



Department of Education and
Early Childhood Development

CASES21 Guidelines for Schools

Program Coordinator Schools
Parents and Friends Clubs
Library / Building Funds
(DGR)



*Every
child,
every
opportunity*



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This document is also available on the internet at
<http://www.education.vic.gov.au/management/financial/cases21.htm>

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1. Introduction

The following guidelines have been prepared to assist schools with a range of specific financial processes they may undertake, and are additional to the processes covered in CASES21 Finance software training and the CASES21 Finance Process Guide. They are not intended to replace formal software training which is a critical component of the successful implementation of CASES21 Finance in schools.

Further financial information can be located on the **Financial Management website**

<http://www.education.vic.gov.au/management/financial/default.htm>

CASES21 Finance Data Entry & General Enquiries:

DEECD Service Desk: 1800 641 943 or log a call through the Service Gateway <http://servicedesk.education.vic.gov.au>

2. Coding and Recording Transactions for Program Coordinator Schools

Program Coordinator schools, are schools that are allocated specific purpose funding by central/regional offices to coordinate curriculum, professional development or other programs for the benefit of schools, school personnel and students within their region, cluster or network.

Funding should only be provided to Program Coordinator Schools by central/regional offices for the following purposes:

- To aid in the development, facilitation, implementation and evaluation of specific curriculum programs aimed at improving student outcomes.
- To aid in the development, facilitation, implementation and evaluation of specific professional development programs for school leaders, teachers and administrative staff, E.g. Teacher Professional Development, Principal Induction Program, Dollars and Sense.

In allocating funds to schools, central/ regional offices should ensure that schools are provided with:

- Directions on how the funds are to be expended
- Guidance on the acquittal of funds at the completion of the project
- Direction on the required level of reporting on the expenditure of the program funds for the life of the program.

Schools are also required to report any program coordinator funds held as a part of their financial certification of financial commitments.

It should also be noted that tax implications may arise in certain circumstances when program coordinator funds are used. Further information on these circumstances can be found at the Tax Resource Centre Website at <http://www.sofweb.vic.edu.au/tax/default.htm>.

These guidelines apply to any school holding funds on behalf of other schools, regional office or group connected with the school.

At a minimum, a separate sub program should be set up for each coordinator program

Receipt of funds

All funds received should be receipted to:

Code	Account
70003	School Support Services

Payment of funds

All funds paid should use the actual expenditure code for that item. Eg.

Code	Account
86920	Hospitality
86601	Staff Travel
86102	Photocopying

Programs and Sub Programs

Code	Program	Code	Subprogram
900	Curriculum Services	9001	Curriculum Services or
		9250-9299	School-defined
910	Regional Initiatives	9101-9149	School-defined

Activity Reporting

School Council – The following reports will assist school council in monitoring the Official Account and identifying the individual and total amounts of the activity/ies:

- **Operating Statement – Detailed (GL21150)**
- **Bank Account Movements - Official Account (GL21152S)**
- **Annual Program Budget Variance Report (KGLPROG21003)**

Internal Management – The Coordinator school will also benefit from the above-mentioned reports, and can also analyse actual individual financial transactions by accessing:

- **Program Account Transaction Report (GL21114)**

Other Schools/Region – The Coordinator school is accountable to other schools/region for the particular activity/ies that are being coordinated. At pre-determined, or at arranged times, the Coordinator school should provide the following information related to the activity/ies:

- **Period to date receipts**
 - **Period to date expenditure**
- } **Program Account Transaction Report (GL21114)**
- **The current uncommitted balance for the activity/ies:**
- **Annual Program Budget Variance (KGLPROG21003)**

This information can be provided at Program and/or Subprogram levels (if each activity is separated at subprogram level)

Note: Coordinator schools are reminded that some expenditure may attract Fringe Benefits Tax (FBT) e.g. hospitality-related payments. When you are entering and coding expenditure, allow for processing on an “item-by-item” basis to ensure that all FBT liability is captured, and charged appropriately against each school.

3. Coding and Recording Transactions for Parents and Friends Clubs

Refer to *Executive Memorandum 98/028 Welfare Clubs*. These guidelines apply where **Option A** is chosen to administer the Parents Club through the school's Official Account.

Receipt of funds

Code	Account
74101	Fundraising Activities

Payment of funds

Code	Account
89104	Fundraising Expenses

Programs and Sub Programs

Code	Program	Code	Subprogram
870	School Community Associations	8701	School Community
		8750-8799	School-defined

Activity Reporting

School Council – The following reports will assist in monitoring the Official Account and identifying the individual and total amounts of the activity/ies:

- **Operating Statement – Detailed (GL21150)**
- **Bank Account Movements - Official Account (GL21152S)**
- **Annual Program Budget Variance Report (KGLPROG21003)**
- **Program Account Transaction Report (GL21114)**

Parents Club – The following reports are suitable to monitor the relevant program/subprograms:

- **Annual Program Budget Variance Report (KGLPROG21003)**
- **Program Account Transaction Report (GL21114)**

If **Option B** is selected (a designated Parent Association Fundraising Account), refer to the CASES21 Chart of Accounts Glossary under Bank Account Code 10006 School Community Associations and proceed in accordance with the guidelines in Executive Memorandum 98/028, page 2.

Refer to the "*School Finance Manual*" in the CASES21 Policy & Guidelines section of the Financial Management website: www.sofweb.vic.edu.au/schoolfinance/ for more information on 'best practice' related to the organisation and administration of Fundraising activities.

4. Guidelines for Library/Building Funds – Deductible Gift Recipient (DGR)

Comprehensive guidelines for the criteria and operation of library/building funds are available from the ATO website: www.ato.gov.au and also from DEECD Legal Unit.

In summary, a gift that can be tax deductible to donors have the following characteristics:

- They are made voluntarily
- They do not provide a material benefit to the donor and
- They essentially arise from benefaction, and detached and disinterested generosity
- Must amount to \$2 or more per donation

For the correct library/building fund management by the school, the following guidelines should be in place:

Setting Up:

A SEPARATE bank account and clear accounting procedures need to be followed. Refer to the CASES21 Finance Process Guide – General Ledger Section for instruction on how to activate the Building/Library Fund bank account.

- Wherever possible, donations into the Building/Library Fund are directly receipted to this account. An exception to this receipt requirement is, for example, if the school receives a single cheque for the building/library fund donation and payment of a school charge. Only in this situation is it acceptable to receipt the cheque into the Official Account and then process a transfer from the Official Account to the Building/Library Fund Account.
- All payments must be directly from the tax deductible account

ATO Requires:

Bank account details of the separate Library/Building Fund Account e.g BSB, account number, ABN

- Where tax deductible funds are originally receipted into the Official Account, proof of the transfer of funds from the Official Account into the Library/Building Funds is required. Possible reports are the Bank Account Movements Report (GL21152S) for the relevant bank accounts and Program Account Transaction report (GL21114) for the Building/Library Fund Account (800/810).
- Cheque book that is solely for the Library/Building Fund Account.
- Receipt book that is solely for the Library/Building Fund Account.

Administrative Procedures:

- Parent issues a cheque solely for a tax deductible donation – the donation is receipted directly into the Library/Building Fund Account.
- Parent issues one cheque for a variety of payments including a tax deductible donation – school receipts total funds into the Official Account and issues a receipt. To enable the parent to claim a taxation benefit for the donation, after updating the batch a detailed A4 receipt can be printed. Or a “Form Letter” could be issued to the parent on school letterhead, showing date, receipt number, payee’s name, amount of donation and signed by the Business Manager or Principal.
- Ensure a file is started to hold copies of all correspondence and ATO approval for the tax deductible account. Also file details of periodic receipts and payments, transfers of funds to and from the Library/Building Fund Account and other CASES21 audit trail reports relating to the tax deductible Accounts.

CASES21 Procedures:

As outlined in the "Setting Up" procedure above, refer to the CASES21 Process Guide for instruction on how to activate a Building/Library Fund bank account. This will make available Chart of Account GL code 10003 for Building Fund and 10004 for Library Fund.

Receipting

Receipts into the Building/Library Fund Account can be either through "Families" for parent donations or through "General Ledger" for non-parent donations:

Payments:

Payments must be made directly from the Building/Library Fund Account in accordance with ATO requirements. Refer to the relevant guidelines for acceptable payments for the library or building-related assets (ATO-provided, or DEECD Schools Assets Policy). Refer to "CASES21 Finance Process Guide Section 3: Creditors" for data entry guidance ensuring you select the applicable GL Codes. For data entry guidelines relating to the purchase of assets greater than \$1000 also refer to Section 4: Assets.

Reporting:

- **Program Account Transaction Report (GL21114)**
- **Subprogram Account Transaction Report (GL21115)**
- **Program Status Report (KGLPROG21002)**
- **Annual Program Budget Variance Report (KGLPROG21003)**