



SPOTSWOOD COLLEGE

GIFT POLICY

Rationale:

It is a requirement specified in National Administration Guideline 4 that each school monitors and controls school expenditure.

Policy Statement:

1. Expenditure on gifts incurred by the School will be clearly linked to the business of the School.
2. Gifts are not accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.

Guidelines:

Giving Gifts

1. All gifts should be purchased through the School's normal purchase procedures.
2. A full register must be maintained of all gift purchases over \$50, including what was purchased, costs and recipients. The Board will review this register periodically.
3. The cost of a gift should be reasonable and appropriately reflect the benefit received.
4. If the gift is to be given during international travel, then the staff member should receive authorisation for the value of the intended koha/gift before the travel. If the need to purchase a gift arises unexpectedly during international travel, then a full record of the gift should be added to the gift register. The cost of such a gift should be justifiable to the Board.

Receiving Gifts

1. Gifts should not be accepted if there is 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, then the recipients must advise the Board of the gift. The gift will be given to the school to use unless the Board agrees to an exception to this policy.
4. If the gift arises from an employee's role as an employee of the Board, then the gift remains the property of the Board. Receipt of the gift should be declared to the Principal.

5. A formal register of gifts must be kept if the gift is obviously in excess of \$50 in value or is attractive in nature. Gifts regarded as attractive in nature include jewellery, watches and electronic items.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 24 June, 2013

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____