

Section 1: Introduction

1.1 Overview

Victorian Government schools have a devolved decision-making and financial management system. Responsibility for financial management is shared between the school council and the principal. This document has been prepared to provide those responsible for financial management in Victorian Government schools with financial policy to meet mandatory requirements regarding financial compliance, control and accountability. It reflects the Department's current financial reporting framework, best practice financial management and aligns to applicable Australian accounting standards, the *Education and Training Reform Act 2006* and the *Financial Management Act 1994*.

1.2 Using this manual

Each section of the manual is made up of several sub sections.

Overview – this provides a short description of the section's content.

Mandatory policy (Must do) – this contains policy that must be followed. In some cases, the policy may not be applicable, for example, the policy relating to purchasing cards would not be applicable for a school that did not have a purchasing card facility. This sub section is formatted as a table with a column on the right hand side that could be used as a checklist.

Prohibited policy (Must not do) – this contains policy that must never be done. This sub section is formatted as a table with a column on the right hand side that could be used as a checklist.

Legislation – this contains references to legislation, regulations, standards and departmental policy that underpins the mandatory and prohibited policy for schools.

Definitions – this contains definitions of terms used within that section.

Additional resources – this contains links to additional resources that may further expand understanding of the concepts relating to the section.

In addition to the above sub sections there may be practical examples included in the section which provide further clarification.

Version and revision control record

Date	Version	Approver	Next Review
30/06/2017	1.0	Chief Finance Officer - Financial Services Division	01/11/2017