

WAITAKERE COLLEGE

Section D (NAG 4) FINANCE and PROPERTY

Policy: Trading Accounts

Date of Review: August 2020

Reviewers: Principal, 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 Resources are managed in line with the College's authorised accounts procedures.
- 2 A Senior Leadership Team (SLT) 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.

Chairperson

Principal

Date