



Spearwood Primary School

A key to the future

Spearwood Primary School: Finance Policy

This policy functions under the policies and guidelines from the **Department of Education** and the **Department of Treasury and Finance**. It is the responsibility of the standing members of the Finance Committee to inform the Finance Committee of any changes and make appropriate updates of this policy as required.

Role of the Finance Committee

The **Finance Committee** will be made up of four Spearwood Primary School staff members being:

- Manager Corporate Services and Principal (Chair) – Standing members and
- Two other Staff Members – Staff members remain on the committee for two years.

The Finance Committee:

- is to be formed at the beginning of each school year.
- reviews the cash/salary split from the Student-Centred Funding Module (SCFM)
- sets the budget by allocating cash resources across the curriculum in accordance with supporting school planning with emphasis on resourcing school priority areas.
- meets monthly within the four school terms.
- notifies the School Board of the budget and for any changes to the budget throughout the school year.
- makes minutes of meetings available to the School Board.
- ensures access and equity in financial matters including class and grade allocations and the application of the school's resources.
- ensures access and equity in professional development through the application process (Appendix A).
- monitors, reviews and revises the school and cost centre budgets.
- monitors and reviews salaries of appointed staff and casual payments in the last finance meetings of Term 2 and 3.
- accepts, reviews and where appropriate approves submission for spending.
- supports Cost Centre Managers in understanding and applying the Finance Policy.
- supports a whole school and collaborative approach in the allocation of resources to achieve the school's goals and priorities.

Role of the School Board

School Education Act 1999 States that the financial functions of a School Board for a school are:

➤ **To take part:**

- in establishing and reviewing the school's objectives. Priorities and general policy directions,
- in the planning of financial arrangements necessary to fund those objectives, priorities and directions and
- in evaluating the school's performance in achieving them.

➤ **To approve:**

- Voluntary Contributions and Charges,
- extra cost optional components of the school's educational programme,
- items for personal use in the education programme,
- advertising and sponsorship arrangements.

Asset Management

The School Manager Corporate Services, working with the Library Officer, maintains an Asset and Resource Register. Manager Corporate Services records all assets over \$5000 and resources from \$1000 - \$4999. Library Officer records remaining resources on Library Register (AccessIT). They also maintain the Computer Software Copyright Register.

A stock take of assets is completed by the Manager Corporate Services and Library Officer at least once every 3 years. Items are to be returned for stock take.

At all times, no assets or resources are to be moved without appropriate approval from Manager Corporate Services and/or Library Officer. Highlighted in relation to this is that approval must be given for any movement of items of Information and Communication Technology. This is important for computers, in order to maintain the Asset and Resource Register adequately as location is an important part of the register.

To remove or write off assets and non consumables, approval is required from the Principal. Records are to be kept.

Contributions and Charges

Contributions and Charges are to be discussed at whole staff meetings and Finance Committee meetings in Term Three in order to make recommendations to the School Board.

Contributions and Charges schedule for the following school year to be finalised and distributed in November. This must go to parents two months before the start of the following school year.

Cost Centre Managers

Cost Centre Managers are appointed at the beginning of the school year.

Cost Centre Managers are responsible for:

- ordering (Appendix B),
- recording expenditure (Appendix C),
- checking received goods and signing invoices,
- following the previous year's budget submission (Appendix D).

Cost Centre Managers manage all the ordering for that budget item. Staff wishing to purchase items must approach the appropriate Cost Centre Manager to approve and make the order.

Any item over \$800 needs to be discussed and signed off by Manager Corporate Services and/or Principal and tabled at the next Finance Committee meeting as appropriate.

Any orders over \$1000 require sufficient quotations before ordering for purchase.

Orders of \$50,000 and above contact the Department of Treasury and Finance Client Procurement Services for assistance (See Purchasing Policies and Thresholds). These items must be reported to the Department of Treasury and Finance.

Non consumable items are to be accessioned by the Library Officer. A copy of the invoice and the items is to be forwarded to the Library Officer for recording, bar coding and engraving or marking items as required.

Cost Centre Managers are required to do a stocktake of items during the school year.

BUDGET CALENDAR

When	Task
January	Preliminary (Draft) Cost Centre Budgets operational until master budget finalised. Draft budget presented to School Board.
February	Finance Committee appointments finalised. Master Budget prepared and operational. Budget tabled for approval at Finance Committee and School Board.
Term One	Budget monitored and reallocations considered as needed – terms one to three. The expectation is that approximately 50% of the budget is spent in first term in accordance to the budget submission and needs.
Term Two	Review of salaries for appointed staff and casual payments at the last Finance Meeting.
Term Three	It is expected that the majority of the spending in any cost centre is completed by the end of term three. Review of salaries for appointed staff and casual payments at the last Finance Meeting.
October	All orders are to cease by the end of October. Any exemptions from this cut off are to be requested to and granted by the Manager Corporate Services. Charges and Contributions schedule for the following school year to be finalised at School Board meeting.
November	Budget submissions for the following school year are to be presented to Finance Committee. Finance Committee uses submissions to create a Preliminary Budget. Charges and Contributions schedule for the following school year to be finalised and distributed two months before the start of the following school year.

Loans Register

Staff are able to borrow equipment to take off site for educational purposes. The staff member must sign a Loan Equipment/Return Form. This form is in the Loans Register file kept in the Administration Compactus Filing System in the front office. Staff are reminded that the equipment can only be used by departmental employees and must be used for departmental work. The Loans Register file is kept and monitored by the Manager Corporate Services.

Money Collection

Notes for incursions, excursions etc. are sent home by email via Consent2Go, parents have the option to pay electronically or via a money envelope. When students return the envelope to the school, teachers can direct the students or parents/caregivers straight to the office to place the envelope in the letterbox attached to the wall. Manager Corporate Services will balance money and record payment in RM Billing and forward permissions slips to teachers. **Teachers are to make sure they check with students if they have envelopes first thing after the siren in the morning so they can be sent to the office by 9.45am; this includes students checking in their bags.**

No money is to be kept in classrooms, as insurance will not cover it if stolen.

Monies received via EFTPOS, STRIPE or direct deposit will be receipted by MCS/School Officer or delegated authority in RM Billing and receipts printed and forwarded to families as per below.

Receipting

All receipting is completed by the Manager Corporate Services or delegated authority through RM Billing. Any monies in provided envelopes collected for incursions/excursions etc. are to be placed in the money collection letter box in the front office. Receipts will only be printed for amounts totalling more than \$10, or upon parent request.

Salary - Appointed and Casual

Salary is to be managed by the Principal and Manager Corporate Services with the SCF Dashboard. Information on salary spending is to be presented to the Finance Committee in Terms 2 and 3.

Staff Purchases CASH ONLY (NO CARDS)

Staff are able to make cash purchases under the following conditions:

- Purchases should be appropriate under guidelines such as Common Use Arrangements,
- Purchases should be utilised only when more effective than ordering through the school,
- Check with Cost Centre Manager before purchasing,
- Cash Only,
- Each receipt should be no more than \$55.00.

Staff are to give their receipt to the Manager Corporate Services who will reimburse via electronic funds transfer.

Staff will provide current and complete bank account information to the Manager Corporate Services upon request.

NAB Purchase Card Holders

All purchase card holders are to sign at the end of each card billing cycle, the flexipurchase statement and official bank statement.

Each purchase card holder will ensure that appropriate receipts are attached with cost centre codes clearly identified.

Each card holder will ensure a second signatory checks and signs the flexipurchase statement and official statement before handing to the MCS.

MCS and Principal to sign - 'verified by' and 'approved by' on the official statement cover page prior to batching.

All purchase card purchases are to cease prior to the end of the billing cycle in November to ensure all purchases are limited to a specific calendar year (purchases made in December will not be charged to the bank until January the following year and are to be avoided if at all possible).

A card holder who accidentally makes a personal purchase from their school purchase card will immediately inform their line manager and complete the appropriate paperwork to identify and acquit the transaction and be invoiced for the costs.

All Spearwood Primary School Policies function under the: Policies, Instructions and Guidelines of the Department of Education, Western Australia. They are to be reviewed upon changes to the overarching Policies, Instruction and Guidelines or upon a regular three-year minimum cycle.

2023 Term 1
To be reviewed before
2025 Term 4

Appendix A – Professional Learning Request form

Spearwood Primary School PROFESSIONAL LEARNING ~ REQUEST FOR FUNDING

This section to be completed by staff member requesting funding

Briefly outline the content / theme of this P.L.*	
What is the DATE (\$) of the P.L.?	_____ / _____ / 2013

*If this P.L. is provided externally to Dept of Ed., have you checked if our R.E.O. is able to provide the same P.L? YES NO

Briefly outline your reasons for wanting to attend this P.L.**

**Priority is given to school funded P.L. which...

1. Clearly links to, and supports, the outcomes sort in the School Development Plan
2. Will enhance Teaching and Learning outcomes in our school
3. Directly relates to the performance of an individual's job of work

Cost of Professional Development	
Course Registration Fee	\$
Course Materials or Other	\$
***Relief Staff Required	\$
TOTAL of request	\$

***As a guide, relief staff are calculated at a per day rate at the following rates...

Teacher	= \$ 525.00	Education Assistant	= \$ 265.00
AEIO	= \$ 300.00	Registrar	= \$ 375.00
Library Officer or School Officer	= \$ 265.00	Gardener	= \$ 215.00
Cleaner	= \$ 220.00		

Staff Member:	Date:
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This section to be completed by PD Committee

P.D. Committee Recommendation

Fully approved Part approved Not Approved

Notes:

Committee Member:	Date:
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Appendix B – Order Forms

SCHOOL QUOTATION AND ORDER FORM

See procurement policies for quotation thresholds

2385471

QUOTATION			
NAME OF SUPPLIER	DATE	QUOTE No.	COST (INC GST)
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

The above quotes are based on : Verbal Written (file written quotes for audit)

SELECTED SUPPLIER:

REASON FOR THE SELECTION:

- Common use contract
 Cheapest price
 Other (specify): _____
- Best value
 Local company (country areas only)
 Only supplier

SCHOOL ORDER FORM

2385471

Supplier: Please quote this order number on your invoice/s.

<small>INSERT SCHOOL DETAILS HERE</small> 700D PRIMARY SCHOOL 73 GERALD STREET SPEARWOOD 6153 H70 ENQUIRIES TO: Carmela TEL: 94181822	SUPPLIER: <u>Flexarom</u> ADDRESS: <u>8/8 Hawley St</u> <u>Canning Vale 6155</u> ABN: <u>16 814 904 665</u> TEL: <u>9330 4593</u> FAX: <u>9317 3386</u>
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COST CENTRE CODE	ITEM DESCRIPTION	QTY	GST TYPE	COST (INCLUDING GST)
D1610	install power point as per quote 3287	1	1	562.32

Order as per Quote No. 3287 POSTAGE/FREIGHT CHARGE _____
 TOTAL (INCLUDING GST) 618.55

DELIVERY INSTRUCTIONS: _____

NOTE TO SUPPLIER: If an ABN is not supplied a withholding tax will be applied to the payment for the goods/services invoiced.

C. Derbysville INCURRING OFFICER'S NAME
 [Signature] SIGNATURE
 26/6/15 DATE

Appendix D – Cost Centre Submission

SPEARWOOD PRIMARY SCHOOL Annual Budget Submission

Cost Centre Manager should prepare this submission to support the School Development Plan and Priority Areas for the School

Period January to December

Cost Centre:
Code:
Manager

Committed Funds

	Cost	Total
Outstanding Order/s		

Operating Expenses

Total Operating Budget		

SALARY POOL

Professional Development

Prioritised New Initiatives

Total Expenditure Submission

FINANCE COMMITTEE	Meeting Date: _____
<i>Approved / Amended / Declined</i>	
<i>Comment:</i>	
<i>Signed:</i>	