

John Paul College Policy**GIFTS AND KOHAS****RATIONALE**

To provide a framework for giving and receiving gifts and koha on behalf of John Paul College.

PURPOSE

To ensure:

- expenditure on gifts incurred by the school is clearly linked to the business of the school
- the schools resources are safeguarded and used in a responsible manner
- there is no actual or perceived conflicts of interest
- the Schools integrity and reputation remains intact
- that the 'goodwill' and extraordinary efforts of staff are recognised

GUIDELINES

All staff involved in making or approving expenditure, and all staff receiving or giving gifts or koha are required:

- To do so only for school purposes
- To exercise prudence and professionalism
- Not to derive personal financial gain
- To act impartially
- To ensure the expenditure is moderate and conservative in the context of the given situation

There is a line behind token gifts of appreciation and those that may compromise the recipient. The line is not easily defined, but as a general rule, staff must not receive or give a gift that could be perceived by a reasonable person as an inducement or reward that would impact on the schools reputation.

DEFINITIONS

Gift:

A token of recognition of something provided by recipient (including hospitality) without any obligation for that recipient to provide anything in return.

Koha:

Is a gift, token, or contributions given on appropriate occasions made in the context of Maori custom, without any obligation for that recipient to provide anything in return.

Staff Gift:

A benefit that can be consumed or enjoyed at a staff member's discretion, and is not enjoyed in the course of employment duties. Gifts include, but are not limited to, personal gifts, flowers, tickets to shows/sporting events, vouchers, tokens, and free or privileged access to goods or services.

Parental Gift Koha:

This may be given to someone in the John Paul College community in recognition of our sympathy for the loss and suffering they might be experiencing.

GIVING GIFTS

All gifts must be purchased through the Schools normal purchase procedures and adhere to Policy 4.1 Financial Management.

A full register must be maintained of all gift purchases, including what was purchased, costs and recipients. The Board will review this register periodically.

The cost of the gift should be reasonable and appropriately reflect the benefit received.

Staff

1. General – Gifts to staff are sensitive expenditure due to their personal nature. When providing non-monetary recognition to staff it is important to exercise discretion and sensitivity to ensure the gift is appropriate to the situation.
2. Farewell – A modest contribution of funds to subsidise staff contributions may be made towards a farewell gift. This is dependent on the staff members role and length of service. An appropriate level for most farewell gifts is less than \$75.
3. Bereavement, Serious Illness or Birth of a Child– A gift of flowers or similar to acknowledge a bereavement significant to a staff member, or serious illness to a staff member or the birth of a child significant to a staff member may be made up to the value of \$75.

4. Other Events – Gifts for other events should be funded by private donation and under no circumstances should be paid for by the School. Examples include birthdays, weddings, Easter and Christmas.
5. Gifts to parents or others in the John Paul College community must be sent to the Principal for consideration who in his discretion may approve it.

External

All gifts and koha paid to external parties must comply with Policy 4.1 Financial Management.

Gifts should only be approved where the criteria outlined in this policy's Framework are met and the expenditure is within pre-approved budgets.

Gifts cannot be exchanged with the School for cash.

The value of gifts given to hosts overseas should be appropriate to the circumstances.

If an approving budget holder, HoF or Manager is in doubt as to whether the proposed gift or koha is appropriate expenditure for the School, then they should consult with the Executive Officer for advice.

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 gift received is small and of little value (under \$50), then the recipient may keep the gift. Any gift between \$50 to \$200 must be advised to the recipients Manager. Anything over \$200, 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.
- 3) 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.
- 4) A formal register of gifts must be kept if the gift is obviously in excess of \$75 in value.

ALCOHOL

- 1) External – If alcohol for official entertainment or external events is required then prior approval must be obtained from the Principal or Board Chair.
- 2) Internal – alcohol for internal events such as Christmas functions, retirements may be approved by the Principal or Board, otherwise the School will not pay for alcohol for staff meetings, or overnight stays when on School business.

GIFT REGISTER

All gifts and koha that meet the following criteria are required to be disclosed in the Gift and Koha Register, which is held with the Executive Officer:

- 1) Gift or koha paid by the School to a staff member or external party valued \$75 or more
- 2) Gift or koha received by a staff member from an external party to the value of \$75 or more.

The gift register needs to be completed with the following information:

- 1) Date
- 2) Name of person giving gift
- 3) Name of recipient of gift
- 4) Reason and any other relevant information
- 5) Estimated value of gift

Ratified by Board



Signed for B.O.T Chair

27.03.2017

2017

Next Review

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_____ 2020