



POLICY: Rangitikei College Board of Trustees

Theft and Fraud Prevention Policy

Rationale

The Board accepts that it has a responsibility to protect the physical and financial resources of the school. The Board agrees that, through the Principal, the school has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the school or who are service recipients of the school. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.

Guidelines

A. Prevention

As preventative measures against theft and fraud the Board requires the Principal to ensure that:

1. The School's physical resources are kept secure and accounted for.
2. The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Chartered Accountants Australia and New Zealand.
3. Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
4. All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the school.

B. Allegations of theft or fraud

In the event of an allegation of theft or fraud the Principal (or Board Chair if it involves, or potentially involves, the Principal) shall act in accordance with *Procedure 1: Investigation of allegations of theft and/or fraud* that is attached to this policy

C. Use of school credit card(s)

1. Credit card(s) should only be issued to staff members after being authorised by the Board.
2. A register of cardholder(s) should be maintained.
3. The limits set for credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations, and be specifically authorised and minuted by the Board.

4. Prior to the card being issued, the recipient(s) must be given a copy of this policy and *Procedure 2: Credit Card Use*, and be required to sign it off to signify that they have read and understood it. Refer *Procedure 3: Registered Credit Card Holders and Credit Limits*.

Chairperson: _____ Date: _____

Next review date: October 2021

ASSOCIATED PROCEDURES:

1. Investigation of allegations of theft and/or fraud
2. Credit Card Use
3. Registered Credit Card Holders and Credit Limits

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)