



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

SENSITIVE EXPENDITURE POLICY

Outcome statement

As a Catholic Integrated and Jesuit Companion school we are committed to providing our students | ākonga with a quality holistic education. Hence the use of Board funds is clearly aligned to achieve this. The College's process and procedures ensures that all expenditure of Board funds is clearly linked to the goals and aims of the College and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff | kaimahi or students | ākonga).

Scoping

The Board, through its Finance Committee and their reports to the Board, will ensure that all finances are used for the effective operation and functioning of the College.

Delegations

The Board delegates to the principal | tumuaki full responsibility of ensuring processes are in place and operating effectively and adequately to implement this policy

Expectations and limitations

1. The Board acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.
2. The Board is committed to fulfilling the requirements of the signed Memorandum of Agreement that makes the College a Jesuit Companion School and a member of Jesuit Education Australasia (JEA). The Board understands this will include staff participating in meetings, programme and professional development provided by JEA which will involve travel to and accommodation in Australia for this purpose.
3. The Board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fundraising specific to that expenditure.
4. All applications for overseas travel will be made to the Board using the approved "Travel Application Form"
5. The Board requires the principal | tumuaki, where expenditure may be beneficial to an individual or group of individuals, to take account of the following priorities to authorising this expenditure:
 - i) Does the expenditure benefit student | ākonga outcomes?
 - ii) Does the expenditure represent the best value for money?
 - iii) Is it in the budget?
 - iv) Could the Board justify this expenditure to a taxpayer, parent | whanau or other

interested party?

- v) How would the public react if this expenditure was reported by the media?
 - vi) Would there be, or be perceived to be, any personal gain from this expenditure?
 - vii) Does this expenditure occur frequently?
6. Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be 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).
 7. 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
 8. The Board requires the principal | tumuaki to circulate this Policy to all staff | kaimahi, and for a copy to be included in the School policies published on the school website, and hence available to staff | kaimahi, students | ākonga and parents | whanau. The Board requires that the principal | tumuaki arrange for all new staff | kaimahi to be made familiar with this Policy and other policies approved by the Board.

Procedures/supporting documentation

[MOE Financial Handbook for Schools](#)

St Ignatius of Loyola Catholic College Integration Agreement

St Ignatius of Loyola Catholic College Memorandum of Agreement

Agreement between Jesuit Education Australia, Diocese of Auckland, and St Ignatius of Loyola Catholic College, Auckland (Agreeing that the College is a Jesuit Companion School.

Travel Application Form

Monitoring

By Finance Committee reporting to the Board

Approved 11 July 2025	Reviewed
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Signature section for fundraising

I have read and understood this Policy and agree to abide by it.

Signed