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**From:** DoE Mail  
**Sent:** Tuesday, 19 June 2007  
**To:** DL All School Principals; DL All Assistant and Campus Principals; DL All Schools; DL All Corporate; DL All School Council Presidents; DL School Services Officer A-H; DL School Services Officer I-P; DL School Services Officer Q-Z; DL All Business Managers; DL TSP All Technicians; DL School Technicians; DL All HRMS Users; SDL OHS Reps; DL Learning Technology Co-ordinators  
**Subject:** **B23-2007** DoE MAIL Bulletin for week ending 22 June 2007

# Department of Education Victoria

For all schools, principals, business managers and school council presidents

## **S201-2007 Managing and Reporting of School Cooperative Loans on CASES21 Finance**

### **Main Points**

- School communities can choose to raise funds through the establishment of a Cooperative which, in turn, is able to apply for a Cooperative loan via a financial institution.
- Guidelines for the managing and reporting of school Cooperative loan accounts have been updated to enhance financial reporting, and to ensure the accuracy of the financial position of the school.
- Schools are now required to include all transactions relating to Cooperative bank accounts and loan liability accounts on CASES21 Finance.

### **Actions Required**

- All Cooperative bank accounts and loan liability accounts must now be recorded on CASES21 Finance.
- Details on how to process transactions related to Cooperative bank accounts and loan liability accounts can be found in Section 05 of the [CASES21 Finance Process Guide](#)

### **Additional Information**

- Schools should ensure that all cooperative related transactions are recorded on CASES21 as soon as possible.
- Detailed information and assistance relating to the formation and ongoing legal obligations of running a Cooperative can be obtained from Consumer & Business Affairs Victoria on 1300 361 673
- Schools that require assistance with the process should log a call via the DoE Service Gateway (<http://servicedesk.education.vic.gov.au/>)

**Claire Britchford**  
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