

Statewide Business Managers Group – Terms of Reference

The **purpose of the group** is to:

- Provide feedback and effective communication between schools and the Office for Resources and Infrastructure.
- Promote discussion on issues such as:
 - chart of accounts;
 - school purchasing cards;
 - taxation reform & impact;
 - school level payroll;
 - internal controls;
 - school SRP administration, reporting etc.; and
 - any other school financial accountability issues.

Members are selected through consultation with Regional Finance Managers.

Schools represented include rural, metropolitan, primary, secondary, multi-campus, special and P-12.

Meetings will be held once a term at a designated city location. A summary of each meeting will be distributed to all group members.

Business Managers will bear responsibility for liaising with their respective regions and disseminating information, advice and feedback generated by the meetings.

The group will report to the Office for Resources and Infrastructure for advice and feedback on school financial issues.

DEECD will be represented at each meeting by a member of the following area/s (or their delegates):

- Assistant General Manager, Schools Resource Allocation Branch
- Manager, School Financial Management and Support Unit (SFMSU)
- Finance Officer (SFMSU) - Executive Officer
- School Finance Policy Coordinator (SFMSU)
- Senior Finance Officer (SFMSU)
- Senior Policy Officer, Tax Compliance Unit, Financial Services Division (FSD)
- Senior Project Officer, Teacher & ES Development, School Workforce Reform & Improvement
- Senior Training & Support Officer, Schools Systems Training and Support, Information Technology Division (ITD)
- Manager, Service Desk (ITD)
- other DEECD officers as requested, dependent on issues being discussed.