditure must remain within the approved budget and be for the purposes intended. Any deviation from the approved budget must be recommended by the finance subcommittee for final approval per the mandate schedule or by the BOG.(The Treasurer will</li> </ol>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

	<p>determine if a “special meeting” or email communication will be required to obtain the required approvals)</p> <ol style="list-style-type: none"> <li>5. The principal and vice principal are ultimately responsible for the control of financial management (day to day) of the institution with the support and guidance of the finance subcommittee.</li> <li>6. No one individual may be the sole signatory for authorizing expenditure. Expenditure will always be authorised by the 2 members of the management team approved by the BOG</li> <li>7. Wherever possible payments must be effected via electronic banking.</li> <li>8. The Principal, Vice principal or nominated individual/company as approved by the finance sub-committee is the sole custodian of petty cash</li> <li>9. Professional registered auditors, (appointed annually at the AGM, upon recommendation by the Finance Sub-Committee and as approved by BOG) audit the finances and accounting and any other related documents. They will fulfil their audit requirements</li> </ol>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:      Approved		Digital Copy: Finance Policy.docx	

	<p>independently of any school body and act in accordance with their professional accounting standards as prescribed by the regulatory accounting body appointed by the Minister of Finance.</p> <p>10. The financial year end will be 31 December each year and annual financial statements are produced by the auditors as stipulated in the constitution. The BOG may request additional audit work to be completed if this does not form part of the annual independent audit.</p> <p>11. A finance organogram is recommended on an annual basis by the finance sub- committee for final approval by the BOG.</p> <p>12. The appointed Treasurer or his nominee will be the official financial spokesperson on behalf of the organisation in respect of auditors or related parties.</p>
<p><b>B. HUMAN RESOURCES/ADMINSITRATION/PAYROLL</b></p>	<p>1. The HR subcommittee, in consultation with any forum or body aligned to the salary determination process as well as the Finance Sub-Committee, will recommend annual staff remuneration package increases or any other related</p>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

	<p>benefit increases to BOG.</p> <ol style="list-style-type: none"> <li>2. The principal and management team will be guided by the HR subcommittee and Finance Sub-Committee at all times wrt employment contracts where a signature is required on behalf of the school.</li> <li>3. All salary-related payments to the institution's staff must be paid via the salary system and be recorded as per legislative requirements.</li> <li>4. A mandate i.r.o .expenditure limits (per the mandate schedule attached) are provided to the management team and approval/decline/review thereof resides with the finance subcommittee.</li> <li>5. Monthly salary advices are to be provided to all staff and salary schedules reconciled monthly and signed off by the principal or vice principal</li> <li>6. All related financial documents must be stored for 15yrs</li> <li>7. All staff claims are to be authorised by the Principal/Vice Principal as per the guidelines recommended by the finance subcommittee and approved by BOG</li> <li>8. All ad hoc claims</li> </ol>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

	<p>parameters and any deviation may only be approved by the finance subcommittee as per the mandate schedule.</p> <p><b>9.</b> All claims/invoices related to staff expenses must be accompanied by original proof of purchase. If none is obtainable, a full written motivation by the staff member to the management team must be provided.</p> <p><b>10.</b> In case of travel claims exceeding the approved limit per mandate schedule/budget the claim must be approved by the principal or vice principal prior to purchase/travel by the employee and a logbook must be provided reflecting full claim. Rate attached in mandate schedule notes</p> <p><b>11.</b> Principal, vice principal or nominated individual/company as approved by the BOG to monitor that there are sufficient funds in the bank account to adequately cover the monthly salary bill. If there is a potential shortfall, the Treasurer or nominee must be notified immediately to make necessary arrangements with the</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

	<p>Holy Cross Provincialate.</p> <p>12. Payments are to be made via electronic banking to each employee in time to reflect on (the employee's bank account on the 25<sup>th</sup> of every month dependant on public holidays etc... (Normally on or before the last working day prior to the 25<sup>th</sup> if the 25<sup>th</sup> happens to fall on a Saturday or Sunday or Public Holiday)</p> <p>13. All financial records and payments are to be recorded and filed monthly.</p> <p>14. Any queries relating to salary payment must be made to the Principal, Vice principal or nominated individual/company as approved by the finance sub-committee</p> <p>15. Holy Cross High does not provide any staff loans. NO exceptions.</p>
<p><b>C. INVESTMENTS</b></p>	<p>1. Any investments will be made by the BOG in conjunction with the Holy Cross provincial ate upon recommendation from the Treasurer.</p> <p>2. All investments are to be transferred to a LOW RISK investment account with a registered financial institution, e.g. Money markets, call accounts etc..... as approved by the</p>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:      Approved		Digital Copy: Finance Policy.docx	

	<p>BOG</p> <ol style="list-style-type: none"> <li>3. No investments are to be made in the stock market or any other HIGH RISK product combination.</li> <li>4. All other instruments are to be approved by the BOG upon recommendation from the finance subcommittee.</li> </ol>
<p><i>D. ASSET MANAGEMENT</i></p>	<ol style="list-style-type: none"> <li>1. Any movable asset acquired remains the property of Holy Cross Convent High School</li> <li>2. Quarterly physical inspections and counts of movable assets will take place and status compared to the movable assets register. Any discrepancies will be investigated and reported to the Finance Sub-Committee. The asset register will be amended and corrected as instructed by the Finance Sub-Committee.</li> <li>3. The school building and related fixed property assets are deemed to be the sole property of the Holy Cross order (owners).</li> <li>4. When movable assets are sold/purchased they must immediately (but not later than 10 days after the transaction) be deleted from/added to the asset register)</li> </ol>
<p><i>E. INSURANCE</i></p>	<ol style="list-style-type: none"> <li>1. Holy Cross High will maintain an insurance policy with a registered financial services provider and will be updated</li> </ol>



Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

	<p>annually or as needed</p> <ol style="list-style-type: none"> <li>2. When movable assets are sold/purchased they must immediately (but not later than 10 days after the transaction) be deleted from/added to the policy</li> <li>3. Claims are only to be made if the amount involved is large enough to make the excess payment viable. This will be decided by the principal, vice principal or nominated individual/company as approved by the finance subcommittee.</li> </ol>
<p><i>F. INFORMATION SECURITY INTEGRITY</i></p>	<ol style="list-style-type: none"> <li>1. Backups to the main computer shall be made daily and onto an external drive</li> <li>2. All finance related documents are stored in the office identified by the Principal, vice principal or nominated individual/company as approved by the finance sub-committee office which is lockable and alarmed.</li> <li>3. Confidential documents are to be stored in a lockable cupboard to avoid tampering by unauthorised individuals</li> <li>4. There shall be a structured filing system as agreed with the finance sub committee and safe archive of all financial information. Only authorised personnel to have access to this information subject to approval by the principal or vice principal.</li> <li>5. Confidential documents no</li> </ol>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:      Approved		Digital Copy: Finance Policy.docx	

	longer required must be disposed of via shredding
<p><b>G. INCOME RECEIVABLES SCHOOL FEES/DONATIONS/FUNDRAISING</b></p>	<ol style="list-style-type: none"> <li>1. All income received will be receipted daily.</li> <li>2. All income will be banked WEEKLY. (CASH limit to be held on the school premises is limited to the insured value of R3000-00)</li> <li>3. All cash to be held in a safe</li> <li>4. All bank cash deposits to be balanced and reconciled with the receipt book weekly.</li> <li>5. Any donations are to be recorded in a donations register indicating the donor/donor institution's name and contact details</li> <li>6. All fund raising income and expenditure to be recorded by the staff member appointed by the management team in a specific <i>fund raising ledger</i></li> <li>7. Funds received at fundraising events can be disbursed for expenses relating to the event but such disbursement must be approved by the management team prior to purchase/settlement</li> <li>8. All cash collections must be done by the Principal, vice principal or nominated individual/company as approved by the management team.</li> <li>9. NO cash <b>is</b> to be utilised at <b>an</b> event. A token system, approved by management, must be used. Due care must be exercised wrt fraudulent/misuse of token system.</li> </ol>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived: Approved		Digital Copy: Finance Policy.docx	

	<p>10.2 staff members must ALWAYS be present when collecting cash.</p> <p>11. All related recons and original proof of purchases are to be handed to Principal, Vice principal or nominated individual/company as approved by the management team for reconciliation purposes</p> <p>12. All related funds must be recorded as such and banked accordingly.</p>
<p>H. PROCUREMENT</p>	<ol style="list-style-type: none"> <li>1. All purchases are approved per the mandate schedule.</li> <li>2. A requisition document must be recorded and accompanied by 2 quotes. This will only be applicable for amounts exceeding R5000-00. No split invoicing is permissible.</li> <li>3. NO staff members may open trading accounts on behalf of the organisation.</li> <li>4. A <i>sequentially pre numbered order book</i> is in place for all related orders and administered by the Principal, vice principal or nominated individual/company as approved by the management team.</li> <li>5. Any orders above the stipulated mandate must be escalated to the Treasurer.</li> <li>6. All purchases are to be accompanied by an original signed Invoice for final payment and</li> </ol>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

	<p>delivered to the Principal, vice principal or nominated individual/company as approved by the management team for recon and payment.</p> <ol style="list-style-type: none"> <li>7. Original Invoices without an order document will not be paid and a full recommendation will be required for approval to the principal, vice principal or nominated individual/company approved by the finance subcommittee.</li> <li>8. Any budget line item that is to be exceeded must 1<sup>st</sup> be approved by the Treasurer or his nominee.</li> <li>9. A procurement process flow document is attached in Addendum D.</li> </ol>
<p>I. SIGNATORIES</p>	<ol style="list-style-type: none"> <li>1. All signatories on all banking accounts as recorded in the mandate schedule must be approved by the BOG</li> <li>2. All approved signatories must provide all related documents required by the bank</li> <li>3. All payments must have 2 approved signatories per the mandate schedule attached</li> <li>4. Refer to mandate schedule for approved signatories</li> </ol>
<p>J. BANKING</p>	<ol style="list-style-type: none"> <li>1. The institution will only bank at a registered financial institution</li> <li>2. Any changes to the appointed bank requires finance subcommittee consent and BOG approval</li> </ol>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:      Approved		Digital Copy: Finance Policy.docx	

	<ol style="list-style-type: none"> <li>3. Bank statements are to be checked and recon (daily and/or) weekly against all payments and credits.</li> <li>4. The institution may not operate via credit/overdraft facilities.</li> </ol>
K. PETTY CASH	<ol style="list-style-type: none"> <li>1. Petty cash to be limited to R3000 and administered by the Bursar</li> <li>2. All petty cash transactions to be recorded in a petty cash file, checked and signed off by a member of management team monthly.</li> </ol>
L. CORPORATE GOVERNANCE	<ol style="list-style-type: none"> <li>1. The Treasurer will be the nominated Chairperson of the finance subcommittee.</li> <li>2. The Treasurer will have the casting vote if no consensus can be reached.</li> <li>3. The finance subcommittee will always have 2 BOG members on the committee</li> <li>4. No single individual/BOG member will have sole signing off authority on financial accounts/polices.</li> </ol>

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

The finance policy will form part of the systems audit which the Auditors will include into their annual audit Procedures. Any non-compliance with the above instructions will be reported in the Financial Statements and could have a negative impact on the presentation of the Accounts as well as result in an additional qualification to the Audit Report.

Signed at..... Day..... Month..... Year.....

\_\_\_\_\_  
Chairperson: Mr J Van Wyk

\_\_\_\_\_  
Secretary: Ms A Calvert

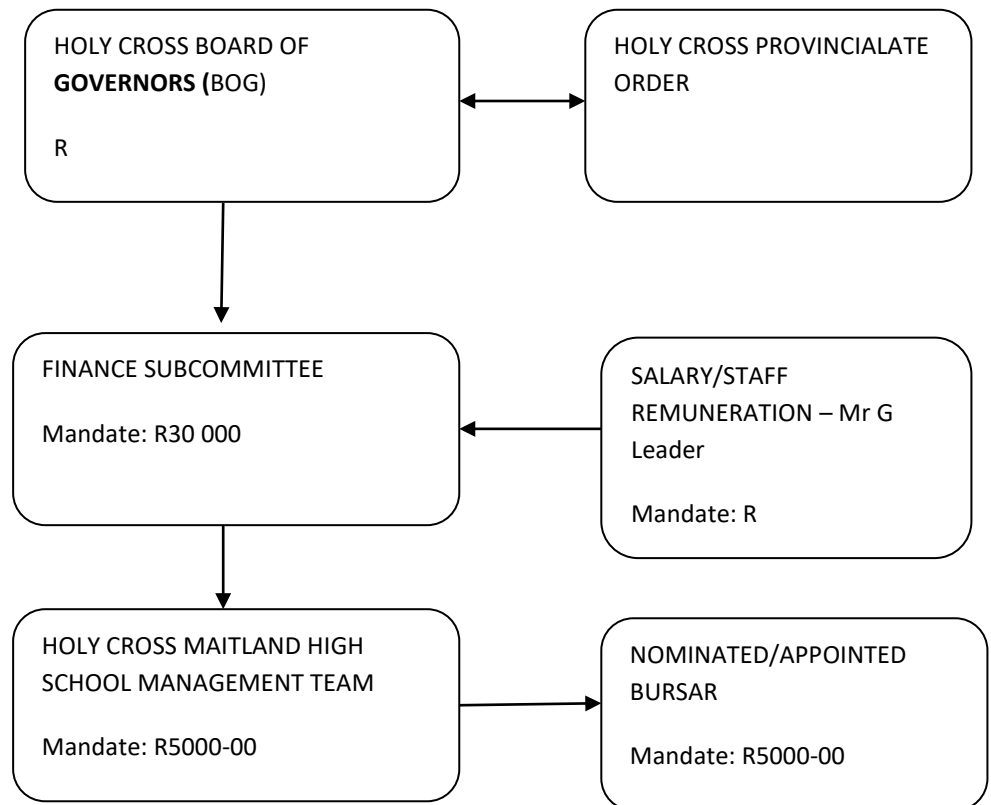
\_\_\_\_\_  
Treasurer: Mr B Berkowitz  
Grogan

\_\_\_\_\_  
Holy Cross Provincialate: Sr F

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

## Annexure A

### Finance Organogram



**BOG Members:** Jerome van Wyk, Bernie Berkowitz, Anita Calvert, Madeleine Loyson, Ally Adonis, Brother Dowling, Reggie Kendall

**Holy Cross:** Sr Francis Grogan or Nominee

**Management Team:** Mrs Erna Lehya, Mrs van Wyk (PRINCIPAL OR VICE PRINCIPAL COMPULSORY SIGNATORIES), Mr S Lekay

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

**Bursar:** Mrs Debbie Daniels (BOG NOMINATED SIGNATORY TO SIGN ON BEHALF OF ABSENT SMT STAFF)

**HR Salaries:** Mr Granville Leader



Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

## **Annexure B**

### **Financial mandates**

**The approval on ANY changes to any mandates can only be sanctioned by the BOG upon recommendation from the finance subcommittee. The following mandate limits per transaction have been approved by the BOG**

### **Finance Subcommittee**

1 The finance subcommittee has the mandate to enter into the following financial related contracts but limited to ***R30 000 (Thirty thousand rand only per transaction per financial year)***

- A Equipment rentals/leases
  - B General Procurement
  - C Building maintenance
- 2 Equipment purchases (Any single item exceeding R10 000 requires BOG approval)
  - 3 To increase budgetary line items by a maximum of **20% over BOG approved budget**
  - 4 Approval of any financial policy deviations and guidelines for management Team
  - 5 To enter into contractual agreements wrt leasing of the Tuck shop and related activities

### **Management Team**

The management team as recorded above.

All transactions must be approved by either principal OR vice principal and another member of the management team or the nominated individual approved by the BOG. The mandate allocated is ***R5000-00 (Five thousand rand)*** and limited to the following:

1. Ad hoc purchases in view of school operational expenses
2. Educational and related material
3. Equipment rentals/leases to the value of R5000 per annum per transaction, limited to 1 lease/rental contract per financial year.
4. Staff general and travel claims to the value of R500-00 per month to a maximum of R0 000-00 per budget line item. (Budget to be approved by BOG)

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

### **Travel claims**

***The Approved rand value is approved at R2.95 per km***

### **Annexure C**

#### **Banking signatories**

**A. Transactional account: Nedbank Current 107 323 7524 -** (Always 2 signatories required)

1. Treasurer: Mr Bernie Berkowitz
2. Principal: Mrs Erna Lehy
3. Vice principal: Mrs Van Wyk
4. BOG Secretary : Mrs Anita Calvert
5. Bursar : Mrs Debbie Daniels
6. Nominated BOG member

**B. Salary account: Nedbank Money market 103 632 5067** (Any 2 signatories required)

1. Treasurer: Mr Bernie Berkowitz
2. Principal: Mrs Erna Lehy
3. Vice principal: Mrs
4. BOG Secretary : Mrs Anita Calvert
5. Finance committee nominee : Mr Granville Leader

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

## **Annexure D**

### **FINANCIAL PROCEDURES** **(ADDENDUM TO FINANCE POLICY)**

- School fees are determined annually before the end of October by the Board of Governors.
- Payment of school fees in an independent school is compulsory.
- Parents indicate the method of payment that suits them on the contract (Annexure D and/or E) they sign each year and must abide by that method.
- The person registering the learner in the school is signatory to the contract with the school and is ultimately liable for the school fees.
- The total fees due to the school in 2015 will consist of the following:  
Registration fee = R600 for new learners, R150 for re-registration in 2014 (R200 if re-registration in 2015). Annual school fees inclusive of Building Fund and Printing/Subject Fee = R16000.
- Full annual school fee paid upon admission or by the end of February = 5% discount (R15200).
- 10 instalments: 1<sup>st</sup> instalment paid by 30 November of current year for the following year, followed by 9 instalments from 31 January to 30 September. These include the month ends in March and June that fall in school holidays. (R1600 per month X 10 instalments)
- School fees are payable by means of direct bank deposit or EFT by the 7<sup>th</sup> of the month. The learner's name and surname must be provided as reference on the deposit slip.
- Banking details are as follows:  
Bank: Nedbank  
Branch: Pinelands  
Account name: Holy Cross High School  
Type of account: Cheque  
Account number: 1073 237 524
- School fees paid in cash will be subject to bank charges for cash deposits.

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

- Three (3) month's written notice or payment of three (3) month's fees in lieu thereof, is required should a learner leave the school.
- All queries regarding school fees must be directed to the school bursar/ treasurer, not the principal.
- Should parents fail to pay school fees, the following measures will be taken without exception and without prior notice to parents.
  - Step 1: 7 days overdue = bursar sends sms/email as a reminder
  - Step 2: If no response within 14 days of step 1, reminder letter sent with learner with reply slip attached.
  - Step 3: If no response within 7 days of step 2, reminder letter 2 sent with learner with reply slip attached.
  - Step 4: If no response after 7 days of step 3, final letter is sent and learner sent home to return with parent/guardian.
  - Step 5: If no response after 7 days to step 4, learner will be de-registered and the debt handed over for collection.
- Debts handed over for collection must be approved by the Finance sub-committee of the Board of Governors.
- No verbal arrangements by parents will be accepted. Only written arrangements will be attended to.
- Arrears in excess of 3 months require all parents to sign an acknowledgment of debt document, only if arrangements have been approved by the Finance sub-committee of the Board of Governors.
- Learners who have paid annual school fees in advance but leave the school are entitled to a pro rata re-imburement after deduction of the three month notice.
- Learners who leave the school in the last month of a term are not entitled to a re-imburement if that term has been paid for.
- Annual fees must be paid in full by 10 December. Failing this, learners may not return to school the following year.
- The School Finance Committee may, in its sole discretion, grant refunds and make changes or adjustments to fees. There shall be no entitlement to any rebate of fees if the pupil is absent for any portion of a term owing to illness or any other cause.
- The School reserves the right to withhold exam results, reports and transfer cards until accounts are settled in full.

Title: Finance Policy		Version/Revision	1 of 2021
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	23/11/2017
Hard Copy Signed & Archived:	Approved	Digital Copy: Finance Policy.docx	

The finance policy will form part of the systems audit which the Auditors will include into their annual audit Procedures. Any non-compliance with the above instructions will be reported in the Financial Statements and could have a negative impact on the presentation of the Accounts as well as result is an additional qualification to the Audit Report.

Signed at..... Day..... Month..... Year.....

\_\_\_\_\_  
Chairperson: Mr J Van Wyk

\_\_\_\_\_  
Secretary: Ms A Calvert

\_\_\_\_\_  
Treasurer: Mr B Berkowitz  
Grogan

\_\_\_\_\_  
Holy Cross Provincialate: Sr F