



## **DEBT MANAGEMENT**

*Revised January 2016*

### **Purpose**

- To ensure the School remains viable at all times in terms of its financial performance. This applies to the School finances and also to ensure all families understand their responsibilities with respect to the payment for goods, excursions, camps, incursions and the like provided by Somers Primary School.
- To provide a fair and equitable process for all parties concerned.
- To ensure no child misses out on their entitlements due to financial hardships.

### **Nature**

Schools have the responsibility to ensure that all programs are run within financial guidelines as outlined by DEECD through their appointed auditors. In line with this, the School must ensure that organised excursions, camps, swimming, etc are cost effective. The School cannot afford to lose money on the provision of these activities. The supply of books and classroom materials should be paid for by parents. ***Clearly, the School is not going to disadvantage children, however parents must accept responsibility for costs incurred by their children.***

### **Implementation**

- The School will remain in surplus at all times. This applies to both cash and credit budgets.
- A cash or credit surplus from one year can be used to ensure that programs and staffing can be maintained in subsequent years providing the School does not slip into debt.
- The School Council may wish to establish a fixed term deposit specifically to protect the School from variation of costs from year to year. This should be with an approved institution. Access to these funds will require a motion of School Council.
- At all times, the Principal has discretion in the provision of support for families who may be experiencing financial hardships.
- School-based activities will have a costing breakdown prepared by the organising teacher before approval for this activity goes ahead. Included in this breakdown would be entry, transport and any other associated costs and this will be expressed as a cost per child. A minimum number should be used to balance those who may not attend.
- ***In preparing this break down, the School will allow for two students not attending.***
- In the event payment is not received for a child and no approval/consent has been granted for this to occur, the School will contact the family to organise the payment.
- ***This contact will be to ensure that an appointment is organised with the Principal to discuss the arrangement.***
- If the family makes no effort to pay the debt, the School may need to consider not allowing the child/family to attend the next planned activity until this debt is paid or a scheme of arrangement has been formulated.

- The provision of books and classroom materials are to be closely monitored with a greater emphasis on the School being more diligent in chasing up non-payment before the end of first term.
- During first term, the School should plan as little as possible with an attached cost.
- On the occasion that a family does not pay for books, etc in the one year and no scheme of arrangement has been made, the School will not provide books for that family in the following year.

### **Evaluation**

- The School will remain in surplus at all times. This applies to both cash and credit budgets.
- That all activities planned by the School are run at no cost to the School.
- That budget forecasts in respect of book supplies, classroom requisites and voluntary contributions are met by the end of the year.