



Treasurer

Roles and Responsibilities

School Representative Body

Northern Territory Council of Government School Organisations

Overview

The Northern Territory Department of Education (DoE) provides a School Representative Body with funding under the School Resourcing Model (global school budget) to operate schools.

Under the NT Education Act 2015, a School Representative Body may, within the scope allowed by the functions conferred on the body, determine the purposes for which money allocated by the Agency to the school is to be expended and expend money paid by the Agency to the school.¹

As an elected member and Office Bearer of the School Representative Body, the Treasurer will need to develop a good working relationship with the Business Manager to gain a clear understanding of the school's finances.

The Treasurer should, where possible, be a Parent Member.

Any elected member of the School Representative Body can hold the position of Treasurer. Where this is not possible, members may ask the Principal to direct the Business Manager to act in this role.² The Business Manager is an ex-officio member and does not have voting rights.³

It is best practice for the School Representative Body to establish a Finance Committee to support the Treasurer in meeting the requirements of the role.

¹ Education Act [2015], Section 107 (1)(e).

² Education Regulations, Clause 37.

³ DoE Guidelines: School Council, page 11.

School Funding (The Budget)

The School Representative Body sets the strategic direction and plans for the school.⁴ The Treasurer and the Finance Committee work with the Business Manager and the Principal to develop the annual budget in line with strategic plans. The budget outlines the school's annual funding allocation and the purposes (programs) for which the funding is to be expended.⁵ It is the Treasurer's responsibility to present the budget to the School Representative Body for endorsement.

During the School Representative Body meetings, the Treasurer is responsible for:

- presenting the monthly financial statements as prepared by the school Business Manager
- presenting the school's draft budget to the School Representative Body for their endorsement
- reporting on the receipt of all monies received by the School Representative Body⁶
- moving motions to accept financial reports

⁴ DoE Guidelines: School Council, page 7.

⁵ Education Act [2015], Section 107 (1) (e).

⁶ DoE Guidelines: School Council, Appendix D, page 19.

School Funding

The School Representative Body is responsible for ensuring strategic oversight in the development of the school's budget. Approval of the budget presented at a School Representative Body meeting shall be consistent with the school's direction, objectives and school planning documents.

The role of a School Representative Body **does not** include decision making regarding the specifics of staffing or operational expenditure.

In practical terms, this means that to ensure that they understand the overall financial position of the school, the Treasurer asks appropriate, probing questions of the Business Manager and Principal.

"The School Representative Body provides big picture strategic direction.

They ask the important questions.

They make the big decisions.

The Principal and Business Manager run the day to day operations of the school and manage the operational functions of the school.

An elected member ALWAYS acts in good faith and in the best interests of ALL students of the school.

Conflict of Interest (Perceived, Potential or Actual) is promptly declared and appropriately handled."

Financial Reports

The Treasurer liaises with the Business Manager to present a monthly financial report to the School Representative Body meeting, advising members:

- how much money has been received from all sources (various grants, fundraising);
- how much money has been spent in each program area, compared with what the budget said would be spent;
- the amount of money in each school account, including any investments;
- details of any variation between the budgeted amount and an actual amount, which may mean the budget needs adjusting.⁷

The financial report should include any changes to the Department of Education's financial reporting requirements in addition to a brief explanation of key points to assist the School Representative Body understand the figures.

⁷ Education Regulations [2015], Clause 34-36.

Minimum Financial Reports

School Representative Bodies require a minimum level of financial reporting to perform functions outlined in section 107 of the *Education Act*. The Department of Education Memorandum requires schools to provide their School Representative Body with the new minimum suite of monthly financial reports.

The Minimum suite of reports⁸ to be provided to a School Representative Body monthly are:

Report	Data Source	Available from
Multi-period Balance Sheet	MYOB	School Reporting Tool (D3) or MYOB
Job Analysis	MYOB, school-based knowledge	School Reporting Tool (R2)
Cash Position	MYOB, school-based knowledge	School Reporting Tool (R4)
Summary OR Narrative	MYOB, Finance, school- based knowledge	School Reporting Tool (RS or R9)
Profit and Loss Budget Analysis (level 4)	MYOB	MYOB

All other School Financial Reports shall be made available by the Business Manager upon request by the School Representative Body.

⁸ NT Department of Education; Memo from the Chief Executive Financial Officer; April 2018.

Treasurer Responsibilities

The Treasurer's term of office where a parent is identical to that of their Parent Member position.

The term of office for a Parent Member is two years, with a maximum of 6 consecutive years (three terms).

An Invited Member term may be determined by the School Representative Body for a period up to two years, with a maximum of 6 consecutive years (three terms).

For meetings to be effective the Treasurer shall:

- Meet with the Finance Committee, or if a Finance Committee has not been established, the Business Manager and Principal to review the monthly finance reports at least one week prior to the School Representative Body meeting in order to be familiar with and be able to speak to any items of interest or importance
- Ensure, where possible, that meetings are scheduled to be after the 10th of each month so that financial reports reflect the most up-to-date financial information
- Ensure that at least one copy of the minimum suite of financial reports is distributed to all Members at least 5 days before the Meeting
- Support the School Representative Body to approve the process for variations to the original endorsed budget
- Confirm that bank account signatories are correct and up to date and that a minimum of two (2) authorised signatories are in place and bank accounts are approved by the CEO⁹

⁹ Education Regulations [2015], Clause 34 (10).



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