



Education
and Training

Information for New Business Managers

Basic roles, responsibilities
and key information –
April 2019



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Contents

1. Introduction.....	1
2. CASES21 (Computerised Administrative Systems Environment in Schools)	1
2.1 CASES21 Finance.....	1
2.2 CASES21 Administration.....	2
2.3 Central Hosted Environment for School Systems (CHESS).....	2
2.4 eCASES	2
3. Accessing Department Applications	2
3.1 Passwords.....	2
3.2 EduMail	2
3.3 CASES21	3
3.4 eduPay	3
3.5 School Maintenance System (SMS).....	3
4. Support.....	3
4.1 CASES21 Finance Business Process Guide.....	3
4.2 CASES21 Administration User Guide.....	3
4.3 DET Service Desk.....	4
4.4 School Finance Liaison Officers (SFLOs).....	4
4.5 CASES21 Training Centres.....	5
4.6 Regional Offices	5
5. Bank Accounts	6
5.1 Official Account (Chart of accounts code 0002)	6
5.2 High Yield Investment Account (HYIA) (Chart of accounts code 10001)	6
5.2.1 Moving funds to and from the High Yield Investment Account	7
5.2.2 HYIA Internet Maintenance.....	7
5.3 Department Grants.....	7
5.4 Deductible Gift Recipient Building and Library funds.....	7
5.5 School Purchasing Card.....	8

Contents continued

6. Professional Development.....	8
6.1 Schools Systems Training	8
6.2 Financial Management Training	8
6.3 Online Training	9
6.4 Finance Forums.....	9
7. Schools Finance and Resources Branch	9
8. Student Resource Package (SRP).....	9
9. Leave Replacement	9
10. Tax Compliance Unit	10
10.1 Goods and Services Tax (GST) and Fringe Benefits Tax (FBT).....	10
10.2 ATO (Australian Taxation Office).....	10
10.3 Business Activity Statement (BAS)	10
11. Superannuation Payments.....	10
12. School Council.....	11
12.1 School council tasks for the start of the year	11
13. Additional Resources	12
13.1 Chart of Accounts	12
13.2 School Financial Guidelines	12
13.3 Proformas and Worksheets	13
13.4 Other Links	13
13.5 Other valuable resources.....	14
13.5.1 CASES21 Published Articles	14
13.5.2 Department Fraud Control Framework	14
14. Useful Websites	14

1. Introduction

The role of a business manager in a school, whether large or small, can be a challenging and exciting task.

This document has been designed to make new business managers aware of some of the roles and responsibilities expected of them, and to provide them with key information relating to the various types of support that exist.

2. CASES21 (Computerised Administrative Systems Environment in Schools)

CASES21 is the software used for many aspects of record keeping in schools. It has two main components: The Administration module which contains student and family records, and the Finance module which records the financial transactions of the school.

CASES21 modules are updated to meet evolving school business needs.

CASES21 Articles are published on eduGate to notify schools of Finance policy updates, CASES21 upgrades and CASES21 release notes.

Further information and access to the publications can be located on the [CASES21](#) website. While on this page it is suggested that you sign up for the alerts that will notify you when articles are published.

2.1 CASES21 Finance

CASES21 Finance is a partial accrual based accounting software package specifically modified to suit the Victorian government state school environment.

[CASES21 Finance](#) contains the following modules:

01 FAMILIES - Also referred to as Accounts Receivable. This module allows schools to create family invoices and to receipt, manage and report on monies received from families in the school.

02 SUNDRY DEBTORS - These can be defined as external debtors who owe money to the school, for example hall hirers. This can also include employees. This module also allows schools to create invoices, receipt, manage and report on monies received from their debtors.

03 CREDITORS - Also referred to as Accounts Payable. This module allows schools to record and process orders, invoices, credit notes and payments to creditors.

04 ASSETS - Items purchased by schools that have a GST exclusive value equal to or greater than \$5,000 must be recorded in the Schools Asset Register.

05 GENERAL LEDGER - This module includes GL receipts and payments, bank reconciliation, GST/BAS reporting and budget entry and reporting.

06 BUDGETS – This module includes Chart of Accounts maintenance, entering budgets, importing and exporting budget data and budget reports.

08 END OF PERIOD - Data entry against the new period cannot commence until the End of Period processes for the current period are completed. This module clearly outlines the step by step processes required to finalise the previous month's transactions.

10 BALANCE DAY ADJUSTMENTS – This module includes information on the treatment of revenue received in advance and prepaid expenses.

11 END OF YEAR – Data entry for the new year cannot comment until the End of Year processes have been completed. This module clearly outlines the step by step processes required to finalise the previous year's transactions.

12 BATCHES – Naming conventions, batch maintenance and reporting are included in this module.

13 HANDY HINTS AND USEFUL WEBSITES – This module contains handy hints for navigating CASES21 and links to useful websites.

14 CALENDAR – This module contains a month by month overview of tasks to be completed, good practice standards and relevant references to assist.

15 PURCHASE REQUISITIONS - This module contains information required to set up, maintain and complete purchasing using the Purchasing Requisitions module.

2.2 CASES21 Administration

The Administration module allows schools to manage student enrolments, attendances and injury and accident reporting.

Further information on CASES21 Administration is available on [CASES21 eduGate page](#).

2.3 Central Hosted Environment for School Systems (CHESS)

Schools use the CHESS facility to host CASES21 centrally. CHESS has been established to provide enhanced business support to schools. CHESS offers the following advantages:

- Ability to access CASES21 from any location over the Internet.
- CASES21 software upgrades are handled centrally.
- Improved security as central backups occur without any action from schools and access to a school's data is strictly controlled.

Any queries regarding CHESS please email [DET Service Desk](#).

2.4 eCASES

eCASES is a web-based application that provides authorised school staff with access to CASES21 student attendance information and administrative functions. Once the daily attendance record has been generated in CASES21 by the school office staff, eCASES allows teachers to mark attendance. Subject to school policy, it is possible for some teachers to use eCASES to mark rolls and for others to use a paper-based system.

Further information is available in Chapter 18: eCASES21 Student Attendance of [CASES21 Administration User Guide](#).

3. Accessing Department Applications

3.1 Passwords

All Department applications require an access password. To ensure you select a password that cannot easily be compromised refer to the guidelines on [Password Best Practice](#) available on the Department website.

Further information on password information relating to CASES21 can be found in Chapter 10: Password and User Rights of the [CASES21 Administration User Guide](#).

3.2 EduMail

EduMail is an electronic messaging system that is available to over 80,000 staff and teachers in Victorian government schools and departmental sites. EduMail provides communication between all staff in Victorian schools and departmental administrative centres.

An EduMail account is automatically set up for all new centrally paid employees (including employees paid via Schools Local Payroll on eduPay). It is important however that you check your account information to ensure your details are correct. It is also important to set yourself as business manager to ensure that you are on the business manager distribution list. Be sure to check that your Job Title in EduPay is set to Business Manager.

An EduMail Helpdesk has been established as part of the DET Service Desk and provides ongoing assistance to all EduMail account holders. The DET Service Desk is also available by telephoning 1800 641 943.

3.3 CASES21

To gain access to CASES21 you must be added to the database by either someone in the school with password administrator access or by contacting the DET Service Desk.

Before access can be arranged by the DET Service Desk a letter signed by the principal on school letterhead must be faxed to the DET Service Desk on 1800 672 148 requesting that access be provided.

3.4 eduPay

To gain access to eduPay the principal will need to download and submit an eduPay and Recruitment Administration Access Request Form - School User available from HR Forms of the [HR website](#).

3.5 School Maintenance System (SMS)

The School Maintenance System (SMS) is used to support state wide management of school maintenance funding. Periodic state wide audits document the collection of school facilities and identify maintenance requirements classified by severity and urgency.

Training for this system is offered at each of the training centres listed under 6.1 Schools Systems Training in this guide.

To gain access to SMS for the first time, please contact the DET Service Desk who will arrange for you to be set up as a SMS user. Access to the system will then be your EduMail login and password.

Further information is available from the [School Maintenance System](#) and [School Infrastructure](#) websites.

4. Support

4.1 CASES21 Finance Business Process Guide

The CASES21 Finance Business Process Guide provides step by step instructions for each of the CASES21 Finance modules outlined earlier.

The CASES21 Finance Business Process Guide should be the first point of call for an operator requiring instruction or information about data entry and financial procedures in CASES21. A link to the guide is located on the CASES21 Finance section of the [Schools Finance](#) website.

4.2 CASES21 Administration User Guide

The CASES21 Administration User Guide provides step by step instructions for each of the CASES21 Administration processes. The 23 Chapters to the guide are:

- Chapter 01 - Introduction
- Chapter 02 - Enrolment
- Chapter 03 - Attendance
- Chapter 04 - Excursions
- Chapter 05 - Medical
- Chapter 06 - Merit Discipline
- Chapter 07 - Student Data Reports
- Chapter 08 - Staff
- Chapter 09 - Staff and Student ID Photos
- Chapter 10 - Passwords
- Chapter 11 - House Home Groups and Specialist Subjects

- Chapter 12 - Exiting Students and Year 9-12 Exit Destinations
- Chapter 13 - EOY Admin
- Chapter 14 - Worksheets and Quicklists
- Chapter 15 - Import and Export Data
- Chapter 16 - School Management
- Chapter 17 - Housekeeping
- Chapter 18 - eCASES
- Chapter 19 - Calendar
- Chapter 20 - Transport
- Chapter 21 - CHERS
- Chapter 22 - SMS and Email Communications
- Chapter 23 - Student Achievement

The [CASES21 Administration User Guide](#) should be the first point of call for an operator requiring instruction or information about data entry and administration procedures in CASES21.

4.3 DET Service Desk

The DET Service Desk provides support for school based users of CASES21, SMS, eduPay, Recruitment Online (ROL), Corporate EduMail, the School Data Link System (SDLS), hardware warranty, software, WebCMS, VicSmart and PSDMS.

The preferred method of contact to the [DET Service Desk](#) is via the gateway.

The Service Gateway also has a Bulletin Board and Knowledge Bank which is updated regularly to provide information on important current issues and items generating high numbers of requests for support.

Alternatively you can telephone them on: **1800 641 943**

You will be asked to press a number relating to your enquiry as follows:

- | | |
|--------------------------------------|---|
| • Recruitment Enquiries | 1 |
| • HR Enquiries | 2 |
| • School Administrative Applications | 3 |
| • School Technical Support | 4 |
| • Teacher Notebooks | 5 |

Fax: 1800 672 148

Email: servicedesk@edumail.vic.gov.au

The DET Service Desk operates between 8:00am and 5:30pm, Monday to Friday during school terms; and between 8.30am and 5.00pm during school vacations. It is closed on public holidays (open Melbourne Cup Day).

4.4 School Finance Liaison Officers (SFLOs)

There are currently seven School Finance Liaison Officers who provide support and guidance to schools on financial management, and one SFLO Co-ordinator who oversees the team. Specifically, they can advise on:

- best practice for a range of financial matters from chart of accounts coding to compliance matters
- business processes such as bank reconciliation, petty cash, receipting (using General Ledger or Sundry Debtors)
- interpreting reports, and delivery of a range Professional Development

School Finance Liaison Officers are attached to regions as follows:

(If you are unsure who your SFLO is please contact Barb Martin on 7022 2231 or martin.barbara.l@edumail.vic.gov.au)

Name and number		Region	Email
Barb Martin	03 7022 2231	SFLO Co-ordinator	martin.barbara.l@edumail.vic.gov.au
Carol Tolley	0455 345 927	Inner South Eastern Vic Region	tolley.carol.l@edumail.vic.gov.au
Christine Symec	0400 052 819	Inner North Eastern Vic Region	symec.christine.a@edumail.vic.gov.au
Fiona Missen	0417 003 172	South Western/Grampians Vic Region	missen.fiona.m@edumail.vic.gov.au
Cathy Mahoney	0427 118 339	Gippsland/Eastern Metro Vic Region	mahoney.catherine.m@edumail.vic.gov.au
Anne Gregory	0437 179 867	North Western Vic Region	gregory.anne.k@edumail.vic.gov.au
Julie Evans	0448 431 463	North Eastern Vic Region	evans.julie.A2@edumail.vic.gov.au
Kerry Hanrahan	0436 000 256	Inner Western Vic Region	hanrahan.kerry.k@edumail.vic.gov.au

4.5 CASES21 Training Centres

Support is often available from your local CASES21 Training Centres. Please be aware that their highest priority is providing training for schools at their centres. Refer to Schools Systems Training of this guide for locations and telephone numbers of training centres.

4.6 Regional Offices

Each [Regional Office](#) provides support to schools on local issues.

Region/Offices	Telephone
North-Eastern Victoria Region	1300 333 231
Benalla	
Glen Waverley	
Seymour	
Shepparton	
North-Western Victoria Region	1300 338 691
Bendigo	
Coburg	
Greensborough	
Mildura	
Swan Hill	
South-Eastern Victoria Region	1300 338 738
Cheltenham	
Dandenong	
Frankston	
Leongatha	
Moe	
Sale	
Warragul	
South-Western Victoria Region	1300 333 232

Ballarat	
West Footscray	
Geelong	
Horsham	
Keilor	
Warrnambool	

5. Bank Accounts

Every school has two bank accounts. To access the schools bank accounts Online, contact your bank directly to confirm the required process.

5.1 Official Account (Chart of accounts code 10002)

The schools operating account is the School Council Official Account. All payments for goods and services must be made from the official account and all revenue collected by the school is deposited into this account.

Registered signatories at the bank for the account must comprise the principal as a mandatory signatory, and a second co-signatory who must be a member of school council and approved by council as a signatory. The business manager employed by the school cannot be nominated as a signatory to school accounts, even if that person is a school council member.

Schools should ensure that all signatories are up to date and recorded in CASES21. This can be done at by opening;

Financial | Reference Tables | Bank Data Maintenance | Bank Account Signatories (GLBANK21003) format.

Schools must ensure that balances in their Official account do not exceed the school operating reserve (based on two months operating expenditure).

School bank accounts are not permitted to be overdrawn, either at the bank or on CASES21.

5.2 High Yield Investment Account (HYIA) (Chart of accounts code 10001)

The HYIA was established by the Department to assist schools with cash flow planning and, in the event of surpluses being identified, to provide schools with an attractive and competitive interest rate on the funds invested, while still retaining an 'at call' status.

New school banking arrangements have been introduced as part of a new Central Banking System (CBS) established by the Department of Treasury and Finance.

The new Central Banking System (CBS) will see the High Yield Investment Account linked to the CBS.

It is mandatory for all Victorian government agencies, including schools, to transition to the CBS and hold surplus (non-operational) funds within the new system by 14 February 2019.

All Department grants are deposited directly into the HYIA. Basic policy for the HYIA is as follows:

- Schools are able to transfer funds from the HYIA into the Official Account at any time, and vice versa.
- Surplus funds from the Official Account must be deposited into the HYIA to maximize interest revenue.
- All other revenue received by the school is to be paid into the Official Account.
- The interest gained from the HYIA is paid directly into that account.
- No account-keeping fees or transaction charges are applied to the HYIA.

Further information is available on the [High Yield Investment Account](#) page on the Finance website.

5.2.1 Moving funds to and from the High Yield Investment Account

Each school is issued with a "School Identification Number" (SIN) and instructions for calculating the "security code" are detailed below. The transfer of funds to and from the HYIA is to be completed via the [HYIA Transfers](#) link.

The SIN is a unique confidential identifier for each school. Schools will be required to use their SIN each time a transfer is performed. It is extremely important that the SIN is appropriately safeguarded within each school.

If a school is unable to locate their SIN number, the Principal can request the number via email to vicclientservice@westpac.com.au

The Security Code, which must be entered each time you wish to transfer funds to or from the HYIA, is calculated by adding together, 1) the School's SIN, 2) the amount of the transfer and 3) the date of request.

An **example** of calculating your security code is given below:

SIN Number	(e.g.) 12345
Amount of Transfer	\$20,000.00
Date of Request	16/02/07
<i>Calculate</i>	$12345 + 2000000^* + 16 + 2 + 7$
SECURITY CODE	= 2012370

* This item is simply the amount of the transfer leaving out the decimal point and including cents.

5.2.2 HYIA Internet Maintenance

An amendment of signatories form for internet banking is available on the [School Finance HYIA](#) website.

This form is required to be completed when a school is adding or deleting HYIA internet banking users, or changing the HYIA contact person. Please note that the contact person must also be a user of the internet banking facility.

All users are allocated individual customer numbers and these numbers should not be circulated to other users for internal control purposes.

All details must be completed on this form and it must then be printed and signed by the principal and mailed to:

Westpac Victorian Government Schools Team
Level 7, 150 Collins Street
Melbourne VIC 3000

For any further information contact the HYIA enquiry line on (03) 9608 3975 or the general enquiry line on (03) 9608 3883 or email vicclientservice@westpac.com.au

5.3 Department Grants

All Department grants will be deposited into the schools HYIA and schools will receive an Electronic Funds Transfer (EFT) notification or remittance advice, by email (to the school email account). This notification should be checked for the correct GST treatment of the funds.

For additional information or to request a remittance advice email: cashmanagement@edumail.vic.gov.au

5.4 Deductible Gift Recipient Building and Library Fund Accounts

Schools are able to establish a tax deductible building fund or library account, with the endorsement of the ATO.

A separate bank account must be set up for each fund.

The Department recommends that when donations for the building fund or library account are received through the official bank account the school should immediately transfer these funds to the building or library fund bank accounts.

When invoices are to be paid from these funds, the money is to be transferred to the official account, then paid to the creditor and normal GST rules apply.

Please refer to the Transfer of funds between Bank Accounts for GST relating to Receipts and Payments in [Section 3 – Creditors of the CASES21 Finance Process Guide](#) for further information.

These funds should not be left sitting in the Official bank account.

For further information refer to the DGR Fact Sheet on the [Tax eduGate page](#).

5.5 School Purchasing Card

If the school has a School Purchasing Card the direct line for assistance with Westpac Institutional Banking is:

Victorian Government Client Service Team

Phone: 9608 3975

Fax: 8668 1116

Email: vicclientservice@westpac.com.au

Address: Victorian Transactional & Client Service Team
Level 7, 150 Collins Street
Melbourne Vic 3000

To arrange a new facility you will need to request a briefing via: schools.finance.support@edumail.vic.gov.au

Further information is available under [School Purchasing Card](#) section of the Finance website.

6. Professional Development

Enrolment in Department training, including-

- Schools Systems Training
- Financial Management Training
- Online Training
- Finance Forums

Can now be accessed via your personal [Edupay site](#) – by selecting LearnEd.

See below for an overview of the training offered.

6.1 Schools Systems Training

A variety of training including, individual CASES21 Financial and Administrative modules, eduPay and ROL are offered at each Regional Training Centre.

6.2 Financial Management Training

The Schools Financial Management and Support Unit (SFMSU) provides professional development opportunities for staff with financial roles and responsibilities in schools.

The following program is offered, annually:

- Finance Matters - seven half day modules developed for school business managers, principals and education support staff to provide training in Department financial policies and procedures. Topics included are – Financial Management, Student Resource Package (SRP), Workforce budgeting, Financial reporting, Budget preparation, Tax and Insurance.

Email: schools.finance.pd@edumail.vic.gov.au

6.3 Online Training

The [Online Training](#) website will provide you with access to a variety of technical and administrative eLearning modules including Microsoft Office and CASES21. Vista and XP eLearning modules are also available. The site also provides you with links to other training resources for staff development and professional learning.

This training will also be available in the future through [eduPay – LearnEd](#).

6.4 Finance Forums

The school finance liaison officers (SFLO's) run Finance Forums for groups of ES staff responsible for financial processes in their school.

Larger group sessions can also be organised by contacting your SFLO.

7. Schools Finance and Resources Branch

The Schools Finance and Resources Branch is responsible for:

- CASES21 Finance
- School Financial Policy
- Professional Development in Financial Management
- School Financial Management website
- School Finance Liaison Officers
- Strategic Financial Management Advisors
- Short Term Leave Reimbursement
- Student Resource Package (SRP)

8. Student Resource Package (SRP)

The SRP is the major source of income for schools provided by the Department. The package is designed to improve the targeting of financial resources for student learning needs and schools, and to provide greater certainty for schools about their ongoing level of resources, resulting in more effective planning.

All recurrent funding is provided through the SRP as the School Cash Grant and is received quarterly (January, April, July and October) in schools. The financial management of schools also involves a credit component which is held centrally and used to pay staff on the central payroll system (eduPay). Although the majority of salaries are paid centrally, funds raised locally by the school can be used for central payroll by a cash to credit transfer.

The [SRP Guide](#) is an operational manual explaining all aspects of the SRP. As well as outlining the format of the budget, the guide details updated funding rates and explains associated administrative procedures

Reading and Understanding SRP Reports training is offered through the Finance Matters professional development programs. Information relating to the programs is available on the [Financial Management website](#).

9. Leave Replacement

A replacement can be a central or local/agency employee who meets the criteria listed in the link below.

[HR – Casual Relief Teachers](#)

Reimbursement will be cash or credit depending on the type of replacement nominated by the school.

Schools are required to process and submit nominated replacement details on a regular basis and details will need to be submitted **no later than by the end of the next term after the replacement took place** as leave events will no longer be available.

10. Tax Compliance Unit

The Tax Compliance Unit of Financial Services Division (FSD) in the Department provides policy and advice to Victorian Government schools, regions, divisions and agencies on the operation of the various taxes that affect the Department and its subsidiary bodies in its operations.

If you have any questions or enquiries please contact the Tax Compliance Unit on 70222228 or email tax@edumail.vic.gov.au. By contacting Greg Hart – hart.greg.j@edumail.vic.gov.au, business managers can arrange a one-on-one training session in GST/FBT to be held at their school.

10.1 Goods and Services Tax (GST) and Fringe Benefits Tax (FBT)

GST is a broad-based tax of 10% on the supply of most goods, services or anything else for consumption in Australia. GST came into effect on 1 July 2000. All government schools are registered for GST and have an Australian Business Number (ABN).

An assortment of tax related information, including A - Z fact sheets which will help you understand GST and FBT in schools, is available from the [Tax eduGate page](#).

For assistance from the ATO on GST issues, phone **13 28 66** from 8 a.m. to 6 p.m. weekdays.

10.2 ATO (Australian Taxation Office)

To change the ATO 'Authorised Contact Person' complete the form Change of Registration Details.

10.3 Business Activity Statement (BAS)

The ATO Business Portal is the gateway for online ATO services for businesses. To access the portal you must use an AUSkey digital certificate.

For more information regarding AUSkey see the [AUSkey fact sheet](#) on the [Tax eduGate page](#) website. For technical assistance phone the ATO technical help desk on 1300 139 373, Monday to Friday, 7am to midnight, or email technical.help@ato.gov.au

Further information is available on the [ATO Online Services](#) website.

ATO forms are also available by contacting the Tax Compliance Unit either on 03 70222228 or emailing Greg Hart hart.greg.j@edumail.vic.gov.au.

11. Superannuation Payments

Superannuation payments include both employer and employee (pre and post-tax) contributions.

The 2014 Federal Government Superannuation Reforms require employers to submit all superannuation data and payments electronically, referred to as SuperStream.

The Department solution to SuperStream is to use the VicSuper portal for this process.

The superannuation data and payments to all funds will be processed through one CASES21 file and uploaded to the VicSuper Portal to be distributed to all relevant funds.

For further details and access please contact VicSuper on 1300 366 216.

12. School Council

All government schools in Victoria, apart from the Distance Education Centre Victoria, have a school council. The school council is the group of people who assist in governing the school. It is given the power to set the key directions for the school, and is a legal entity in its own right. A school council directly influences the quality of education that a school provides to its students.

12.1 School council tasks for the start of the year

The school council's role is to maintain and run school operations. Your school council should take the following actions at the first school council meeting of the year:

- Table, sign and approve end-of-year financial reports.
- Approve any amendments to the indicative school cash budget for the new school year.
- Nominate/endorse signatories for all school bank accounts
- Endorse the list of officers approved to sign official order forms.
- Approve any proposed fundraising events for the year.
- Endorse proposed GST treatment of fundraising events.
- Endorse the treatment of GST from canteen operations (e.g. input-taxed).
- Minute whether the subsidised funding of camps or excursions are approved.
- Minute the profit and loss statement for trading operations for the previous year (e.g. canteen and uniform shop).
- Endorse the school cash handling policy.
- Endorse the school parent payment policy.
- Endorse the school investment policy (if required).
- Endorse the school electronic funds management policy.
- Endorse the school purchasing card policy.
- Endorse the school purchasing card register (of card holders, card limits, cancellations and expiry dates).
- Approve the current list of volunteers working in the school and any additions to the register during the year.
- Set dates for meetings (with a minimum of 8).

For more information on School Councils including their role and responsibilities and school council processes can be found on the see: [School Councils](#) website.

To identify which CASES21 Finance reports should be provided to school council please refer to Section 8: End of Period of the [CASES21 Finance Business Process Guide](#).

13. Additional Resources

Valuable resources and links are available from the [School Finance](#) website.

It is suggested that you either save this website into your favourites for easier access or create an icon on your desktop.

[CASES21 Finance](#) - Publications and user guides related to the practices and policies underpinning the CASES21 Finance program as listed and linked below -

13.1 Chart of Accounts

- [Chart of Accounts](#)

This publication provides a detailed explanation of the various General Ledger codes which make up the chart of accounts used in CASES21. In addition it provides a description for each code and lists the appropriate GST treatment.

13.2 School Financial Guidelines

- [A Guide to Budget Management in Schools](#)

This guide provides information on the processes involved in developing, approving and monitoring all monies under their control of school council.

- [Finance Manual for Victorian Government Schools](#)

This document is a general guide to financial policy and procedures in schools.

- [Internal Control for Schools](#)

Internal control is a combination of measures and methods put in place to ensure that the assets of a school are safeguarded, that the accounting information produced is accurate and complete and the information obtained from the schools' accounting system can be relied upon and used with confidence by all people involved in financial decision making. Good internal control *protects* staff and resources.

- [Accounting Concepts for CASES21 Finance](#)

This booklet is an introduction to basic double entry accrual accounting as used in CASES21.

- [Financial Reporting for Schools](#)

This booklet assists school in the analysis and interpretation of relevant financial and management reports available in CASES21 Finance. It also outlines the important reports that need to be provided to school council, finance committees and other key stakeholders within schools.

- [The Balance Sheet](#)

The Balance Sheet provides an indication of the financial position of the school at a point in time.

- [Operating Statement](#)

The Operating Statement shows all revenue and expenditure against General Ledger account codes for a specified period with comparisons against Budget. It also calculates a school's net surplus/deficit on operations for a period.

- [Asset Management Policy](#)

These policy and procedure guidelines are designed to give all staff the information for the recognition and management of non-current physical assets. The information provided will define assets and inventory items and detail the procedures for their management.

- [CASES21 Finance Process Guide](#)

The CASES21 Finance Business Process Guide is a step by step instruction on each of the CASES21 Finance modules. It should be the first point of call for an operator requiring finance instruction or information about data entry and financial procedures on CASES21.

- [CASES21 Finance Calendar](#)

The CASES21 Finance Calendar has been designed to assist you in undertaking your role as business manager by defining good business practice. This document provides you with a single reference detailing critical events. It also provides information on why those events need to be performed, the steps you must take, good practice to effectively perform the events, and links to other relevant documentation.

13.3 Proformas and Worksheets

- [Annual Master Budget Summary](#)
- [Budget Submission Proforma](#)
- [Financial Commitment Summary Worksheet](#)
- [GST Calculator](#)
- [Journal Generator v9.1](#)
- [Monthly Tracked Balances Tool](#)
- [Trading Profit and Loss](#)
- [SGL Reconciliation Spreadsheet](#)

13.4 Other Links

[CASES21 web site](#)

[DET Service Gateway](#)

[High Yield Investment Account](#) - Policies and procedures related to schools High Yield Investment Account.

[Professional Development](#) - Links to eduPay to enable logging in to personal account to access current professional development programs available to schools to support and enhance their understanding of financial management in schools.

[School Finance Liaison Officers](#) - Provides information about the role of SFLOs and who to contact for support in your region.

[School Financial Policy and Guidelines](#) - Circulars, Executive Memorandum and Guidelines that outline policy and procedure for various finance and administrative issues that impact schools. This site also contains user guide, forms and templates for the School Purchasing Card.

[State-wide Business Manager Group](#) - A Business Manager Group liaise with schools on financial management, practice and school financial policy issues. Members represent a range of school types and sizes across all regions.

[Student Resource Package](#) - A package designed to improve the targeting of financial resources for student learning needs and schools, and to provide greater certainty for schools about their ongoing level of resources, resulting in more effective planning.

[Tax eduGate page](#) - Resources to support understanding of school taxation requirements.

13.5 Other valuable resources

13.5.1 CASES21 Published Articles

The publication of CASES21 Bulletins ceased in June 2011. However, archived copies of the documents are available on eduGate via the link below. The Bulletin has been replaced by CASES21 Articles for both Finance and Administration. The Articles are published on a regular basis via eduGate and schools can set up an alert so signify that a new article has been published. The articles relate to handy hints and tips about the operation of CASES21 for both the Administration and Finance modules. They serve as reminders for schools of Department policy and propose recommendations on current issues. These articles also notify schools of amendments to the Finance Process Guide when they occur. It is vital that all ES staff who use CASES21 regularly check the CASES21 site.

CASES21 Articles and Archived Bulletins are available at [eduGate](#).

13.5.2 Department Fraud Control Framework

The Department has a [Fraud Control Framework](#) in place to comply with the Standing Directions of the Minister for Finance under the Financial Management Act 1994. The Framework consists of:

- Fraud Control Framework - Policy
- Fraud Control Framework - Procedures
- Fraud Control Framework - Plan

14. Useful Websites

[Department of Education and Training](#)

[Financial Management](#)

School Financial Guidelines

- Finance Manual for Victorian Government Schools
- Internal Control for Schools
- A Guide to Budget Management in Victorian Government Schools
- Asset Management Policy
- Management of School Trading Operations Guidelines
- School Cash Reserve Benchmark Policy and Guidelines
- Schools Electronic Funds Management Guidelines
- Guide to school council and finance motions
- Cash handling policy
- Reimbursement request form

Other Resources

- Business Continuity After Disaster
- Information for New Business Managers

Cash Handling

- Cash handling best practice controls
- Cash handling authorised from fundraising collection
- Cash handling authorised for sale of items
- Cash handling authorised form ticket sales not at office
- Float collection authorisation form

[School Purchasing Card](#) - link to site for guides, forms and templates

[Schools targeted funding portal](#) – link for access to the portal

CASES21 Finance

User Guides

- CASES21 Finance Business Process Guides
- CASES21 Budget import-export technical guidelines
- CASES21 Email Guidelines and Management Instructions
- CASES21 Family Invoice import/export technical guidelines

Publications

- Accounting Concepts for CASES21 Finance
- The Balance Sheet – A Practical Example and explanation
- Chart of Accounts in Victorian Government Schools
- Financial Commitment Summary Guidelines
- Financial Reporting for Schools
- Operating Statement – A practical example and explanation
- Star 6 Instructions for reimbursement

Proformas and worksheets

- Impact Assessment – AASB16 leases template
- Annual Master Budget Summary with monthly cash flow template
- Asset status change request form
- Budget Submission Proforma
- GST Calculator
- Journal Generator
- Monthly Cash Flow Template
- Segregation of duties – cash checklist
- SGL Reconciliation Spreadsheet
- Tracking Subprogram Balances
- Tracked Balance Tool – Monthly Version
- Trading profit and Loss

HYIA

- High Yield Investment Account
- HYIA Business Internet Banking –Transfer of Funds

Support and Professional Development

CASES21

- [eduGate CASES21](#)
- [CASES21 Finance](#)
 - CASES21 Finance Business Process Guide
 - Profit and Loss Statements for Trading Operations
- [CASES21 Online Training](#)
- [eCASES21](#).

Student Resource Package (SRP)

- SRP Guide
- SRP School Reports

DET Tax website

ATO - Business Portal

ABN Lookup

Australian Prudential Regulation Authority (APRA)

VicSuper

[Business Managers Victoria \(formerly ABMVSS\)](#)

[DET Service Desk](#)

[Disposal of Records](#)

[eduGate](#)

[Emergency and Security Management](#)

[Human Resources](#)

Human Resources A – Z Topic index

- [eduPay Forms](#)
- [Salary Rates](#)
- [Recruitment Online](#)
- [Suitability for Employment](#)
- [Safety, Health and Wellbeing](#)

[ICT Support Services](#)

[ITD Online Training Schedule](#) – links to Edupay to enable sign in to LearnEd.

[Online Training](#)

[School Councils](#)

[School Infrastructure](#)

[Schools Equipment Coverage Scheme – Policy and Guidelines](#)

[Schools Maintenance System \(SMS\)](#)

[School Policy and Advisory Guide](#)

[School Policy Templates Portal](#)