RATIONAL
Accountability requirements are:

- imposed by the Australian and State Governments (Commonwealth Programs for Schools Quadrennial Administrative Guidelines for 2009 to 2012 and State Grants (Primary and Secondary Education Assistance Act 2000)).
- reported to the Director of Catholic Education as the delegate of the Archbishop.
- necessary to satisfy the general community that school finances are properly managed.

PROCEDURES
The School’s administrative and accounting procedures system is conducted through SAS software.

The School’s canonical authority is the Parish through the Parish Priest.

The School’s Annual Financial Statement (AFS) to the CECV includes details of receipt and expenditure of funds. From the AFS, schools complete the Australian Government’s Financial Questionnaire.

The School employs an Accountant to monitor, in consultation with the Principal and Parish Priest, the financial management of the school. Regular meetings are held and regular reviews of procedures and controls are evidenced by the Parish Priest, Principal and School Accountant and documentation signed off on a monthly basis.

The school’s financial transactions and reporting systems are operated in accordance with the CECV Financial and Administrative Procedures Manual.

Authorised by: Martin Enright (Principal)

Year of implementation: 2009

Delegated to: Principal & School Bursar