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.