

Information for New Business Managers

Basic roles, responsibilities
and key information



**Published by the
Financial Services Division
Department of Education and
Early Childhood Development**

October 2014

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and Early Childhood Development) 2011

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and Early Childhood Development,
2 Treasury Place, East Melbourne, Victoria, 3002.
This document is also available on the internet at
<http://www.education.vic.gov.au/school/principals/finance/Pages/default.aspx>

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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 basic 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, including the school level payroll.

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.

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:

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.

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

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.

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

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.

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.

PAYROLL - The school level payroll module is used for the payment of salaries and wages to staff employed by the school council not paid through the central eduPay payroll. This includes printing Payment Summaries for employees, the preparation of reports and reporting to the ATO.

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)

Some schools use the CHESS facility to host CASES21 centrally. CHESS has been established to provide enhanced business support to schools. Schools not currently using CHESS are able to express interest in being part of the CHESS expansion process. 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 conversion to CHESS please email [DEECD Service Desk](#).

2.4 eCASES21

eCASES21 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, eCASES21 allows teachers to mark attendance using their DEECD supplied notebook. Subject to school policy, it is possible for some teachers to use eCASES21 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 DEECD Applications

3.1 Passwords

All DEECD 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 DEECD 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 70,000 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. 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. This can be done by selecting 'EduMail Support' from the front screen when logging in through Internet Explorer.

The principal must send a request to DEECD Service Desk to obtain an account for locally paid employees.

An EduMail Helpdesk has been established as part of the DEECD Service Desk and provides ongoing assistance to all EduMail account holders. The DEECD 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 DEECD Service Desk.

Before access can be arranged by the DEECD Service Desk a letter signed by the principal on school letterhead must be faxed to the DEECD 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 DEECD 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 14 Sections to the guide are:

- Section 01 – Families
- Section 02 – Sundry Debtors
- Section 03 – Creditors
- Section 04 – Assets
- Section 05 – General Ledger
- Section 06 – Budgets
- Section 07 – Payroll
- Section 08 – End of Period
- Section 09 – End of Financial Year
- Section 10 – Balance Day Adjustments
- Section 11 – End of Year Procedures
- Section 12 – Batches
- Section 13 – Handy Hints
- Section 14 – Calendar

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 20 Chapters to the guide are:

- Chapter 01 Introduction
- Chapter 02 Enrolment
- Chapter 03 Attendance
- Chapter 04 Excursion and Activity Groups
- Chapter 05 Medical, Accidents and Sickbay
- Chapter 06 Merit and Discipline Incidents
- Chapter 07 Student Data Reports
- Chapter 08 Staff
- Chapter 09 Staff and Student ID Photos
- Chapter 10 Passwords and User Rights
- 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, Quicklists and Seamless Views
- Chapter 15 Import and Export Data
- Chapter 16 School Management

- Chapter 17 Housekeeping
- Chapter 18 eCASES21
- Chapter 19 Calendar
- Chapter 20 Transport
- eduPay and CASES21 Guide

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 DEECD Service Desk

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

The preferred method of contact to the [DEECD 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 DEECD 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 four School Finance Liaison Officers who provide support and guidance to schools on financial management. Specifically, they can advise on:

- best practice for a range of financial matters from chart of accounts coding to compliance matters
- business processes (bank reconciliation, petty cash, receipting (for example using General Ledger or Sundry Debtors
- interpreting reports, and delivery of a range of information sharing sessions to cluster groups in regions.

School Finance Liaison Officers are attached to regions as follows:

Name	Region
Glenice Robinson 0408 408 832	South Eastern Victoria
Christine Symec 0400 052 819	North Eastern Victoria
Fiona Missen 0417 003 172	South Western Victoria
Cathy Saywell 0427 118 339	North Western Victoria

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	Telephone
North-Eastern Victoria Region	
Benalla	03 5761 2100
Glen Waverley	03 9265 2400
North-Western Victoria Region	
Bendigo	03 5440 3111
Coburg	03 9488 9488
South-Eastern Victoria Region	
Dandenong	03 8765 5600
Moe	03 5127 0400
South-Western Victoria Region	
Ballarat	03 9291 6500
Geelong	03 9291 6500
West Footscray	03 9291 6500

5. Bank Accounts

Every school has two bank accounts. To access the schools bank accounts on line, 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.

School bank accounts are not permitted to be overdrawn.

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

The HYIA was established by DEECD 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.

All DEECD 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 can 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.

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

A User and Account Access form for internet banking changes is available on the [DEECD 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 Client Service Team
Level 10, 360 Collins Street
Melbourne VIC 3000

For any further information contact the HYIA enquiry line on (03) 9608 3975

or email vicclientservice@westpac.com.au

5.3 DEECD Grants

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

5.4 Deductible Gift Recipient Building and Library Funds

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

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

DEECD recommends that when donations for the building or library fund 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 [DEECD Tax eduGate page](#).

5.5 Investment of School Funds

School councils have full responsibility for monitoring school funds and deciding if there is the opportunity to invest surplus funds to generate interest revenue for the school.

School councils are required to ensure that school funds are only invested with:

- financial institutions (specifically Banks and Credit Unions), which are regulated by the Australian Prudential Regulation Authority (APRA), and are listed by them as an Authorised Deposit –taking Institution (ADIs). A full list of these financial institutions can be obtained from [APRA](#).
- Treasury Corporation of Victoria (TCV)
- Victorian Funds Management Corporation (VFMC)

Schools are able to invest in the following types of products with these institutions:

- cash management accounts
- term deposit accounts
- accepted or endorsed bills of exchange
- negotiable, convertible or transferrable certificates of deposit.

The investment of school funds in shares or other financial products, or with other financial institutions not listed as an ADI under the APRA guidelines is not allowed.

All investment accounts must be recorded on CASES21 Finance and, except for the High Yield Investment Account, should be in the name of the school council and recorded in an Investment Register. Before investing money outside the High Yield Investment Account the school is required to develop an Investment Policy which needs to be approved by school council.

Further information is available under Guidelines in the [School Financial Policy and Guidelines](#) section of the School Finance website.

5.6 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 10, 360 Collins Street
Melbourne Vic 3000

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

6. Professional Development

6.1 Schools Systems Training

A variety of training including, individual CASES21 Financial and Administrative modules, eduPay, ROL and SMS are offered at each Regional Training Centre. Bookings can be made through the Online Training Calendar available on the [ITD Online Training Schedule](#).

<i>Region</i>	<i>Address</i>	<i>Contacts</i>	<i>Telephone</i>	<i>Mobile</i>
South Western Victoria Aberfeldie	Aberfeldie ITTC Aberfeldie PS Ramsay Street Essendon 3040	Jennie Franklin Cathie Nind <i>Nicholas (Nick) Hubert</i>	9331 4064 9331 3167 <i>9325 4832</i>	0417 003 406 0418 418 325 <i>0434 425 017</i>
South Western Victoria Geelong	Geelong ITTC Oberon PS 28 Dorothy Ave BELMONT 3216	Norma Schultz Andrew Stankiewicz <i>David Watson</i>	5243 0337 5243 0867 <i>52436489</i>	0408 526 053 0408 136 519 <i>0419 136 098</i>
South Western Victoria Ballarat	Ballarat ITTC Macarthur Street PS 401 Macarthur Street, Soldiers Hill, Ballarat 3350	Fiona Conway Sean Fishlock <i>Tyson T Williams</i>	5338 7017 5338 7702 <i>5338 7293</i>	0417 003 171 0477 737 170 <i>0422 932 622</i>
North Western Victoria Coburg	Coburg ITTC Newlands PS Elizabeth Street COBURG VIC 3058 (P.O. Box 778 Newlands Estate)	Val Orr Jack LeBel <i>Peter Nunn</i>	9355 8685 9355 8940 <i>9355 8323</i>	0419 105 260 0417 003 409 <i>0434 425 008</i>
North Western Victoria Bendigo	Bendigo ITTC 212 St. Aidans Road, BENDIGO 3550 (P.O. Box 442) BENDIGO 3550	Doug Rampling Martin Allan <i>John Walsh</i>	5438 1235 5438 1232 <i>5438 1233</i>	0417 003 173 0417 003 174 <i>0427 380 091</i>
South Eastern Victoria Dandenong	Dandenong ITTC McNab Court (Off Gladstone Road) DANDENONG 3175 (P.O. Box 2337 Dandenong North 3175)	Chris Stone Marion Nickels <i>Tim T Samaras</i>	9651 3932 9651 3934 <i>9651 3937</i>	0417 003 403 0417 003 104 <i>0459 029 278</i>
South Eastern Victoria Newborough	Newborough ITTC Lowanna College 72 – 96 Newark Avenue NEWBOROUGH 3825	David Rolfe Kelly Lanigan <i>Scott D Shillito</i> (c/- Regional Office)	9651 3910 96513911 51270483	0417 003 402 0417 003 400 <i>0459 029 278</i>
North Eastern Victoria Forest Hill	Forest Hill ITTC Parkmore PS Jolimont Road FOREST HILL 3131	Allan Mackenzie Angela Pickering-Wheat <i>Noel Gordon</i>	9651 3906 9651 3908 <i>9651 3909</i>	0417 003 401 0417 506 401 <i>0459 029 274</i>

<i>Region</i>	<i>Address</i>	<i>Contacts</i>	<i>Telephone</i>	<i>Mobile</i>
North Eastern Victoria Benalla	Benalla ITTC Dunlop Campus Benalla College Barkly Street (PO Box 819) BENALLA 3672	Julie Evans Mike Pursell <i>Rob B Bonnes</i>	5761 0804 5761 0801 5761 0803	0419 154 132 0437 583 909 0408 372 126
Remote Centres				
South Eastern Victoria Bairnsdale	Bairnsdale ITTC Room 10 Community College Bairnsdale Dalmohoy Street BAIRNSDALE VIC 3875		5152 6454	
North Western Victoria Mildura	Mildura ITTC DEECD LM Regional Office – Sunraysia 877 Fourteenth Street MILDURA VIC 3500 (behind Mildura Senior College)			
South Western Victoria Horsham	Horsham ITTC Horsham Primary School Rasmussen Road Campus Rasmussen Road HORSHAM VIC 3400	Ballarat ITTC	5338 7017 5338 7702	

6.2 Financial Management Training

The Schools Resource Allocation Branch (SRAB) provides professional development opportunities for staff with financial roles and responsibilities in schools.

The following programs are offered, annually:

- Dollars and Sense - four half day modules on a series of finance-related topics developed for school leaders. Business managers may also attend.
- Talking Finance - six half day modules developed for school business managers, principals and education support staff to provide training in DEECD financial policies and procedures.

Bookings can be made for the sessions through the [ITD Online Training Schedule](#) or through the [Financial Management PD Calendar](#).. For more information on these programs see the [Professional Development](#) page on the DEECD website or [email: schools.finance.pd@edumail.vic.gov.au](mailto: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.

6.4 Cluster Information Sharing Sessions

The school finance liaison officers run one cluster session per semester to small groups of ES staff responsible for financial processes in their school.

Larger group sessions are also offered from time to time.

7. School Resource Allocation Branch

The School Resource Allocation Branch is responsible for:

- CASES21 Finance
- School Financial Policy
- Professional Development in financial management
- School Financial Management website
- School Finance Liaison Officers
- 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 DEECD. 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 Dollars and Sense and Talking Finance 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.

<http://www.education.vic.gov.au/school/principals/finance/Pages/srpmanagerelief.aspx#link34>

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. School Resource Indicators (SRI)

The School Resources Indicators report consolidates financial data from the SRP system with data from CASES21 for the past four years. Data is updated monthly.

Access to this system is restricted to school principals consistent with other SRP reports.

11. Tax Compliance Unit

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

If you have any questions or enquiries please contact the Tax Compliance Unit on 9637 3702 or email tax@edumail.vic.gov.au. By contacting Greg Hart, business managers can arrange a one-on-one training session in GST/FBT to be held at their school.

11.1 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 [DEECD Tax eduGate page](#).

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

11.2 ATO (Australian Taxation Office)

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

11.3 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 [DEECD 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 9637 3702 or emailing Greg Hart hart.greg.j@edumail.vic.gov.au.

12. 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 DEECD 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 9667 9665.

13. 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.

13.1 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 the proposed school budget for the new year.
- Endorse the financial delegation authority within the school.
- 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 funding of camps or excursions are approved.
- Minute the profit and loss statement for trading operations (e.g. canteen).
- Endorse the school investment policy.
- Endorse the school internet banking policy.
- Endorse the school purchasing card policy.
- Endorse the school purchasing card register (of cardholders and card limits).
- Approve the current list of volunteers working in the school and any additions to the list 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](#).

14. Valuable 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 -

14.1 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.

14.2 School Financial Guidelines

- [Program Coordinator School Governance Framework](#)

This is a guide for Program Coordinator Schools.

- [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.

- [School Level Payroll Requirements](#)

The school level payroll module in CASES21 is used for the payment of salaries and wages to staff employed by the school council. Examples of these employees are Casual Relief Teachers (CRT's) and a variety of non-teaching staff.

This 'School Level Payroll Requirements' publication will assist school councils to ensure they adopt appropriate payroll procedures and practices to meet legislative and audit requirements.

- [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.

14.3 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](#)

14.4 Other Links

[CASES21 web site](#)

[DEECD Service Gateway](#)

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

[Professional Development](#) - Links to 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.

[Statewide 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.

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

14.5 Other valuable resources

14.5.1 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 DEECD 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](#).

14.5.2 DEECD 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:

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

15. Useful Websites

Department of Education and Early Childhood Development

<http://www.education.vic.gov.au/>

Financial Management

<http://www.education.vic.gov.au/school/principals/finance/pages/default.aspx>

School Financial Policy and Guidelines

- Asset Management Policy and Procedures
- Program Coordinator Schools Governance Framework
- High Yield Investment Account
- HYIA Business Internet Banking –Transfer of Funds
https://pnpnet.qvalent.com/HYIALoginViewServlet?cd_community=HYIVIC

CASES21

- eduGate CASES21 https://edugate.eduweb.vic.gov.au/sbp/sys_case21/default.aspx
- CASES21 Finance <http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx>
 - CASES21 Finance Business Process Guide
 - Profit and Loss Statements for Trading Operations
- CASES21 Online Training <https://www.eduweb.vic.gov.au/forms/staff/ittrain/user/>
- eCASES21 [Chapter 18: eCASES21 Student Attendance.](#)

Student Resource Package (SRP)

- SRP Guide <http://www.eduweb.vic.gov.au/srp>
- SRP School Reports

DEECD Tax website

<https://edugate.eduweb.vic.gov.au/Services/Finance/Pages/Tax.aspx>

Australian Taxation Office Home Page

www.ato.gov.au

- ATO - Business Portal <https://bp.ato.gov.au/>
- ATO - [School Building Funds](#)
- ATO - [Valid Tax Invoices and GST Credits](#)

ABN Lookup

<http://www.abr.business.gov.au/Index.aspx>

Australian Prudential Regulation Authority (APRA)

<http://www.apra.gov.au/adi/>

VicSuper

<http://www.vicsuper.com.au/>

Association of Business Managers in Victorian State Schools (ABMVSS)

www.abmvss.com.au

DEECD Service Desk

<http://servicedesk.education.vic.gov.au>

Disposal of Records

<http://www.prov.vic.gov.au/records/dispschl.asp>

eduGate

<https://edugate.eduweb.vic.gov.au/Pages/home.aspx>

Emergency and Security Management

<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/default.aspx>

Human Resources

<http://www.education.vic.gov.au/school/principals/hr/Pages/default.aspx>

Human Resources A – Z Topic index

- eduPay Forms
- Salary Rates
- Recruitment Online
- Suitability for Employment
- Safety, Health and Wellbeing

ICT Support Services

<https://edugate.eduweb.vic.gov.au/Services/IT/ITPolicies/Pages/SchoolICTPolicies.aspx>

ITD Online Training Schedule

<https://www.eduweb.vic.gov.au/forms/staff/ittrain/user/>

Online Training

<https://edugate.eduweb.vic.gov.au/olt>

School Councils

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/councils.aspx>

School Infrastructure

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/buildcapitalworks.aspx>

School Equipment Reinstatement Scheme – Policy and Guidelines

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/equipment.aspx>

Schools Maintenance System (SMS)

<http://prms21.eduweb.vic.gov.au/Home/>

School Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>