



# St. Anne's

## Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

### **POLICY: FINANCE AND ADMINISTRATION**

#### **RATIONALE:**

An efficient and effective system of internal control of administration and financial practices will ensure the best use of resources for the education of the children.

#### **AIMS:**

- To operate within the available finances
- To secure the payment of school fees and levies
- To maintain comprehensive administrative records
- To maintain an up to date register of assets
- To file correspondence in an organised manner
- To have an effective Displan

#### **IMPLEMENTATION:**

##### **1. GENERAL AUTHORITIES**

1. St. Anne's Primary School operates on a Cash Accounting System for recording of receipts and expenditure. The only modification being the requirement to record all Government monies in the year for which they are allocated, irrespective of when the monies are received.
2. St. Anne's Primary School operates one amalgamated General School Account.
3. Student and financial records are computerised using "PRINCIPAL" school administration software.
4. There are four signatories to the General School Account. These are the Parish Administrator, Principal, Deputy Principal and Secretary. Any combinations of two signatures can be used to sign school cheques.

5. The Principal in consultation with the Parish Administrator can authorise fee concessions, rebates and write offs. A formal record of all arrangements is kept and counter-signed by both parties.
6. The Principal has sole responsibility for authorising any payroll adjustments.
7. The Principal, Deputy Principal and Secretary have authority to sign purchase orders.
8. The Secretary has authority to operate the cash receipting of any income received.

## **2. ORGANISATION AND STAFFING**

1. There is a clearly defined and regularly evaluated role description for the school secretary. (This is located in the Staff Handbook).
2. St. Anne's Primary School follows the CEOM guidelines for financial Accounting and Management. Delegations and authorisations for receipt and expenditure of monies are contained in the section "General Authorities".
3. The school secretary is encouraged to attend all zone level network meetings and associated in-service activities.
4. All staff salaries and conditions are in accordance with the appropriate Award.

## **3. BUDGETING AND FINANCIAL MANAGEMENT**

The aim of the school budget is to operate within available finances and to ensure that the school account is never overdrawn.

1. The budgeting process is centred around the educational needs of the students with expenditure in line with curriculum goals. Short and long term capital requirements are included in the budget, along with the normal recurrent costs applicable to the school year.
2. The Principal, Secretary and the Accountant prepare an estimated cash flow statement in mid November to determine the projected end of year balance.
3. The school budget for the following year is prepared by the Principal in conjunction with the relevant school staff during October and November in Term Four.
4. The budget is presented to the Education Board at its March meeting for open discussion and clarification.
5. Monthly financial statements are prepared by the secretary, and passed on to the accountant who checks progress to date against budget and presents to the Principal, and the Education Board. The budget is carefully monitored and adjusted as required.

6. The Annual Financial Statement and DEET return are prepared by the Accountant after the close of the financial year and forwarded to the appropriate authorities prior to the required due date.
7. The school staff are responsible at their level for the recurrent expenditure associated with stationery & materials, art & craft supplies and excursions/incursions.

#### **4. PETTY CASH SYSTEM**

A petty cash system is necessary to allow for the quick purchase of minor items without undue problems.

1. A Petty Cash float of \$100 is maintained by means of a manual "Imprest System" under guidelines approved by the CEO.
2. A receipt and petty cash voucher is obtained and recorded for each payment.
3. All claims for Petty Cash Reimbursement must be approved by the Principal.
4. Purchases exceeding \$10.00 are not to be obtained by means of petty cash.
5. Details of each Petty Cash Payment are filed as a batch with Invoices Paid when petty cash float is reimbursed.

#### **5. RECEIPTS**

1. All money received is immediately receipted using "PRINCIPAL" "Cash computerised receipting system.
2. Money received is reconciled and prepared for daily banking with C.D.F. Only small amounts of money are kept in the school safe overnight.
3. School Fees are posted to "PRINCIPAL" Software and then updated to the General Ledger.
4. Daily summaries and receipt sheets are filed in date order for easy reference.

#### **6. PAYMENTS**

1. Approval for the expenditure of money must be sought from the Principal prior to the issue of a purchase order.
2. Before an invoice is paid, the account balance is checked to ensure sufficient funds are available and the account is not overdrawn.
3. Accounts are paid within the normal settlement period and every effort is made to take advantage of discounts for early settlement.

4. Batch payments are passed to the Principal for an account coding check prior to being posted to the general ledger.
5. Invoices are filed in cheque number and date order for easy and quick reference.

## **7. SALARIES**

The school contracts out the payment of all salaries to the Catholic Development Fund Payroll Service.

1. Salary adjustment sheets including variations, e.g. new staff, emergency teachers, changes in salary levels, etc. are prepared and authorised each fortnight by the Principal and Secretary.
2. Salary details are reconciled with the bank statement.
3. All salary transaction details are filed in date order for easy reference.
4. Salaries are paid by direct credit into an employee's nominated bank account.
5. Staff receive a sealed pay advice slip each fortnight showing the make up of the net payment.
6. Taxation details are maintained by CDF who are responsible for preparing group certificates.
7. Superannuation records and invoices are maintained by CDF and monthly statements are sent to the school.

## **8. ACCOUNTING RECORDS**

1. Receipts and Payments are keyed into the General Ledger directly after transactions have taken place so that an accurate cash flow is maintained at all times.
2. The General Ledger is reconciled with the Bank Statement monthly by the Secretary.
3. A copy of the School Financial Statement - Budget to Actual, is given to the School Accountant by the Secretary each month after accounts have been reconciled.

## **9. PURCHASING, STOCKTAKING, REGISTER OF ASSETS**

1. In line with dissection of duties, no one person alone is able to approve a purchase, issue a purchase order and sign a cheque for payment of goods or services received.
2. Quotes are obtained and recorded for all items of capital expenditure over \$1,000.
3. A duplicate, serial numbered order book is used for all school orders.
4. All orders are endorsed as to receipt of goods or services prior to payment of invoices.

5. All appropriate assets are branded for identification and entered into the Assets Register, detailing date of receipt, item description, supplier, cost, and quantity.
6. An annual stocktake of school resources is carried out in December each year.
7. Equipment is maintained through service agreements where appropriate and items beyond economical repair are discarded and replaced as necessary.

#### **10. CORRESPONDENCE FILING SYSTEM**

1. Important school correspondence is filed in a manner that it can be easily and readily located when needed.
2. The correspondence filing system is culled annually.

#### **11. COUNTER DISASTER PLANS**

1. The school has a written Displan Policy and regular drills are undertaken at least once per term.
2. The Displan has undergone critical review with expert advice obtained from the Metropolitan Fire Department.

#### **12. PERSONNEL RECORDS & STAFFING RETURNS**

1. A Personnel Record Card is kept and maintained for each member of staff.
2. New cards are established where necessary.
3. Cards are transferred to the appropriate authority upon transfer or cessation of a member of staff.
4. Copies of Personnel Record Cards of employees are kept for seven (7) years after leaving.
5. Personnel Record Cards are to be verified as accurate by the employee at the conclusion of each school year.
6. The annual Staffing Return is completed by the Principal in conjunction with the Administrative Services Consultant within the required time frame.
7. The Principal is responsible for maintaining all Staff Personnel Records, including sick leave, replacement and in-service registers.
8. The Secretary is responsible for recording staff accidents and completing compensation forms where necessary.

### **13. OTHER RECORDS**

1. A comprehensive enrolment form is obtained for each pupil enrolled.
2. Student names and date of birth are recorded in the school register and a consecutive registration number is issued to each child enrolled. This registration number together with all relevant information from the enrolment form are then entered onto the CARD computer database program.
3. A cumulative student file is established for each new student enrolled. These files are located in the classrooms in lockable filing cabinets.
4. Each pupil transferring to another school is issued with a transfer note. Date of leaving and destination school are recorded before file is archived.
5. Family & student information is updated immediately when advised.
6. Pupil attendance rolls are compiled and maintained in accordance with the regulations and pupil absences are recorded each morning and afternoon.
7. An Accident Record book is maintained for both pupils and staff. This is located in the Sick Bay.

### **14. FEE & LEVY COLLECTION POLICY**

#### **RATIONALE:**

While St. Anne's school receives funding from both federal and state governments, the funding is insufficient to meet our needs. Parents are asked to make up this shortfall through the payment of school fees and class and capital levies. It becomes a matter of justice to the other parents and students that all parents should meet their commitments.

#### **GUIDELINES:**

The recovery of unpaid fees must be approached humanely and sensitively to protect the child from public embarrassment that could arise.

On the enrolment of their child, parents acknowledge and agree to meet the fees and levies set.

The fees are set by the Parish Education Board, usually in November.

School fees are expended on staffing, loan interest and the running costs of the school.

The Capital Levy is spent on loan principal repayments, capital maintenance and capital equipment.

Class levies are payable per child annually. This amount covers classroom expenses such as art materials, Physical Education equipment, textbooks, swimming and excursions.

#### **PROCEDURES:**

Fee accounts are sent out at the beginning of Terms One, Two and Three. Parents may pay the whole amount on receipt of the account, by instalments or monthly if preferred.

Reminder accounts are sent out early second term. If no contribution to the fees has been made after fourteen days, the Principal will contact parents to ascertain any difficulties. The same process will be followed for Term Two and Three fees.

If no suitable response is received, the Parish Priest and Principal will meet to discuss further action.

Due consideration will be given to genuine cases of hardship.

#### **EVALUATION**

Evaluation of the Finance and Administration Policy will take place every four years or when necessary.

This policy was reviewed in 2015  
The next review will be in 2019