Coordinating School Agreement

Local Administration Bureau (LAB)

**This agreement is between:**

**ABC Primary School** – Coordinator School

and

**Department of Education and Training (DET)** - Funding Entity and Local Administration Bureau (LAB) project managers.

1. **AGREEMENT SUMMARY**
2. This Coordinator School has been established to administer the accounts for the Local Administration Bureau (LAB) program.
3. The funding for the Local Administration Bureau (LAB) program will be provided by the Department of Education and Training. This funding can only be used by ABC Primary School for the purposes of the LAB program.
4. ABC Primary School to work in a cooperative manner with the LAB Project Manager and the LAB staff to administer the accounts for the program.
5. **OBJECTIVE OF PROGRAM**

To develop a sustainable and scalable LAB operating model.

1. **TIMELINE**

The program will commence in on July 1, 2012 and conclude on Dec 31, 2013.

1. **FUNDING**

ABC Primary School will receive $XXX.XX from DET (*Empowering Local Schools- National Partnerships*) which will be allocated for the implementation of the LAB program. The full amount will be provided during Term 3, 2012.**e**

1. **Responsibilities of the LAB Project Board**
2. DET will ensure that sufficient funds are allocated to ABC Primary School to meet the payments required and agreed for the program and will provide a detailed program budget.
3. DET will notify ABC Primary School immediately of any changes to the funding arrangements.
4. DET will notify ABC Primary School in writing of any variance to the services required of them. These variations should be appended to this agreement and signed off by both parties.
5. **Responsibilities of the ABC Primary School**

The services that ABC Primary School provides will include:

* Administrative services associated with the delivery of the program including payments to service providers and other associated costs related to the delivery of the LAB program
* Maintenance of adequate records to support receipts and payments of monies in relation to the delivery of the program including:
  + Grant monies received from schools funded through *Empowering Local Schools- National Partnerships*
  + Fees for service received from other LAB client schools
* All payments to be made by ABC Primary School for the program in compliance with DET policies and procedures
* Maintain separate financial records in relation to the program in CASES21
* Provide financial reports to the LAB Project Manager every month
* Ensure that all taxation requirements have been met in the administration of the LAB Program including GST and FBT accountabilities in accordance with DET requirements.

ABC Primary School will also be responsible for ensuring that:

* this agreement has been formally approved by its School Council
* that any bank interest gained from the investment of the LAB Program funds is retained by the project
* process all personnel data accordingly– including management of personnel files.

1. **Administration Grant**

* ABC Primary School will recoup an administration grant of $XX,XXX from the project funding in on receipt of the project funds during Term 3, 2012.

1. **Reporting Arrangements**

The following reports are required from ABC Primary School in relation to the LAB program:

|  |  |  |
| --- | --- | --- |
| Report | Period | Timeline |
| CASES21 Operating Statement by Initiative (GL21153) | 31 Dec 2012 | 31 Jan 2013 |
| Revenue & Expenditure | 30 June 2013 | 31 July 2013 |
| Acquittal Reporting | 31 Dec 2013 | 31 Jan 2014 |

1. **Variation & Termination**

* Non-compliance with this agreement may result in funding being withdrawn and the agreement being terminated.
* The agreement may be terminated at any time by agreement between ABC Primary School and the LAB Project Board.
* The Board will notify ABC Primary School in writing of any variance to the services required of them. These variations should be appended to this agreement and signed off by both parties.

1. **Period of Agreement**

The agreement will commence on July 1, 2012 and terminate on December 31, 2013. Extension of the agreement can be discussed between all relevant parties prior to the end of the agreement.

1. **Approval & Signature**

|  |  |  |  |
| --- | --- | --- | --- |
| Approvers | Name | Signature | Date |
| ABC Primary School Principal | Fred Smith |  |  |
| ABC Primary School Council President | Harry Blogs |  |  |
| LAB Program – Project Sponsor | George Purple |  |  |
| LAB Program – Project Manager | Harriet Jones |  |  |