

New Principals or Administration Officers Financial Management – Primary Schools

Event Overview:

The focus of this Professional Development Day is to support new Principals and new Finance Administration Officers in their financial role within the school. This day will support participants in being able to:

- Have an understanding of System and Diocesan Funding
- Prepare school budgets

Who can participate?

It will be available for:

- New Principals and their current Finance Administration Officer (even if they are not new to the position)
- New Finance Administration Officer and their current Principal (even if they are not new to the position)
- Deputy Principals
- This will also be available to current principals and administrative staff who would like to undertake a refresher course

How the program will be structured?

The course will be conducted by CEOB staff over one day, in term 3 (9 August 2017).

(An additional 2 hour session, as part of the New Principal Induction Programme is held in term 1)

Content will include:

- SAS 2000 & PAY3K
- Funding Snapshot
- Systemic Funding
- Costs associated with running a school
- Staffing
- SES Score
- Capital Funding
- Policy
- Catholic Development Fund

Please note that participants will also be assisted in their own school setting with further support.

The program is designed to:

Build upon the budgeting skills and competencies required by all Principals and Finance Administration Officers working within Primary Schools.



What is expected of the participants?

- Register and attend the course
- Place skills learnt into practice in school working environment

What is required of the Principal?

- Nominate and / or approve participants for this professional development
- Ensure release available to attend the professional development
- Ensure participant is aware of all requirements

What you can expect from the CEOB:

CEOB staff will:

- Engage professionally with participants during the course and continue on-going support on completion

Registration:

Registration for this program will be available [online](#) and will close on November 30th 2016.

Registration implies that participants have the full support as outlined of their school principal.

The early close off date will enable CEOB to determine the actual number of participants and the location of these participants which will support us in determining the number of programs that will be run next year and where.

Adherence to this closure date should make it possible to provide all participants with actual program dates and locations by Friday December 2nd.

Endorsement

Julie Duynhoven