



# Yendarra Primary School

## PROCEDURAL STATEMENT

## ENTERTAINMENT AND GIFTS EXPENDITURE

### RATIONALE

Expenditure on entertainment and gifts incurred by the school must clearly be linked to the business of the school. The Yendarra Board accepts that it has a responsibility to protect the physical and financial resources of the school.

### ENTERTAINMENT

1. Entertainment expenditure in general will be for the following purposes:
  - Building relationships and goodwill
  - Representation of the school in a social situation
  - Hospitality provided in the course of school business to external parties
  - Internal social functions
2. The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate

### SCHOOL EVENTS AND STAFF MEETINGS

*(This includes seminars, conferences, training courses, workshops & meetings)*

1. All decisions related to venue, catering and refreshments for entertainment purchases shall be made carefully and within budget constraints
2. When attending conferences, seminars, workshops, training courses and meetings, location, accommodation standard, tariff rates and travel expenses will be taken into account
3. Due considerations will be given to the nature of the event, total cost and expectations of participants before decisions are made.

### ALCOHOL PURCHASES

1. The school should only purchase alcohol for entertainment purposes and keep it to the minimum
2. Purchases are usually for the consumption of staff and guests at school hosted events. The amount expended needs to be demonstrated reasonable and appropriate for the event and should be sufficient for moderate consumption only.

### GIVING GIFTS

1. All gifts should be purchased through the school's normal purchase procedures
2. The approximate cost of a gift should be reasonable and appropriately reflect the benefit received.

*Pricing guidelines for purchasing gifts when acknowledging staff leaving the school, however, contribution to the school needs to be factored in. Some people add little value others contribute significantly:*

Less than 12 months Up to \$20

1-5 Years \$20.00 - \$300.00

5-10 Years \$100.00 - \$400.00

10 Years + \$200.00 - \$500.00

*Other purchases for special circumstances at Board discretion*

*(i.e. bereavement, retirement, promotion, long service, significant achievement etc)*

3. A register will be maintained of all gift purchases, including what was purchased, costs and receipts

4. The Board accepts that one size doesn't fit all

## **RECEIVING GIFTS**

1. Gifts should not be accepted if there is a concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation
2. If gifts received are small and of little value (under \$50), then the recipient may keep the gift
3. If the gift is larger and more valuable, the recipients must advise the principal/board of the gift
4. The gift will be given to the school to use unless the it is agrees to an exception
5. A register will be maintained of all gifts in excess of \$50 in value