# Section 19: Financial Handover

## 19.1 Overview

A principal who is leaving a school for longer than two terms is required to prepare a financial handover statement. This is to ensure that the incoming principal and the departing principal have a clear understanding of the school’s financial position at the time of handover.

## 19.2 The outgoing principal

### 19.2.1 Mandatory policy (Must do):

| **Sequence Numbers** | **Information** |  |
| --- | --- | --- |
| 19.2.1.1 | Prepare a financial handover statement as near and as practical to the last day of duty. |  |
| 19.2.1.2 | Ensure that all CASES21 records, including the asset register, are up to date and reflect the handover statement as near as practical to the outgoing principal’s last day of duty. |  |

## 19.3 The incoming principal

### 19.3.1 Mandatory policy (Must do):

| **Sequence Numbers** | **Information** |  |
| --- | --- | --- |
| 19.3.1.1 | Verify the correctness of the items in the financial handover statement. |  |
| 19.3.1.2 | Carry out a stocktake of the major accountable items a soon as practicable to test the accuracy of the stocktake record prepared by the departing principal. |  |
| 19.3.1.3 | File the financial handover statement. |  |

## Financial handover statement

| **School Number** | **School Name** |
| --- | --- |
|  |  |
| **Outgoing Principal** | **Incoming Principal** |
|  |  |

| **School Financial Position – (attach current Balance Sheet)** |
| --- |
| **Bank Account Balances** |  |
| **Account** | **Institution** | **Balance** | **Signatories** |
| Official Account |  |  |  |
| High Yield Investment Account |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add additional rows as required

| **Receivables** |  |
| --- | --- |
| Accounts Receivable(show total and attach Family Trial Balance) |  |
| Sundry Debtors(show total and attach Sundry Debtor Trial Balance) |  |

| **Non-Current Assets** |
| --- |
| To the best of my knowledge, the asset register constitutes a true record of accountable items on hand at the school at the time of handover. (Attach copy of borrowed items register if applicable) |

| **Liabilities** |
| --- |
| Accounts Payable(show total and attach Creditors Trial Balance and Outstanding Invoices report) |  |
| Outstanding Orders(show total and attach Outstanding Purchase Orders report) |  |
| Co-operative Loan Balance (if applicable) |  |
| Co-operative Loan Monthly Repayments (if applicable) | **Capital** | **Interest** |
|  |  |

| **School Operating Position** |
| --- |
| Attach the following documents:* Master Cash Budget
* CASES21 Operating Statement
* CASES21 Annual Sub Program Budget Report
* List of persons authorised by school council to sign purchase orders
 |

| **Student Resource Package – SRP** |
| --- |
| Actual Budget Management Report Surplus/Deficit |  |
| Planner Budget Management Report Surplus/Deficit |  |
| Attach copies of the following documents: |
| * SRP School Budget Management Report
* SRP Planner School Budget Management Report
 | * SRP Trend Analysis Report
* Workforce Plan
* Staff Summary
 |

| **School Purchasing Card** |
| --- |
| **Card Holder** | **Position/Comments** |
|  |  |
|  |  |
|  |  |

Add additional rows as required

| **Financial Support** |
| --- |
| Workforce Bridging(show total and attach Workforce Bridging report and letter) |  |
| Cash Flow Assistance(show balance remaining and attach support request and repayment schedule) |  |

| -------------------------------------- | ----------------- | ------------------------------------- | ----------------- |
| --- | --- | --- | --- |
| *(Signature of the Departing Principal)* | *(Date)* | *(Signature of Witness)* | *(Date)* |
| The above statement agrees with the financial records of the school at the date of handover. |
| -------------------------------------- | ----------------- | ------------------------------------- | ----------------- |
| *(Signature of the newly appointed Principal or School Council Office bearer)* | *(Date)* | *(Signature of Witness)* | *(Date)* |

## Legislative requirements

### Legislation

The advice in this section was based on requirements outlined in the following legislation:

* *Education and Training Reform Act 2006* – Part 2.3 – Government School Councils
* *Education and Training Regulations 2017* – Part 4 – Government School Councils and Parents Clubs.
* Standing Directions of the Minister of Finance 2018 under the *Financial Management Act 1994* – Section 4.1 Planning and managing performance and Section 5.0 Compliance and reporting

## Definitions

|  |  |
| --- | --- |
| **CASES21** | CASES21 (Computerised Administrative System Environment in Schools) is the software package provided to Victorian Government schools to support school administration, finance and central reporting. |
| **SRP** | Student Resource Package – Main funding mechanism for schools comprising two components. Credit – used for central salaries and Cash – used for school based expenditure. |
| **Workforce Bridging** | Support program provided by the Department to assist schools with a Student Resource Package credit deficit to return the school to a sustainable position. |

## Additional resources

* [Financial Reporting for Schools](https://www.education.vic.gov.au/Documents/school/teachers/management/%E2%80%A2%09http%3A/www.education.vic.gov.au/school/teachers/management/finance/Pages/cases21.aspx)

## Version and revision control record

| Date | Version | Approver | Next Review |
| --- | --- | --- | --- |
| 01/2019 | 1.2 | Chief Finance Officer - Financial Services Division | 01/2020 |