

# Financial Management Skills Audit (Public Schools): 2006

Governing Body Members/ Principals/ Financial Officers/ Bursars/ Secretaries

**Please provide the following details:**

Name of your EMDC \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Name and surname \_\_\_\_\_  
 Name of your school \_\_\_\_\_  
 Persal number \_\_\_\_\_  
 Daytime telephone number \_\_\_\_\_  
 Your title (position) \_\_\_\_\_  
 Your highest academic qualification:  
 Bookkeeping programme currently using: ACCPAC/ PASTEL/ QUICKBOOKS/NONE/ .....

**Your responsibilities in the above position:**

Administration   
 Attending of meetings   
 Bookkeeping to Trial Balance   
 Specific project:   
 Treasurer   
 Chairperson   
 Member of finance committee   
 Preparation of Budget   
 Other (Specify):

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How long have you occupied the above position? From: ..... (month/year)  
 To : ..... (month/year)

**Please provide details of training received**

Have you ever attended training sessions in respect of school financial management?

Please list details:

Session presented by:

..... Date:..... Days:.....  
 ..... Date:..... Days:.....  
 ..... Date:..... Days:.....

**Please provide details of on-line connectivity**

Do you currently have access to the internet? Yes/ No Daily/ Weekly/ Monthly  
 Do you currently have access to the WCED intranet? Yes/ No Daily/ Weekly/ Monthly  
 Do you send and receive emails? Yes/ No Daily/ Weekly/ Monthly

# TRAINING SURVEY 2006

Tick (one) appropriate box with X

Please indicate what training you need and how urgently you need the training (Each line must be filled in)

Much needed for my duties	Somewhat needed for my duties	Not a priority for my duties	Not Applicable
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## Training needs

		4	3	2	1
Governance	How to be a good Chairperson				
	How to be a good Treasurer				
	Role of the Governing Body				
	Role and duties of the Finance Officer				
	Role of the Finance Committee				
Budgets	How to prepare and balance the budget				
	Arrangement and management of the meeting				
	Effective budget management				
	Compliance with WCED budget prescriptions				
Accounting Records	Cash Receipts/ Payments Journal				
	Control of petty cash				
	Bank Reconciliation				
	Quarterly reporting (WCED 043)				
Receipts	How to issue a receipt				
	Working with cash - the risks and responsibilities				
	Important documents attached to a receipt				
	Control of receipt books				
Procurement & Payments	Procurement policy of your school				
	Documents attached to the payment requisition				
	How to determine a price for the purchase/service				
	Additional payments to teachers (38A)				
	Record-keeping to protect yourself				
	Various payment methods				
Contracts	Rental Contracts				
	Employment contracts				
Fraud	What to do when the Forensic auditors visit				
	Segregation of duties - why and how?				
	How to protect yourself with internal controls				
Financial Statements	The purpose of financial statements				
	How to interpret financial statements				
	The duties of an external auditor				

Assets	Recordkeeping of assets				
	How to purchase assets				
	How to protect assets				
	Disposal of assets				
Income	How to raise additional funds				
	How to determine school fees				
	Effective collection of school fees				
	Tuckshop management				
	Donations				
Registers	The purpose of registers				
	How to complete various registers				
Municipal Services	Budget for Municipal services				
	Management of municipal services				
	Minimising municipal costs				
The Department	The role and duties of your EMDC				
	The role and duties of Head Office				
	Communication Protocol				
	Communicating via E-mail				
	Maximising the use of resources				
Transport	Safe learner transport				
	Managing your own bus				
	Processing travel claims				
	Payment of bus transport				
	Audit of bus transport				

Tick (one) appropriate box with X

Please indicate what training methods you prefer according to your learning style

Highly preferred format	Preferred format	Not my preferred format	Not Applicable
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### Training format

		4	3	2	1
Training formats	Use of hands-on activities				
	Use of role-play as part of training session				
	Use of demonstrations				
	Use of charts and PowerPoint's				
	Hand out materials				
	Small classes 1 - 10 people				
	Practical sessions				
	In-depth explanations of theory				
	Computer based				
	Via internet				
	Video based instruction				