

SECTION 7: GOVERNANCE AND STEWARDSHIP

CONTENTS	PAGE NUMBER
7.1 AIM	2
7.2 GOVERNANCE	2
7.3 STEWARDSHIP	2
7.3.1 Assets Register	2
7.3.2 Cash Handling And Custody	3
7.3.3 Bank Account Reconciliations	4
7.3.4 Locking Of Premises / Access	4
7.3.5 Emergency Evacuation / Lockdown Procedures	4
7.3.6 Child Protection And Access Of Other Parties	4
7.3.7 Work Health And Safety	4
7.3.8 Children & Family Records, Rolls	5
7.3.9 Audit	5
7.3.10 Fee Management	5

7.0 GOVERNANCE AND STEWARDSHIP

7.1 AIM

The aim of this policy is to help staff understand stewardship obligations and expectations on aspects of good management in our Catholic Early Learning Centres (CELCs) operating within the Catholic Education Diocese of Parramatta system.

7.2 GOVERNANCE

Each Catholic Early Learning Centre is managed by a Catholic Early Learning Centre Director. In the normal course the CELC Director will also be appointed by the Licensee/Approved Provider as the Nominated Supervisor for regulatory purposes.

All CELC Directors in the Parramatta Diocese report to the Director of Enterprise Services through to the Executive Director of Schools for the Diocese of Parramatta with the day-to-day operations supervised by the Head of Early Learning and Care.

The Catholic Education Office Diocese of Parramatta is in effect the 'Management Committee' for CELCs. Reports and other matters requiring the sign-off of the 'Management Committee' are to be sent to the Finance Manager in Financial and Administrative Services.

Regulatory inquiries or concerns need to be referred to the Head of Early Learning and Care with a copy to the Director of Enterprise Services.

The Director of Enterprise Services and the Head of Early Learning and Care at CEDP manage the licensing and registration aspects of CELCs, including changes of Nominated Supervisor.

All policies and procedures in CELCs are implemented by the Catholic Education Office, Diocese of Parramatta in consultation with CELC Directors and require the sign-off from the relevant Service area within the internal structures of the Catholic Education Office, Diocese of Parramatta.

7.3 STEWARDSHIP

The measures set out below are designed to protect CELC Directors and staff members as well as provide good stewardship.

The responsibilities and stewardship matters referred to below are those of the CELC Director and cannot be delegated or left to other CELC staff members.

7.3.1 Assets Register

All CELCs are required to have in place an Assets Register to record and track movement of valuable assets at the CELC.

CELC Directors are responsible for the safe keeping, control and proper use of assets and in particular close control and regular accounting for "attractive, portable and valuable assets".

In particular the 'valuable assets' or 'attractive-portable-and-valuable assets' that should be recorded in the Assets Register include:

- Photocopier/Printer/Multi-Function Devices
- Computers, Laptops
- iPads
- VDU – computer Display Screens
- Mobile telephones supplied by work
- Telephone systems

- Televisions, DVD players, CD Players etc.
- Cameras
- iPods and iPod docking stations (speaker-play systems)
- Safes
- Refrigerators, ovens/stoves, Microwaves, Dishwashers, and other valuable kitchen equipment; vacuum cleaner.
- Other valuable items.

The information that needs to be recorded in the Assets Register for each valuable asset item such as those listed above is: -

- 1] Equipment item # (your asset number);
- 2] Date of acquisition (and record Purchase Order # if applicable)
- 3] Description of item;
- 4] Make;
- 5] Serial Number;
- 6] \$ Cost;
- 7] Location (e.g. room);
- 8] Whether Engraved;
- 9] Comments (as applicable)
- 10] Date last sighted
- 11] Disposal Date;
- 12] Method of Disposal
- 13] Remarks on Disposal
- 14] with the register signed off by the CELC Director for each entry, and signed off periodically as a check that all current items are present and accounted for.

CELC Directors may contact School Support Unit in CEO for further guidance and to obtain a copy of the Assets Register Template.

Records Maintenance

An electronic copy of each version of the Assets Register is required to be filed in a folder of the Director's computer and it is only to be accessible to the CELC Director (password protected) so that there is an audit trail.

Additionally, CELC Directors are required to keep a signed chronological paper version of each Asset Register. Periodically, CELC Directors are required to certify that all valuable assets are listed and are still held. It is appropriate to also keep a back-up photocopy of the Asset Register records in a safe or locked cupboard accessible only to the CELC Director.

7.3.2 Cash Handling and Custody

CELC Directors are responsible for ensuring the safe custody of cash monies received or handled (for example: petty cash or fee receipts). All cash is required to be kept in safe custody and in suitable locked facilities such as a safe, with control of access to cash under the responsibility of one person only.

If the CELC does not have a safe then the cash (such as Petty Cash) is required to be stored in a lockable cash box and stored in a locked drawer away from the general office area and away from public or general access.

Petty Cash needs to be properly accounted for with fully completed signed Petty Cash vouchers for expenditure and supporting purchase receipts attached. Regular balancing and reconciliations of Petty Cash are required, with reconciliations signed off by the CELC Director. Frequency of reconciliations depends on frequency of use of Petty Cash – so it may need to be as often as weekly or fortnightly. The CELC Director should conduct "spot" balancing and reconciliations of Petty Cash without notice to other staff, at irregular intervals.

Receipt Books must be kept under suitable locked control (safe or locked drawer).

7.3.3 Bank Account Reconciliations

Bank Reconciliations with CELC's Cash at Bank records in CELC accounts must be done on a regular basis, frequency depending on volume of transactions through the account – but at least monthly. Whilst one approach is for the reconciliation to be prepared by the 'clerical assistant', the CELC Director is still responsible for carefully examining and checking (ticking off) the reconciliation record to the bank account balance and Cash at Bank records to ensure its accuracy and to check that all is as it should be, and signing the reconciliation to certify checking.

The Finance Department in the CEDP is available to assist with all bank reconciliation requirements and matters.

At irregular intervals the CELC Director should conduct "spot" bank account reconciliations of their own without notice to other staff, as an added precaution.

7.3.4 Locking of Premises / Access

CELC Directors must have in place good control over all keys / pin-pad codes (and periodic changing of codes) for access to the CELC premises and alarms and to cash boxes/safes so that only authorised people have keys and access.

Keys should be recorded in a *Keys Register*, and those staff members who do have keys should sign for the date of receiving the keys (keys described) in their custody. Staff members should understand that they must not leave keys accessible to other parties and do not lend their keys to outside or unauthorised parties.

When keys are surrendered the time and date of this should be noted in the *Keys Register* and spare keys / surrendered keys properly secured and controlled.

7.3.5 Emergency Evacuation / Lockdown Procedures

Emergency evacuation procedures and Lockdown Procedures need to be in place. CELC Directors have the responsibility to brief all CELC staff and students on emergency procedures regularly in team meetings, and such procedures explained to new staff members (including temporary staff) on their first day. Evacuation practice exercises and lockdown practices need to be scheduled and undertaken in line with the frequencies in the Regulations.

7.3.6 Child Protection and Access of other Parties

CELC Directors are required to formally remind staff of requirements for safety of children and staff, and control of access of outside parties to the CELC and to the children under care. In essence, it is making sure that all of the common sense custody, safety and regulatory requirements including Department of Education requirements are being met in terms of CELC policies. Refer to Section 6 of CELC Policies and Procedures on Child Protection Law, Regulations and the Catholic Education Diocese of Parramatta Policies, Procedures and Protocols.

7.3.7 Work Health and Safety

All staff members are to be inducted on Work Health and Safety requirements for their protection, protection of other staff and for the protection of the children under CELC care, with periodic follow-up training. Contractors must also be inducted before they commence work on the site. WH&S area of People and Culture at the CEDP can advise further on WH&S requirements.

At least one CELC staff member must have current, adequate and approved training where required as well as being confident with the management of children suffering with medical conditions, such as, Asthma and Anaphylaxis.

7.3.8 Children & Family Records, Rolls

Student, family and visitors records are to be maintained up-to-date in accordance with regulatory standards, and kept confidential under suitable locked control.

7.3.9 Audit

As CELC operates within the Parramatta Diocese system of schools, CELCs will be subject to review by the CEDP's Internal Auditors.

The CEDP Internal Audit Manager is contactable at the Catholic Education Office, Diocese of Parramatta (refer to School Directory of Services) for inquires relating to audit matters and the types of items that will subject to review, CELC Directors are invited to contact Internal Audit for guidance.

7.3.10 Fee Management

The CELC Director is responsible for the management and overseeing of CELC Fee payments due in terms of the Fee Policy. Payments not made by the due date are to be followed up without delay and on a regular basis until full payment is received. In need, places are to be cancelled where families have not paid the invoiced fees and charges within two weeks of the due date; in those cases unpaid fees are still to be followed up for payment.

Accurate records are to be maintained on fee management including the follow up of families for payment (date, time, who contacted, details of discussion / arrangement, copies of letters sent).

Fee management matters are to be referred to the Finance Manager within the Catholic Education Office, Diocese of Parramatta.

Appendices:

Stewardship Policy 2013 – Catholic Education Office Diocese of Parramatta (Oscar link: <http://oscarshared.parra.catholic.edu.au/My%20Work/SystemPoliciesandProcedures/Stewardship%20Policy.pdf>)

Stewardship Guidelines Draft 2016 – Catholic Education Office Diocese of Parramatta (Oscar link: <http://oscarshared.parra.catholic.edu.au/My%20Work/SystemPoliciesandProcedures/Stewardship%20Policy.pdf>)

REVIEW DATES	
Date	Who was involved
July 2012; January, 2013; January 2014; January 2015; January 2016; January 2017	Catholic Education Diocese of Parramatta: CEDP, CELC Directors, CELC staff; consultants.
NEXT REVIEW DATE: enter next review date	November 2017