COUNTRY HOUSE SCHOOL

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COUNTRY HOUSE SCHOOL

FINANCIAL AND RESOURCE MANAGEMENT POLICY

EFFECTIVE & ADOPTED	LAST REVIEWED
6 FEBRUARY 2023	5 JULY 2024

1. PRIMARY FUNCTIONS

1.1. To manage and control the budget

1.2. To plan for and make reasonable adjustments within the school budget to cover unexpected expenditure.

1.3. To distinguish and prioritise certain projects, improvements and maintenance.

1.4. To keep proper records of all fixed and non-fixed/ non-consumable assets of the school.

1.5. To follow up on the collection of monies due to the school.

1.6. To draft the overall school budget annually.

1.7. To employ a qualified accountant for the balancing of the books, general auditing and annual financials.

2. PROCEDURES FOR DECISION MAKING

2.1. A stakeholders survey will be conducted annually (mid-year), giving parents a platform for commentary.

2.2. A teachers' survey is conducted and staff are given an opportunity at staff meetings to make recommendations and suggestions.

2.3. A summary of the above findings is discussed at the Management meeting in **August,** where all issues and suggestions are considered, categorised and addressed.

2.4. Furthermore, the school's previous year's budget and management plan are reviewed, and matters not sufficiently addressed are fed into the planning of the upcoming year's strategic & improvement plan, forecast and budget.

2.5. The school's annual budget is then drafted by management and the Directors.

3. RESPONSIBILITY

The school expects both the staff and the pupils to be respectful of their own property as well as the school's property.

3.1. **Teachers:**

- Textbooks, readers and school resource books not yet handed out to pupils.
- Learning and teaching material (refer further to our **LTSM POLICY**)
- Blackboards and whiteboards
- Projectors & TVs
- School computers
- Classrooms i.e. walls, doors and floors (excluding usual maintenance and acceptable wear and tear) along with the associated furniture (staff desks and bookshelves)

3.2. **Pupils:**

- Classroom desks and chairs
- School textbooks, readers, library books and any school resource given in their care.
- Playground equipment – excluding damage by standard wear and tear and weathering.
- Coding, culinary, lab, IT equipment

4. STOCKTAKING

4.1. It is each teacher's responsibility to be permanently aware of the stock and resources available in his/her classroom (each class receives an **Inventory List**). Stock-taking is required of teachers each term; the Heads must be alerted of missing or damaged assets immediately as and when witnessed.

5. TUCK SHOP

5.1. The school operates a small tuck shop during break time and after school.

5.2. Tuck shop stock is kept locked when not operational.

5.3. From 2027 the tuck shop is cashless. Parents load money for their child on the Sticitt app (through D6), and purchases are paid from there.

6. ORDERS

The school Administrative Head orders general stock for the school regularly (this includes stationery, groceries, consumables, garden and facility upkeep consumables, cleaning detergents, uniform and toiletries)

6.1. It is the HOD's responsibility to inform the Principal/Head of Operations of any need he/she may have for educational equipment, toys, books or stock at any time during the school year.

6.2. Consideration of funding for the request is based on current school finances and a brief investigation into the validity of the request.

6.3. New staff members are supplied with the same resources as existing staff members of the same grade.

6.4. It is the Administrative Head's responsibility to ensure that there is permanently an adequate supply of the following:

- Paper – clean, recycled, coloured (all colours) and cardboard
- Paint
- Paintbrushes
- Glitter
- Laminator pouches
- Prestik
- Permanent markers and whiteboard markers
- Arts & craft material (inventory available)
- General toiletries

7. MONEY COLLECTION

7.1. From 2027 Country House School is cashless. No cash is accepted at reception, by teachers or in the classroom.

7.2. School fees and accounts are paid by EFT, debit order or card (card machine at reception). Smaller payments such as tuck shop, Baker Friday, market days, outings and fundraisers are paid through the Sticitt app on D6.

7.3. Please do not send money in your child's bag or give money to a teacher. Any donations are paid by EFT or through Sticitt.

8. FUNDRAISING EVENTS

The school endeavours to host one main fundraiser per term and not to overburden parents with constant events. The small fundraisers below will take place on a regular scheduled basis:

8.1. BAKER FRIDAY:

Taking part is voluntary. Pupils may buy a sweet treat for R5 (paid through Sticitt) from the classroom representatives. No child is ever left out of an activity because they did not bring money. A roster per term

(Pre-primary – Grade 3) will be compiled giving each pupil a turn to be on duty and provide 30 items of their preferred treat to sell. The money raised is used for extras for the children (see 8.6).

8.2. MARKET DAY:

Market day is scheduled once a term with a specified theme. The selected grade will be granted an opportunity to sell any items from food, crafts and keepsakes. The pupil who raises the most money on the day stands a chance to win a prize.

8.3. NO private or school fundraising events may occur on the school premises without prior consent. It is the Principal's responsibility to schedule fundraisers to coincide harmoniously with the school's year plan.

8.4. OTHER SCHOOL FUNDRAISING IS PERMITTED FOR THE FOLLOWING PURPOSES:

1. Parties for farewells or special celebrations
2. Sports team equipment and tour fees
3. Special projects (e.g. upgrading the computer lab or support of charity organisations).
4. Clubs (e.g. buying new chess sets).
5. Tours and outings

8.5. RECORDS:

A written account must be kept of the following:

- Exact purpose of the fundraiser
- Amount of money raised
- Beneficiary purchases made (receipts must be given to the Heads)
- Amount of money spent

8.6. HOW FUNDRAISING MONEY IS USED:

Taking part in any fundraiser is voluntary. Fundraising money is recorded separately from school fees and is only spent on extras for the children, such as play equipment, the playground, parking and facilities. It is never used for the school's running costs.

9. SALARIES AND BONUSES

9.1. Teacher salaries are agreed on by the Principal or Director and appointee at their initial interview, and confirmed with a signed appointment letter and employment contract.

9.2. Teachers may supplement their incomes by charging pupils for tutoring after their designated working hours (pre-approval is required from the Heads).

9.3. Annual increases and bonuses are not guaranteed and are considered when making annual salary adjustments given at the sole discretion of the Director, factors observed:

- The number of years the staff member has been working at the school.
- The work ethic and overall performance of the staff member during the preceding school year
- The school's current financial position

10. ADMINISTRATIVE HEAD AND BURSAR

10.1. The Bursar and Administrative Head are responsible for maintaining the payment records of the families of the school and following up on overdue payments.

10.2. The bursar is responsible for invoicing parents on a monthly basis.

10.3. The Administrative Head is responsible for the security of all cash given as payment to the school. (petty cash)

10.4. The Administrative Head is responsible for record-keeping of all money received.

10.5. The Administrative Head is responsible for issuing receipts promptly (on the same day) for all money received.

APPROVAL

ROLE	NAME	DATE
School Representative	Bonita Mellon	26 August 2025
SGB Representative	Anoeska De Villiers	26 August 2025