



Education
and Training

Business Continuity after Disaster

A guide to re establishing
school administration and
financial management



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This document is also available on the internet at
<http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx>

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1. Introduction

This document has been created to assist schools in re establishing financial and administration management after a disaster once ITD have made CASES21 available for use.

It is divided into steps to be taken in terms of:

- Immediate
- Short term
- Long term

Support is also available from the Information Technology Training Centres (ITTC).

Information Technology Training Centre Location	Telephone
Forest Hill	9651 3906
Coburg	9355 8685
Dandenong	9651 3934
Aberfeldie	9331 4064
Geelong	5243 0867
Ballarat	5338 7702
Newborough	9651 3911
Benalla	5761 0801
Bendigo	5438 1235

2. Immediate (listed in order of urgency)

2.1 Incident and Emergency Reporting

Reporting to Emergency Services - Telephone 000

Any emergency that threatens life or property must be reported to the appropriate emergency service immediately on 000:

- fire brigade for fires (even when fires have been put out)
- police for crime, injury which may not be accidental or assault
- ambulance for injury and medical assistance

Reporting to DET - Telephone 9589 6266

After contacting 000, schools should notify the Emergency and Security Management Unit coordination centre of the incident on 9589 6266. The coordination centre operates twenty four hours per day.

The Department's Emergency and Security Management Unit (ESM) provides a single reference point for schools to report emergencies and other critical incidents including criminal and other unwanted activities. It also provides the mechanism for ensuring that all Department resources are available to assist school staff in making timely and safety oriented decisions during emergencies. Staff have a responsibility to ensure that they are familiar with Department notification requirements.

ESM is able to provide assistance and advice to schools during *and* after emergencies. (It also has an important role to play in minimising the long-term physical and psychological damage exacted on school communities.)

ESM will notify the Reinstatement Program Manager and the relevant Departmental Regional Office of the incident.

Further information is available in the School Policy and Advisory Guide- [Management/Emergency and critical incident](#) and on the [Emergency and Security Management](#) website.

2.2 Service Desk

The [Department Service Desk](#) should be contacted on 1800 641 943 as early as possible so steps can be put in place for the reinstatement of CASES21 equipment to the school. The Department Service Desk operates between the hours of 8.00am to 5.30pm Monday to Friday and is available during school holidays.

2.3 Insurance

In cases of disaster the Regional Office will assist with insurance.

Damage to Facilities (fire, flood, storm etc)

The Department's policy for Industrial Special Risks has a deductible of \$3M. Claims above this amount are handled by the Facilities and Infrastructure Branch in conjunction with the Department's insurer, the VMIA. Depending on the amount of the loss, claims under this amount may be handled either by the school as maintenance, the region or the Facilities and Infrastructure Branch via the Reinstatement Program, and may include some coverage under the SECS.

Please contact your Regional Facilities Manager for assistance with claims for damage or loss to the building fixtures and fittings.

Damage to Electronic and Other Specified Equipment - School Equipment Coverage Scheme (SECS)

If equipment is lost, stolen, damaged or destroyed, schools must complete the Criminal Offence & Insurance Report Form.

The claim form, policy and guidelines for SECS are located on Edugate at:

<https://edugate.eduweb.vic.gov.au/edulibrary/Schools/Forms/AllItems.aspx?RootFolder=%2Fedulibrary%2FSchools%2FInsurance%2FInsurance%2DGeneral>

The Criminal Offence & Insurance Report Form can be sent by email to ryan.kasey.m@edumail.vic.gov.au

Any hard copy attachments should be mailed to Asset Management Team, Infrastructure Division.

More detailed information can be found in the Insurance Claims Process for Major Damage to Schools document in the *Schools / Insurance / Insurance-General* folder on **Edugate**.

Notebook for Teachers Program

All claims for loss or damage should be submitted to Echelon Claims Services the administrator of the Scheme.

The applicable claim forms and claim process can be found on the [Notebook for Teachers and Principals](#) website.

If you have any queries please contact the Notebook team on 1800 641 943 (select option 5).

2.4 Student Contacts, Alerts and Access Restrictions

If families have also been affected by the disaster it may be necessary to keep updating their contact information in CASES21. The Student Contacts, Alerts and Access Restrictions may be a useful report to have printed so current information is at hand.

This report provides details of family and emergency contacts, alerts and access restrictions for students. The report can be refined by:

- year level
- home group
- students (current, future, or both)

To print the report, click on *Students / Enrolment / Transfer / Current Enrolment / Student Contacts, Alerts and Access Restrictions (ST21002)* and select the required parameters in CASES21.

2.5 Passwords

Passwords should be changed as a security measure as they may have been compromised or no longer secure. If the current password has been forgotten, passwords will need to be reset by an authorised person. To ensure you select a password that cannot easily be compromised refer to the guidelines on [Password Best Practice](#) website.

The following passwords should be considered –

EduMail

To change your EduMail password:

- To change your EduMail password online click on the Change my Password link on the left hand side of the [Changing Your EduMail Password](#) website.
- Enter your current password into the first field. If you have just reset your password, and copied it, press Ctrl+v to insert it.
- Enter your new password in the New Password field.

- Enter your new password again in the Confirm Password field. Make sure the new password is the same in both fields.
- Click Change Password. A message displays telling you if the password change was successful or not.

To reset your EduMail password:

Contact the school Principal to request a password reset. In order for your school Principal to reset your EduMail password, it is essential that your EduMail location details reflect your current working location. If your EduMail location details are located at another location other than your current working location, contact the Department Service Desk on 1800 641 943 to organise your account details to be updated and password to be reset.

Requests to reset the forgotten EduMail password for a school Principal's EduMail account must be made by the school Principal. This request can be made via the Department Service Desk on 1800 641 943 (selecting option 4 followed by option 1).

For further information on EduMail passwords refer to [Best Practice Password](#) website.

Passwords for other programs such as **Edupay**, **School Maintenance System (SMS)** and **Student Resource Package (SRP)** will be reliant on the EduMail password.

CASES21

CASES21 passwords are case-sensitive and must be at least eight characters long.

To change your CASES21 password:

- in the Login screen of CASES21 go into Change Password, located at the bottom left of the screen and follow the Change Password screens.

If a user forgets their password, they cannot access CASES21 until their password has been reset by the **password administrator**; this is someone who has Business Manager status. The user will need to be issued with a temporary password that they will need to change immediately after logging back onto CASES21.

To reset a CASES21 password:

- log into **CASES21** and open the *Utilities / Maze / Password & Users / Maintain Password & Users* format
- click on the **Users** icon on the toolbar
- on the **General** panel-tab, you will see all existing users for this database on the left, with the highlighted individual user details shown on the right
- from Users tab on the left-hand side, select the user whose password you need to reset. Click on the **Edit a user's details** icon
- in the Password field type in a **temporary** password for the user to enter when they next log onto CASES21
- ensure that the **User must change password at next logon** field has a **tick** in it. This will ensure they will be asked to change their password at their next log on
- click on OK. This will save the changes.

If the password administrator forgets their password a letter signed by the Principal on school letterhead must be faxed to the Department Service Desk on 9637 2114 requesting that access be provided.

Further information is available in Chapter 10: [Passwords and User Rights](#) of the CASES21 Administration User Guide.

EduPay

EduPay access is based on your EduMail UserID and Password to login.

For further information on eduPay access refer to the [eduPay](#) website.

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 Resource Centre](#) website or contact the ATO AUSKey Hotline on 1300 287 539.

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.

Bank Access

Business managers **ARE NOT** permitted to be signatories on the school bank accounts however the business manager or Principal should ensure all signatories change their passwords if it is thought that security has been compromised.

High Yield Investment Account (HYIA)

To change the HYIA password for access to bank statements contact the Business Online Banking team 1300 655 505.

Westpac - Victorian Government Client Service Team for the (HYIA) for all other queries - 96083975

Commonwealth Bank of Australia (CBA)

If the school accounts are held with the Commonwealth Bank, a direct line for assistance with any account based activity is available from Institutional Banking Government Client Service Team contacted on 1800 020 306 8am to 6pm (AEST) or by emailing ibgovt@cba.com.au.

Other Accounts

Each individual bank / institution where accounts are held will need to be contacted to confirm the procedures for changing passwords.

2.6 Cheques

The school may not have a record of the unused cheques held at the school as the Accountable Document Register, documenting cheques held at the school, may have been destroyed or damaged. The last used cheque can be identifiable from CASES21. Contact the bank, or if using printed cheques contact the cheque supplier, to ascertain the number of the last cheque issued to the school. The bank should then be notified to put a stop on all unused cheques and this should be documented at the next School council meeting. New cheques will need to be ordered from a printer if printed cheques are used. Schools not using printed cheques should order a new cheque book from the bank. Schools waiting for cheques to be printed may order a cheque book from the bank as an interim measure.

Procedures for printed cheques

For details of procedures for printed cheques and a list of printers go to [APCA](#) (Australian Payments Clearing Association) website.

Further information is available in the School Policy & Advisory Guide [Payments of Accounts](#).

2.7 BAS

The lodgement of the BAS is due on the 21st day of the month and may be due either monthly or quarterly. If it is not going to be possible to lodge the BAS by this date an extension should be requested by contacting the ATO on 13 28 66.

If destroyed you must run off each months BAS from the ATO site and retain for audit along with CASES21 report (GL21401S) BAS Detail Report for each month.

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

Schools can contact the Department Tax Compliance Unit for assistance on 9637-3702.

2.8 PAYG

Submission of PAYG to the ATO is either monthly or quarterly and forms part of the BAS lodgement. If it is not going to be possible to lodge the PAYG by the due date an extension should be requested when contacting the ATO requesting the BAS extension.

Further information is available on the Payroll Tax fact sheet on the [Tax Resource Centre](#) website.

2.9 Superannuation Payments

Submission of superannuation contributions for staff paid on the CASES21 payroll is either monthly or quarterly. If it is not going to be possible to remit the superannuation contribution by the due date an extension should be requested by contacting the Australian Taxation Office.

The Australian Taxation Office Superannuation Guarantee Hotline is 13 10 20.

VicSuper can be contacted by going to vicsuper.com.au or telephoning 1300 366216.

Further information is available at Human Resources A-Z Topics [Superannuation](#).

3. Short Term

3.1 Assets

A stocktake should take place to determine any assets destroyed, damaged or stolen. Use the *Asset Stocktake (AR31085S)* format in CASES21 to record the findings of the stocktake.

Please make sure the latest version of Section 4: Assets of the [CASES21 Finance Business Process Guide](#) has been read before starting the stocktake. Business managers must make sure the results of the asset stocktake are entered in accordance with Asset Management Policy. Schools needing to dispose of assets should do so through a Board of Survey. For disposal of destroyed or stolen assets, NS6 for GST purposes should be used.

Further information is available from Asset Management Policy document on the [Financial Management](#) website.

Schools may choose to engage the following three companies to assist with the asset stocktake process -

- MAJ Business Services, Michael Johnson – Telephone: 03 9584 3546, Mobile: 0427 091 377, email: majbserv@westnet.net.au
- RGIS (formerly Lotons) Shane Monnery – Telephone: 1300 656 866, Mobile: 0409 868 418, email: smonnery@rgis.com
- Wesnet: Wes Stecher – Mobile: 0411 110 860, email: wesnet@wesnet.com.au

These companies charge a fee for this service and have met with the Assets Management Group in Financial Services Division to discuss the current Asset Policy for schools. They have agreed to use the *Asset Stocktake (AR31085S)* format to record the findings of the stocktake in CASES21 and they comply with the Department's asset stocktake requirements.

3.2 Bank Statements

If bank statements have been destroyed, damaged or stolen each individual bank / institution where accounts are held will need to be contacted to obtain copies of these for each month or print off online back statements.

If the school accounts are held with the Commonwealth Bank, a direct line for assistance with any account based activity is available from Institutional Banking Government Client Service Team contacted on 1800 020 306 or by emailing ibgovt@cba.com.au.

The bank statements for the High Yield Investment Account (HYIA) can be obtained by contacting the Victorian Client Service Team at Westpac vicclientservice@westpac.com.au or telephone 9608 3975.

3.3 CASES21 Administration Reports

The following CASES21 Administration reports may need to be printed –

- *Students by Home Group (ST21010)*
- *Display Student Medical Conditions with Photo (KCM11003)*
- *Blank Attendance roll by Home Group (ST21066)*

3.4 CASES21 Finance Reports

The following CASES21 Financial reports should be printed to assist in financial management -

- *Invoices Awaiting Payment (CR21118)* – then ring the creditors and ask for a copy of the invoice so these can be paid
- *Outstanding Purchase Orders (CR21104)*

3.5 Conveyance Allowance

If forms completed by parents/guardians for Conveyance Allowance have been destroyed, damaged or stolen it will be necessary to redistribute forms so they can be completed and returned to the school. Forms need to be retained for seven years and should be identified as being replacements of the original forms.

Further information is available on the [Student Transport](#) website.

3.6 Court Orders

Court Orders that have been destroyed, damaged or stolen will need to be replaced. It is the parents' responsibility to provide the school with copies of any court orders that impact on the relationship between the family and the school.

Further information is available in the School Policy and Advisory Guide [Parental Responsibility / Court Orders](#)

3.7 Enrolment Forms

Enrolment forms that have been destroyed, damaged or stolen will need to be reissued to parents/guardians for completion and returned to the school for students in the first two years of enrolment at that school. Enrolment records duplicated in CASES21 need to be retained for two years and should be identified as being replacements for the original forms.

Further information regarding student attendance is available in the [School Policy and Advisory Guide / Student Participation / Intake](#). Student enrolment forms are available from [CASES21 Forms](#).

It may also be necessary to obtain copies of birth certificates, immunisation certificates and VISA information from parents/guardians if the school no longer has these.

3.7.1 Birth Certificate

If copies of birth certificates have been destroyed, damaged or stolen they will need to be replaced.

A birth certificate or equivalent document for Australian born students must be provided by the parent at the time of enrolment as evidence of a child's name and date of birth. If a child is born outside Australia and a birth certificate cannot be produced a passport or an official travel document (for instance, visa) must be provided by the parent.

3.7.2 Immunisation Certificate (for primary students)

If Immunisation Certificates have been destroyed, damaged or stolen they will need to be replaced.

If the parent / guardian does not have a copy of the Immunisation Certificate the adult identified on the Medicare Card containing the child's name must contact the Australian Childhood Immunisation Register (ACIR) on 1800 653 809 to arrange for a replacement of the certificate. (There may not be records for children born prior to 1996 but the adult concerned should be encourage to contact ACIR to check).

The school must hold the official immunisation certificate (as distinct from sighting the stamped immunisation booklet).

Under the Health (Immunisation) Regulations 1999, all parents / guardians are required to present an immunisation certificate for their child, obtained from either the local municipal council or the Australian Childhood Immunisation Register, when enrolling their child in a primary school. Primary schools only accept certificates from these two sources.

The certificate states whether a child has been immunised against diphtheria, tetanus, whooping cough (pertussis), polio, measles, mumps, rubella and haemophilias influenza type B.

Parents / guardians who do not wish their children to be immunised must still obtain a certificate from the council. This will clearly state that the child has not been immunised.

Further information is available in the School Policy and Advisory Guide / Student Participation / Admission

3.7.3 VISA

Schools are required to have a copy of VISA records for all non Australian born students. If VISA records have been destroyed, damaged or stolen they will need to be replaced.

Further information is available in the School Policy and Advisory Guide / Student Participation / Admission

3.8 Managing Administration Records of Deceased Students

Make sure appropriate support is provided to the student's family and the general school community. Your regional office can advise on counselling services in your area.

Follow the instructions in the Managing financial records of deceased students article under CASES21 Finance below, and then enter 'Deceased' as the exit destination for this student in the *Individual Exit (ST11020)* format. (This destination is also available in the *Exiting Year 9-12 Student Destination (ST11096)* format.)

Remove the student's file from current student files and mark it 'Deceased' to make sure that current and future staff members are aware of the circumstances before mistakenly contacting the family - for example when following up Year 9-12 Student Destination data.

3.9 Managing Financial Records of Deceased Students

Finalise outstanding invoices in CASES21 and decide whether to collect or write off outstanding charges (this is decided by the school) or to provide refunds if applicable. Use the new *Family Student Reverse Charge by Student (DF31012)* format if you need to write off all outstanding invoices for a student.

When you have completed these tasks, follow the instructions in the Managing records of deceased students article under CASES21 Administration above.

3.10 Managing the Death of a Staff Member

Upon the death of a staff member, the procedures outlined in the Administration procedures document available under Other Resources on the HR website should be completed as soon as possible. The procedures document includes the requirements for advising the deceased staff member's superannuation fund and the legal requirements that must be met for the payment of any salary or unused leave entitlements.

Further information is available on the Human Resources website under [Death of a Staff Member](#).

3.11 School Level Payroll

It will be necessary to establish whether there are any casual employees who are owed wages. If time sheets for the current pay period have been destroyed, damaged or stolen new time sheets will need to be completed so there is a record of what is to be paid. If delays in paying employees are likely to be encountered, they will need to be notified.

A Fortnightly Salary Certification report should be printed and filed with the payroll documentation. If these have been destroyed, damaged or stolen they will need to be replaced. Audit requirement states that this report must be signed by the Principal and one other registered signatory as an authorisation for all payments made within the pay period. Business managers **ARE NOT** permitted to be authorisers for the school level payroll. To print the Fortnightly Salary Certification reports open *Payroll / Payroll Processing / Print Reports for this Pay / Fortnightly Salary Certification (PE21303)* format in **CASES21**. Enter the pay date into the **Enter pay date** field. The pay date can be obtained from the Payroll Audit Trail batch report.

Further information is available in the School Level Payroll Requirements document available on the [School Financial Guidelines](#) website.

3.12 Medication Authority Form

If the Medication Authority Forms for students have been destroyed, damaged or stolen they will need to be replaced.

For any student requiring medication whilst at school, the school must receive written directions from the student's medical/health practitioner. This can be done so via the completion of a Medication Authority Form or ASCIA Action Plan for anaphylaxis or School Asthma Action Plan for asthma.

All medication to be administered at the school should be accompanied by written advice providing directions for appropriate storage and administration.

Further information and links to forms is available in [Student Health](#) of the School Policy and Advisory Guide.

3.13 Medication Storage

Any medication stored at the school that has been destroyed, damaged or stolen or may have been compromised will need to be replaced.

Further information is available in [Student Health](#) of the School Policy and Advisory Guide

3.14 Medical Information

If Medical Information has been destroyed, damaged or stolen this will need to be replaced.

The school needs to be aware of a student's health condition and first aid requirements, to ensure that appropriate plans for support are put in place. Parents/carers retain primary responsibility for ensuring that the school has relevant health care information about their child. Adult/independent students can provide this information themselves. Further information is available in the School Policy and Advisory Guide / Student Health. It is a requirement that schools use the forms developed by the Department, available at the [School Policy & Advisory Guide / Student health / Health Support Planning Forms](#).

3.15 Permission Notes

Some schools use permission notes that cover children for the current year or for their entire enrolment at the school for such things as student internet usage, photographs of students to promote the school, head lice checks etc. If these permission notes have been destroyed, damaged or stolen they will need to be reissued for parents / guardians to complete and return.

Further information is available on the [Privacy Policy](#) website.

Permission forms for Head Lice Check is available in the [Headlice Management Toolkit](#).

3.16 Personal Files

Documentation relating to the employment of both centrally and locally paid staff members must be maintained in a personal file in a secure and fireproof environment when the file is not in use.

If employee personal files have been destroyed, damaged or stolen a new personal file must be created for each employee.

Further information is available on the [Human Resources Records Management](#) website.

3.17 Purchasing Card

Replacement Cards

Lost, stolen, destroyed or damaged cards must be reported immediately to Westpac Institutional banking on 24 hour phone line 1300 650 107

The following information is to be provided:

- date card lost/stolen
- suburb/town where card lost/stolen
- indicate if card signed or not signed
- indicate if a PIN supplied with the card
- to verify identity, the cardholder will be asked specific questions to confirm details originally provided in the Business Card New Cardholder Application e.g. drivers licence number, credit limit etc.

Lost, stolen, destroyed or damaged cards must be reported to the school principal.

Data Acquisition

All schools will receive a monthly statement per card online or hardcopy

Please contact Westpac Client Service team (03) 9608 3975 for replacement statements when destroyed, damaged or stolen if the online facility is not available.

Purchasing Card Documentation

If Purchasing Card documents have been destroyed, damaged or stolen it will be necessary to replace them due to audit requirements.

Please ensure that the following is adhered to:

- the Undertaking by the cardholder is completed fully. This includes;
 - name of cardholder
 - position
 - school council
 - principal
 - all of the fields within the body of the undertaking, which includes maximum limit,
 - monthly limit, and transaction restrictions
 - dated
 - signature of cardholder, and
 - signature of principal.
- the Westpac bank monthly statement for each purchasing card must be signed by the cardholder and authorisation officer

These documents must be filed securely for audit purposes.

Cardholder Register

Details of all cardholders are to be recorded in the school's Cardholder Register maintained by the Administrative Officer/s and minuted at School council meetings. If the Cardholder Register has been destroyed or damaged this will need to be replaced. Details should include:

- Westpac Cardholder Application/signed agreement
- name, position and location of Cardholder
- completed and signed "Undertaking by Cardholder" document
- amendments to Cardholder details
- closure of Cardholder account.

Personal Identification Number (PIN)

To activate the PIN for a purchasing card telephone Westpac on 1300 650 107

If a cardholder does not know the PIN, please go to a Westpac Branch and create a new PIN. Further information is available on the [School Finance](#) website under School Financial Policy and Guidelines.

3.19 State Schools' Relief Committee

The State Schools' Relief Committee Incorporated is an autonomous body that assists needy students attending government schools in Victoria with school clothing and footwear. The committee does not assist with the provision of school books and requisites.

The principal acts as a representative of the State Schools' Relief Committee Inc. and uses his/her professional judgement to decide on the appropriateness of individual requests for assistance.

Further information is available in the School Policy and Advisory Guide / Management / Student Dress Code / State Schools' Relief

The State Schools' Relief Committee can be contacted by emailing state.schools.relief@edumail.vic.gov.au.

3.20 Tax File Number Declaration Forms

If Tax File Number Declaration Forms for centrally and locally paid employees have been destroyed, damaged or stolen new forms must be issued to employees, completed and returned to the school.

For centrally paid employees the ABN is 52 705 101 522 and the registered business name is 'State of Victoria- Department of Education and Early Childhood Development'. The school is not required to forward the declaration form to the ATO for staff members paid through the central payroll as this information is electronically conveyed to the ATO on a regular basis. The completed form should be retained in the school but NOT in the staff member's personal file.

For locally paid employees the school council completes the employer details on the declaration including the school's ABN and the original is sent to the ATO. The school council retains the duplicate at the school but NOT in the staff member's personal file.

Further information is available on the Human Resources website under the [Taxation](#) page.

3.21 Leased Equipment

If the school has leased equipment i.e. photocopier/s, computer/s that have destroyed, damaged or stolen the lease company will need to be contacted to confirm the required process to be taken and arrange equipment replacement.

4. Long Term

4.1 Accident Register

If the Accident Register has been destroyed, damaged or stolen a new register must be established. It is not necessary to print previous CASES21 accident records as they are retained on the database and can be accessed at anytime. The Department Service Desk should be contacted if accidents recorded on CASES are required.

The reporting documentation of accidents that occur at school or school related activities such as camps/excursions/sporting events must be retained for **20** years after the last entry.

The reporting documentation of incidents that occur at school or school activities that are not documented within Departmental reporting systems such as Office of Emergency Management or Insurance & Risk Management must be retained for 7 years after administrative use is concluded.

Further information is available in Chapter 5: [Medical, Accidents and Sickbay](#) of the CASES 21 Administration User Guide.

4.2 Audit

If the school is scheduled for an audit it is advisable to give details of the situation with the audit firm, prior to their visit. Audit companies generally send a list of 'Items required for school audit' to the school. This can be discussed with them and they can make recommendations about what is required e.g. whether you need to get copies of Grant Advices etc.

The school should provide school council minutes that have recorded details of the disaster and that financial and administrative records were destroyed or damaged. The Auditor should be given a letter from school council which recognises the documents they are unable to reproduce for audit.

Schools should replace as much documentation as they can. While CASES21 documents such as *Creditor Cheque Vouchers (CR21112)* will need to be reproduced they will not need to have invoices attached. Extra care should be taken when performing the CASES21 End of Year process to ensure all reports for the relevant periods have been printed and saved to electronic file.

Information relating to CASES21 reports required to be produced for school auditors is available in [Financial Reporting for Schools](#).

4.3 Australian Business Number (ABN)

Schools can access and print a copy of their Australian Business Number from the [ABN Lookup](#) website.

4.4 Creditors

If buildings are no longer serviceable a letter should be sent to creditors who provide standard services to inform them of the disaster e.g. utility companies. Past experience shows that some schools have had difficulties with companies charging for services that are no longer being supplied.

4.5 Contracts

Any contracts that have been destroyed or damaged, i.e. cleaning contracts, will need to be replaced. A copy of the original contract may be available by contacting the contractor as they would have been supplied a copy of the agreement at the time the contract was established.

4.6 Fortnightly Pay Advice Reports for the Central Payroll

If the Fortnightly Pay Advice Reports have been destroyed or damaged they will need to be replaced and are an audit requirement.

The Fortnightly Pay Advice Reports (or Payroll Certification) summarises the fortnightly on-cycle payments made to each staff member paid on eduPay. The Payroll Certification and pay advice slips for all staff members can be accessed online on [eduPay](#) website.

4.7 Goods & Services Tax (GST) & Fringe Benefits Tax (FBT)

The school should contact the Department Tax Compliance Unit on 9637 2000 for assistance with any taxation queries.

Further information on GST and FBT is available on the [Tax Resource Centre](#) website.

4.8 Investment Register

If the Investment Register has been destroyed or damaged a new register must be established.

Investments held are to be recorded in an investment register. The following details must be recorded:

- date of lodgement
- with whom invested
- terms of investment: period, percentage rate and maturity dates
- amount
- source of moneys invested, that is, government-provided/locally raised funds.

Certificates or other evidence of investments must be kept in a secure place. Note: The High Yield Investment Account is exempt from inclusion on the Investments Register.

Further information is available in the School Investment Policy Guidelines document located at [School Financial Guidelines](#).

4.9 Late Arrivals and Early Departures

If schools have a Late Arrivals and Early Departures book that has been destroyed, damaged or stolen a new one will need to be established.

Further information is available in Chapter 3: [Attendance](#) of the CASES21 Administration User Guide.

4.10 Manual Receipt Book

Schools maintaining manual receipt books will need to document in school council minutes if this has been destroyed, damaged or stolen. Schools will need to ascertain as best they can the receipt numbers that had been used. Manual receipt books must be added to the Register of Accountable Documents.

4.11 Policies

Policies that have been destroyed, damaged or stolen will need to be reprinted.

Further information is available on the [Accountability and Improvement](#) website and from the [School Policy & Advisory Guide](#)

4.12 Receipt of Donated Equipment

The receipt of donated equipment or material should be reported by the principal at the next school council meeting and minuted.

The item and value of donated equipment should be entered on the assets register maintained at the school.

Further information is available in the School Policy and Advisory Guide / Finance / Asset Recording and Control

4.13 Register of Accountable Documents

If the Register of Accountable Documents has been destroyed, damaged or stolen a new register must be established.

A Register of Accountable Documents must be kept to record such sensitive items as order forms, receipt books and cheques. Serial numbers of each book are entered in the register and books are issued consecutively, recording date of issue and person to whom the issue was made. An entry is also made when used books are returned to complete the control cycle. Regular inspection of the stock of accountable documents is required, by the authorised officer, to identify any missing original copies of the forms.

Further information is available in the School Policy and Advisory Guide / Finance / Financial Recording and Auditable Controls / Register of Accountable Documents.

4.14 School Council

At the earliest school council meeting it should be minuted that the school has been affected by a disaster and the extent of damage this has caused. This should include financial and administrative records. School council should write a letter that can be presented to auditors recognising documents that are unable to be reproduced due to the disaster.

If school council minutes have been destroyed, damaged or stolen they will need to be reprinted so they are available for scrutiny and audit. If this is not possible, ask school council members if they have copies off site.

Further information is available on the [School Councils](#) website.

4.15 School Records Management and Archives

Guidelines are issued by the Public Records Office to provide a mechanism for the retention and disposal management of school records in accordance with the Public Records Act 1973.

For information regarding student and general administration records please refer to:

- Public Record Office Standard PROS 01/01 General Disposal Schedule for School Records and
- PROS 07/01 General Retention & Disposal Authority for Records of Common Administrative Functions

located on the [Public Record Office Victoria](#) website.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration and
- authorises the destruction of those records not required permanently.

Enquiries can be directed to the Department Executive Coordination Unit on 9637 3306.

Taxation documents are required to be retained for the statutory period of 5 years.

Further information is available on the [Records and Information Management](#) website.

4.16 Student Emergency Contact Details

The Student Emergency Contact Details report is generally sent home at the start of each school year as a check that the information held at the school is current. Schools should have a hard copy of this information printed and may find it useful to send this report home after a disaster to ensure information held at the school is still current. To print the Student Emergency Contact Details report, click on *Students / Current Enrolment / Student Emergency Details (STV21002)* and select the required parameters in CASES21.

4.17 Suitability for Employment

All staff and volunteers working in schools are required to provide evidence of suitability for employment. If this evidence has been destroyed, damaged or stolen a copy should be obtained from the employee.

The following documentation is required to meet the responsibilities the Department and school councils have for staff and volunteers to work in a school:

- principals, teachers and casual relief teachers (CRT's) are required to provide proof of VIT registration.
- ES staff, SSSO's and other non teaching staff are required to obtain a Working with Children check.

- volunteers are required to obtain a Working with Children check.
- the principal may request additional Criminal Records Check as required.

Further information, is available on the Human Resources [Suitability for Employment](#) website.

Information relating to the Victorian Institute of Teaching is available by referring to [Victorian Institute of Teaching](#).

5. Checklist

Immediate (listed in order of urgency)

- 2.1 Incident and Emergency Reporting
- 2.2 Service Desk
- 2.3 Insurance
- 2.4 Student Contacts, Alerts and Access Restrictions
- 2.5 Passwords
- 2.6 Cheques - Cancel unused cheques
- Order new cheques
- 2.7 BAS
- 2.8 PAYG
- 2.9 Superannuation Guarantee (SG) Payments

Short Term

- 3.1 Assets
- 3.2 Bank Statements
- 3.3 CASES21 Administration Reports
- 3.4 CASES21 Finance Reports
- 3.5 Conveyance Allowance
- 3.6 Court Orders
- 3.7 Enrolment Forms
 - Birth Certificate
 - Immunisation Certificate (for primary students)
 - VISA
- 3.8 Managing Administration Records of Deceased Students
- 3.9 Managing Financial Records of Deceased Students
- 3.10 Managing the Death of a Staff Member
- 3.11 School Level Payroll
- 3.12 Medication Authority Form
- 3.13 Medication Storage
- 3.14 Medical Information

- 3.15 Permission Notes
- 3.16 Personal Files
- 3.17 Purchasing Card
- 3.18 State Schools' Relief Committee
- 3.19 Tax File Number Declaration Forms
- 3.20 Leased Equipment

Long Term

- 4.1 Accident Register
- 4.2 Audit
- 4.3 Australian Business Number (ABN)
- 4.4 Creditors
- 4.5 Contracts
- 4.6 Fortnightly Pay Advice Reports for the Central Payroll
- 4.7 Goods & Services Tax (GST) & Fringe Benefits Tax (FBT)
- 4.8 Investment Register
- 4.9 Late Arrivals and Early Departures
- 4.10 Manual Receipt Book
- 4.11 Policies
- 4.12 Receipt of Donated Equipment
- 4.13 Register of Accountable Documents
- 4.14 School council
- 4.15 School Records Management and Archives
- 4.16 Student Emergency Contact Details
- 4.17 Suitability for Employment

6. Websites

Financial Management in Schools

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

School Policy and Advisory Guide.

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

Department Website

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

Department Service Gateway

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

School Councils

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

Student Resource Package

<http://www.eduweb.vic.gov.au/srp/>

Human Resource Management:

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

Emergency & Security Management

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

The Tax Resource Centre

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

Australian Taxation Office:

<http://www.ato.gov.au/>

7. Telephone Contacts

DET

The Department Service Desk should be the first point of contact for all Department enquiries - 1800 641 943

Utilities

Schools should have Whole of Government Contracts for utilities with the following suppliers -

Electricity

Origin (for usage of greater than 160mwh per annum – or approximately upwards of \$30,000)

- 1300 661 544 (to move premises or finalise your account)

PowerDirect (for usage of less than 160mwh per annum)

- 1300 307 966

Gas

TRUenergy

- 133 466

Telephone

Telstra (for mobile services)

- 1800 650 727

Optus (for fixed services)

- 1300 659 746