

## WAITAKERE COLLEGE

**SECTION D**                    **FINANCE and PROPERTY**

**POLICY:**                    **Trading Accounts**

**Review Date:**            **August 2016**

**REVIEW:**                    **Principal, Business Manager, Account Administrator**

**GOAL:**

To ensure that all trading accounts are run efficiently and profitably.

**OBJECTIVES:**

- 1 To provide extra income for the College.
- 2 To enable the Principal to exercise discretion in the allocation of that income.

**GUIDELINES:**

- 1 - Trading Accounting
  - Uniform
  - Hireage of Facilities, including Canteen Licence Fee, Tenancy of Core School house
  - Internal Resourcesare managed in line with the College's authorised accounts procedures.
- 2 An Executive member will oversee each trading account to monitor income and expenditure and be responsible for the budget on a monthly basis.
- 3 Trading Accounts are prioritised to meet College needs as authorised by the Principal, Executive and the Board of Trustees.

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Signature of Chairperson

\_\_\_\_\_  
Date

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Signature of Principal

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Date