

MEMORANDUM

EDOC2016/4736

TO: NORTHERN TERRITORY GOVERNMENT SCHOOLS
FROM: A/CHIEF FINANCIAL OFFICER
DATE: 22 FEBRUARY 2016
RE: REPORTS AVAILABLE TO SCHOOL REPRESENTATIVE BODIES

BACKGROUND

School representative bodies require financial reports in order to perform functions as outlined in section 107 of the *Education Act*. In particular section 107(1)(e) provides that 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 to expend money paid by the Agency to the school.

CURRENT SITUATION

To provide transparency and consistency of financial information provision from NT Government Schools to school representative bodies, the Department of Education (DoE) has prepared the following table outlining the financial reports available to school representative bodies, as well as those which should be provided to school representative bodies at a minimum.

It is understood that some schools may provide their school representative bodies with additional, often customised, financial reports. These may continue to be provided by mutual agreement of schools and school representative bodies. The provision of any reports by schools to school representative bodies should occur having regard to privacy requirements, including any applicable privacy legislation.

RECOMMENDATION

It is recommended that schools provide school representative bodies with the minimum suite of financial reports as outlined in the following table and any other reports which the council may request from time to time from those reports available to them.



SHAUN O'BRIEN
23 / 2 / 2016

Minimum suite of reports to be provided to school representative bodies monthly

Report	Report Type	Available from
Global Budget Finalisation	Global School Budget	MyBiz
School Employee Expense and Paid FTE	Staffing	MyBiz
Corporate Expense Report	Finance	MyBiz
Profit and Loss	Finance	MYOB
Balance Sheet	Finance	MYOB
Profit & Loss Budget Analysis	Finance	MYOB
Accumulated Funds Report	Finance	MYOB
Overspend Report (Accumulated Funds)	Finance	MYOB
Underspend Report (Accumulated Funds)	Finance	MYOB
Receivables Reconciliation	Finance	MYOB
Payables Reconciliation	Finance	MYOB
Purchase Orders Outstanding	Finance	MYOB

Additional reports available to school representative bodies upon request

Report	Report Type	Available from
Preliminary Global Budget	Global School Budget	MyBiz
Employee Profile Report	Staffing	MyBiz
Effective enrolment	Student Information	MyBiz
Job Profit & Loss (Budget) Summary	Finance	MYOB
EOM Checklist	Finance	School Finance