



MANUREWA PRINCIPALS ASSOCIATION

C/o Leabank Primary School, 7 Dr Pickering Avenue, Manurewa, MANUKAU 2102
Phone 09 267 6939 Fax 09 267 3053 Email – admin@leabank.school.nz

FINANCIAL MANAGEMENT GUIDELINES

GENERAL

1. ASB Bank is the account holder for Manurewa Principals Association.
2. Cheque Signatories – There will be two of three signatories for cheques, Treasurer, President and Vice President.
3. Cheques will be issued manually as invoices are received.
4. A Financial Administrator will be appointed fixed term (annually) at the Treasurers school. (Approx 1-2 hrs per week)
5. The President and Treasurer in conjunction with the Finance Sub Committee will produce a budget for the preceding year and present it for approval at the November/December MPA meeting.
6. The Treasurer will keep expenditure within the annual budget by regular monitoring.
7. Monthly Financial Statements will be presented at MPA meetings.
8. Financial reports will be prepared annually for Audit by the Auditor approved at Annual General Meeting.
9. Accurate records of all financial transactions will be kept.
10. Bank reconciliations will be prepared each calendar month for all accounts held by MPA.
11. A GST return will be prepared and paid when due (bi-monthly) when MPA deems it necessary to register.
12. Annual subs accounts will be issued after AGM