



WESLEY COLLEGE BOARD OF TRUSTEES

## **DEPARTMENTAL EXPENDITURE PROCEDURE**

[Finance Policy Guidelines 5 and 6]

### **INTRODUCTION**

The college will have in place systematic, sound and effective financial management practices to meet its statutory financial responsibilities.

It is acknowledged that for the purpose of delivering the curriculum, purchases of resources and or services will need to be made from time to time by staff from the various departments within the college.

### **PROCEDURE**

Note:

- i. Once the Annual Budget is approved HODs are authorised to spend the funds allocated to their departments to purchase the goods and / or services itemised in the Budget.
- ii. In the following the term HOD also means teacher authorised by the Principal to make purchases for that teacher's department in the name of the Wesley College Board of Trustees in relation to a curriculum area or Board of Trustees activity with a separate budget.
- iii. The Budget allocates funds to be used for various purposes. These funds are to be spent in the current year. There can be no expectation that unspent funding will be carried over to the following year.

1. The HOD must sign all purchase orders.
2. Each HOD will maintain a cash book to ensure that expenditure remains within the limits set by the approved budget. The Board Finance and Administration Officer will provide the HOD with a monthly cash flow summary for the appropriate Department.
3. In the event that a HOD reaches the budget expenditure limit the Principal may withdraw the Department's Order Book. Any further orders that are required for the essential items to complete the year's programme for that Department will then require the Principal's signature prior to the purchase of goods or services. (Note #11)
4. Photocopying is charged periodically to Departmental Accounts. HODs are required to allow for sufficient funds within their Departmental Operations Account to meet these charges.

5. A College Order Book is assigned to each HOD. This Order Book must be used for all purchases.
6. Order Books are to be submitted to the Finance Officer on the day following Labour Day each year to allow for the preparation of the Annual Accounts to commence. After this date any order must be countersigned by the Principal.
7. Order Book green duplicates forms are to be lodged with the Finance Officer when the order is submitted to the Supplier.
8. Funds can not be transferred from the Classroom Operations Account to the Text Books Account and vice versa.
9. Only the Capital items specified in the budget may be purchased. Should circumstances mean that there is a change in priorities for capital purchases during the year any substitution of one item for another is to be approved and countersigned by the Principal.
10. Capital items can not be purchased from the Departmental Operations Budget and / or from the Text Book budget.  
(The Principal will advise HODs of the value of any item / set of items that may be charged to Capital Expenditure and the audit requirements for determining this.)
11. In exceptional circumstances the Principal is authorised to approve expenditure outside of the approved budget. The limit to this authorisation is contained in the Board's delegations.
12. Unless the Board has entered into an exclusive supply agreement for the supply of designated goods or services a minimum of two quotes must be received prior to an order being placed for capital items. Copies of these quotes are to be submitted to the Finance Officer with the green order book duplicate form when an order is submitted to the supplier.
13. On receipt of goods or services the HOD is to check that the goods or services match the Delivery Note. The HOD will sign the delivery note to indicate that the goods or services supplied match the delivery and submit the signed delivery note to the Finance Officer.

The Board of Trustees approved this procedure at the **July** 2008 meeting.  
This procedure will be reviewed on / before the **July** meeting 2011.

Signed: *Norman Johnston*  
Chairperson

Date: 24 July 2008