

Good Accounting in Schools

As the Ministry of Education has changed our way of providing training and support for Boards, we are now able to offer you this finance session, free of charge under the Tailored Training and Support (TTaS) funding scheme.

As such we would like to invite you to attend the above informative presentation and discussion at one of the two locations listed below.

Invited are: Principal, Deputy / Assistant Principal, Executive Officer / Office Manager / School Treasurer, and all Board members

Speaker: Paul McGirr - Financial Advisor to Schools for the Southern Region, Ministry of Education, based in Christchurch.

Cost: Nil

Covering:

- Finance Function
 - ✓ Internal controls, procedures and systems
 - Budgets (Operational and Capital)
 - Delegated Authorities
 - Payment for purchases
 - Fixed Assets
 - GST
 - Segregation of Duties
 - ✓ Monthly Accounting
 - ✓ Monthly Reporting
 - ✓ Year End Forecast
 - ✓ Annual Accounts
 - ✓ Audit Function
- Monitoring by the Ministry
 - ✓ At Year End
 - ✓ During the year
- Assistance and help that is available

Venue: Ashburton College, Ashburton
Date: Monday 30th November 2009
Time: 5.30 pm for tea / coffee.
6.00 pm to 8.00 pm presentation

and repeated

Venue: Roncalli College, Timaru
Date: Wednesday 2nd December 2009
Time: 5.30 pm for tea / coffee.
6.00 pm to 8.00 pm presentation

In all cases please reply to Linda Deverson at the Christchurch Office on (03) 378-7778 or email: linda.deverson@minedu.govt.nz giving the name of your school and the number attending.