Parent Payments and EMA Policy

For essential education items, optional extras and voluntary financial contributions

Rationale:

School councils are responsible for developing a school-level policy which covers essential education items, optional extras and voluntary financial contributions and EMA payments. This school-level policy must meet the community’s expectations and be available to parents and guardians upon request.

Aims:

To assist in providing a financially well managed school that maximises financial opportunities and makes decisions that are based on the best educational interests of the students.

Implementation:

- School Council will appoint a ‘Finance’ subcommittee as described by the School Council Standing Orders which will meet prior to each School Council meeting and report on issues and present recommendations relating to all financial matters at each council meeting.

- This sub-committee will be responsible for advising school council on all matters associated with centrally and locally raised funds including the levels of voluntary contributions, essential education items and optional extras and management of EMA payments.

- This subcommittee through its budgetary processes will take responsibility for developing each year’s program of Parent Payments, ensuring DEECD guidelines and requirements are met.

- All revenue and expenditure budgets within the Parent Payments program will be based on the CASES chart of accounts, and the school will use the CASES Accounts Receivable and Payable modules to record all relevant transactions.

- The school-level policy must keep parent payments to a minimum and must not exceed the cost of the relevant materials or services provided to the student.

- The sub-committee will be responsible for preparing annual financial statements and records for auditing, as well as provide to school council with annual receipt, expenditure and investment statements for public annual reports, including information on the Parent Payment program.
Further information and support for schools and school councils regarding the implementation of this policy is available at:


School councils are encouraged to access the support materials available at:

Support regarding school-based communication is available at:

This policy was last ratified by School Council in 2009