



## Program Coordinator School Foster (PCS) –Country Education Project (CEP)

### 1. Agreement

This agreement is between:

PCS School: Foster Primary School

Funding Entity: Corner Inlet Schools

Cluster Schools: Foster PS, Fish Creek DPS, Tarwin Lower PS, Welshpool DPS, Toora PS, Tarwin Valley PS and South Gippsland Secondary College.

### 2. Program Outline Brief

The Corner Inlet Schools of Foster PS, Fish Creek DPS, Tarwin Lower PS, Welshpool DPS, Toora PS, Tarwin Valley PS and South Gippsland Secondary College work collaboratively together to provide and organise learning opportunities and experiences that students would not otherwise be able to access.

This includes incursions by a wide variety of educational providers.

District program Coordination allows for an efficient, transparent and financially compliant means of managing school contributed funds to meet the cost of the various incursions and transport to and from a central venue in our district.

### 3. Agreement Summary

- 1.1 This agreement must be read in conjunction with the approved Program Outline Brief.
- 1.2 The PCS has been established to deliver the program, Corner Inlet CEP. Details of the program are included in the Program Outline Brief attached to this agreement and should be considered part of this agreement.
- 1.3 The funding for this PCS has been provided by each school based upon their 20215 P-6 census enrolment and may only be used for the purposes of the program.
- 1.4 The funding is to be provided consistent with the approved Program Outline Brief.
- 1.5 PCS is to work in a cooperative manner with the funding entity and the cluster of school to deliver the program outlined in 1.2.

## **2. Description of Service provided by the PCS**

The services to be provided by the PCS will be:

- 2.1 Administrative services associated with the delivery of the program to the cluster of school including payments to the service provider and other associated costs as outlined in the funding Program Outline Brief approved by the funding entity.
- 2.2 Maintenance of adequate records to support receipts and payments of monies in relation to delivery of the program.
- 2.3 All payments will be made by the PCS for the program in compliance with the department's policies and procedures.
- 2.4 The PCS will maintain separate financial records in relation to the program in Cases21, consistent with the requirements outlined in the Program Coordinator School Governance Framework (the PCS Framework)
- 2.5 The PCS will provide financial reports to the funding entity and the cluster schools in the format consistent with the templates included in the PCS Framework as required by the Program Outline Brief.

## **3. Responsibilities of the Funder**

- 3.1 The funder/s will ensure that sufficient funds are allocated to the PCS to meet the payments required and agreed for the program.
- 3.2 The funder/s will notify the PCS immediately of any changes to the funding arrangements and any variations to the services undertaken by the PCS must be formally communicated and approved by all parties to the agreement.

## **4. Responsibilities of the Cluster Schools**

- 4.1 The cluster school will ensure that the PCS agreement has been formally approved by the school council and principal.
- 4.2 The cluster schools will ensure that any transactions or payments associated with the delivery of the program received at the relevant school will be provided to the PCS on a timely basis.
- 4.3 The cluster schools will ensure that all funds related to the program will be provided to the PCS for central management if Received separately.

## **5. Funding**

- 5.1 A 'per student' funding proposal will be presented to the Cluster School taking into account any carry forward funding from the previous year and the projected expenditure for the year. The budget will aim to have close to zero balance by setting the 'per head' costs as low as possible.

## **6. The Financial Accountability**

- 6.1 The PCS will comply with the financial accountability requirements consistent with the department's financial policies and procedures and will be subject to the school audit process.
- 6.2 The PCS will ensure all financial transactions associated with the program will be recorded separately in the schools CASES21 and operating statements will be available from CASES21 as required for formal reporting.
- 6.3 The monies will be acquitted through a financial report at the end of the agreement period and this report will be provided to all parties to the agreement. The reporting requirements are included in the Program Outline Brief.

## 7. Taxation Requirements

- 7.1 The PCS must ensure that all taxation requirements have been met in the administration of the PCS.
- 7.2 GST and FBT must be accounted for in accordance with the department's taxation requirements and all supporting documentation must be maintained by the PCS for all taxation transactions.

## 8. Reporting Requirements

- 8.1 Reporting requirements for the PCS are outlined in the Program outline Brief.
- 8.2 The PCS must comply with these reporting requirements and ensure that all parties to the agreement are in receipt of the reports within the agreed time frames in the Program Outline Brief.

## 9. Financial Reports

The following reports are required from Foster Primary School in relation to the CEP program:

Report	Period	Timeline
CASES21 Operating Statement by Initiative (GL21153)	31 Dec 2015	31 Jan 2016
Revenue & Expenditure (KGLSUB21003) (GL21115)	30 June 2016	31 July 2016
Acquittal Reporting (Tracked Balances Summary Report)	31 Dec 2016	31 Jan 2017

## 10. Variation and Termination

- 10.1 Non-compliance with the PCS agreement may result in the funding being withdrawn from the PCS and the agreement being terminated.
- 10.2 The agreement may be terminated at any time by agreement between the cluster of school and the funder/s.
- 10.3 Any variations to the agreement must be approved by all parties to the agreement, consistent with the Program Outline Brief endorsements.

## 11. Period of Agreement

- 11.1 This formal agreement will commence on May 12<sup>th</sup> and be approved at the next available School Council meeting of each school. The agreement will terminate on December 13<sup>th</sup> 2016. Extension of the agreement can be discussed between all relevant parties prior to the end of the agreement.

## Approval and Signature

Approvers	Name	Signature	Date
<b>Program Coordinator</b>	<b>Foster Primary School</b>		
Principal	Lorraine Gurnett		12/5/2016
School Council President	Matt Wallis		12/5/2016
<b>Cluster School</b>			
Principal			
School Council President			