

# ***MANAGEMENT OF FINANCES IN PUBLIC SCHOOLS***

**SAOU S-PROJECT: SESSION 8**  
**16 SEPTEMBER 2021**

*Willem du Buisson  
Hoërskool Sand du Plessis  
Bloemfontein*



# ***ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- PRINCIPAL IS THE ACCOUNTING OFFICER
- SGB
- FINANCIAL COMMITTEE OF SGB
- FINANCIAL CLERK
- ACTIVITY HEADS



# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- PRINCIPAL IS THE ACCOUNTING OFFICER AND IS RESPONSIBLE TO ENSURE THAT:
  - ALL EXPENSES ARE IN LINE WITH THE BUDGET.
  - NO FRUITLESS EXPENDITURE HAPPENS.
  - NO UNAUTHORISED EXPENDITURE OCCUR.
  - SIGNATORY ON SCHOOL'S BANK ACCOUNT.



# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- SGB
  - OVERSITE ROLE TO ENSURE THAT THE FINANCIAL POLICY OF THE SCHOOL IS ADHERED TO.
  - APPOINTMENT OF SIGNATORIES TO BANK ACCOUNTS.
  - REVISE THE FINANCIAL POLICY AT LEAST ONCE EVERY THREE YEARS.
  - APPROVE THE PRELIMINARY THE BUDGET



# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- FINANCIAL COMMITTEE OF SGB
  - THE ELECTED TREASURER OF THE SGB IS THE CHAIRPERSON AND HE/SHE SHOULD ARRANGE QUARTERLY MEETINGS TO DISCUSS AND ASSESS THE EXPENSES AND INCOME OF THE SCHOOL.
  - THE TREASURER SHOULD WORK VERY CLOSELY WITH THE PRINCIPAL AND FINANCIAL CLERCK.
  - DEVELOP THE BUDGET



# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- TYPICAL STANDARD POINTS FOR DISCUSSION ON THE AGENDA OF THE FINANCIAL COMMITTEE MEETINGS:
  - TRIAL BALANCE
  - BALANCES IN BANK ACCOUNT(S)
  - INVESTMENT(S) BALANCES
  - DEBT COLLECTION



# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- SCHOOL FEE EXEMPTION
- SHORT TERM INSURANCE CLAIMS
- REPORTS FORM OTHER COMMITEES  
REGARDING THEIR EXPENSES





# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- FINANCIAL CLERK
  - DAILY CAPTURING OF EXPENSES AND INCOME.
  - LOADING OF PAYMENTS THAT NEED TO BE MADE.
  - MAY NOT RELEASE ANY PAYMENTS.
  - APPOINTED PERSON (PRINCIPAL OR DEPUTY PRINCIPAL SHOULD RELEASE PAYMENTS).
  - DRAFTING OF MONTHLY INCOME AND EXPENSES STATEMENTS.



# ***RESPONSIBILITY OF DIFFERENT ROLE PLAYERS IN MANAGING OF SCHOOL FINANCES***

- ACTIVITY HEADS
  - MANAGE THE BUDGETS OF THEIR ACTIVITIES.
  - OBTAINING QUOTATIONS FOR PLANNED SPENDING.
  - ENSURE THAT SCHOOL GET GOOD VALUE FOR ITS MONEY.



## ***BANK ACCOUNT(S)***

- A SCHOOL MAY HAVE ONLY ONE BANK ACCOUNT THAT IS USED FOR ALL INCOME AND EXPENSES.
- SCHOOL'S MAY APPLY AT THE MEC FOR EDUCATION TO OPEN OTHER BANK ACCOUNTS THAT CAN BE USED FOR SURPLUS FUNDS.  
(EG. MONEY MARKET ACCOUNT)



# ***FINANCIAL PROCESSES***

- RESPONSIBLE PERSON OBTAIN QUOTATIONS FOR PLANNED SPENDING.
- PRESENT QUOTES TO PRINCIPAL/DEPUTY PRINCIPAL/ FINANCIAL MANAGER.
- BEST QUOTE ARE ACCEPTED, NOT NECESSARILY THE CHEAPEST. QUALITY AND VALUE FOR MONEY SHOULD ALSO BE CONSIDERED.
- REQUEST FOR PAYMENT.



## ***FINANCIAL PROCESSES***

- FINANCIAL CLERK LOAD PAYMENTS AFTER AN INVOICE HAS BEEN OBTAINED.
- APPOINTED PERSON RELEASE PAYMENT AND GOODS CAN BE ORDERED.



## ***TIPS TO INCREASE INCOME***

- MOTIVATE PARENTS TO CREATE REPEATING EFT'S ON THEIR INTERNET BANKING PLATFORM.
- MONTHLY STATEMENTS EMAILED/HARD COPIES.
- BI-WEEKLY PAYMENT REMINDERS VIA SMS/D6.
- SHARE “BALL PARK FIGURES” OF MONTHLY INCOME, EXPENSES AND SURPLUSES/SHORTAGES.
- AGGRESSIVE BAD DEBT COLLECTION.



## ***TIPS TO DECREASE EXPENSES***

- CONTACT LOCAL MUNICIPALITY TO DETERMINE THE SIZE OF YOUR MAIN CIRCUIT BREAKER. ELECTRICITY RATES ARE DETERMINED BY THE SIZE OF THE MAIN CIRCUIT BREAKER AND NOT THE NUMBER OF KILOWATT-HOURS.
- SWITCH OFF ALL UNNECESSARY GEYSERS AND APPLIANCES, AIR CONDITIONERS ETC.
- MONITOR WATER METERS, REPAIR LEAKAGES.



## ***TIPS TO DECREASE EXPENSES***

- SCAN YOUR SHORT TERM INSURANCE POLICY FOR UNNECESSARY ITEMS LIKE OLD PRINTERS, COPIERS ETC.
- DO NOT RENEW COPIER AND CCTV CONTRACTS BEFORE THE FULL TERM HAS EXPIRED.
- CONSIDER NOT TO REPLACE PRINTERS AFTER THE INITIAL CONTRACT HAS EXPIRED, SIGN JUST A SERVICE CONTRACT.





## ***TIPS TO DECREASE EXPENSES***

- RE-NEGOTIATE BANK FEE STRUCTURE.
- INSTALL SOLAR PANELS TO DECREASE ELECTRICITY BILL.
- CONSIDER BUYING ELECTRONIC EQUIPMENT CASH RATHER THAN ON A CONTRACT.
- RE-NEGOTIATE TELEPHONE FEES IF YOU USE VOIP.



## ***TIPS TO DECREASE EXPENSES***

- STRICT CONTROL OVER DAILY EXPENSES, NO BUYING OF GOODS WITHOUT PRE-AUTHORIZATION FROM PRINCIPAL/FINANCIAL MANAGER
- FIND THE CHEAPEST DIESEL OUTLET FOR YOUR BUSES AND STICK TO THEM (Variation in prices can be R 1.00 – R 2.50)



## ***CLOSING REMARKS***

- NOT ALL PRINCIPALS LIKE TO MANAGE THE SCHOOL'S FINANCES.
- BUT "THE BUCK STOPS WITH THE PRINCIPAL"
- YOU ARE THE ACCOUNTING OFFICER AND WILL BE HELD ACCOUNTABLE IF THERE ARE FRAUD OR FRUITLESS EXPENSES.



## ***CLOSING REMARKS***

- DEVELOP AN EASY SYSTEM THAT YOU CAN USE TO KEEP YOUR FINGER ON THE FINANCES EG.
  - KEEP RECORDS OF WEEKLY BANK BALANCES OVER THE PAST 5 YEARS
  - SCAN BANK STATEMENTS FOR STRANGE TRANSACTIONS.
  - MAKE SURE YOU KNOW FOR WHAT PURPOSE A PAYMENT IS, BEFORE YOU RELEASE IT.



***THANK YOU***