



Governing Schools Towards Excellence

A stylized illustration of a man with a beard and mustache, wearing a brown suit, white shirt, and yellow tie. He is standing with his hands in his pockets, looking slightly to the right. The background is a collage of South African banknotes and a map of South Africa.

**THE
TREASURER**

WHO DOES WHAT

We are committed to provide functional and modern schools that enable quality teaching and learning to protect and promote the right of every learner to quality, equitable and relevant education.

“Education is the most powerful weapon which you can use to change the world”.

Nelson Rolihlahla Mandela

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Icons (or symbols)

The following icons or symbols have been used to help you move through the material:



Bright spark ideas icon

Anything out of the ordinary or special



Do's icon

These are actions / tasks / activities that **MUST** be done. These are not 'nice-to-haves' but 'must haves'



Don'ts icon

These are actions / tasks / activities that **MUST NOT** take place. Failure to not comply could lead to problems or issues.



Hear this icon

Stories, scenarios and / or cases



Think About icon

This is asking you, the SGB member, to think about an issue. It helps you think about issues in a new way.



Tips icon

These are practical tips to be used



Tools & Templates icon

This is to alert you to a tool or template that is available that will assist you in performing your duties.

Unit 3: The Treasurer



The Treasurer is an important member of the SGB because he/ she takes responsibility for the financial progress and reporting of the school.

The law says ...

A treasurer **must**:

- be elected
- is an office bearer

The SGB must:

- raise extra funds to improve support to learners
- establish a school fund
- open a school bank account
- ensure all money is paid into the school bank account
- make sure that all school assets are only used for educational reasons
- prepare a budget each year
- present the budget to parents and get their approval
- determine school fees if the majority of parents agree to this
- enforce payment of school fees
- keep records of:
 - grant fee exemption after following the correct process
 - money received
 - money spent
 - assets
 - financial transactions
- appoint an accountant and auditor to look at the financial records of the school
- submit a copy of the annual financial statements (that have been checked by the auditor) by the end of June for the last year (Jan – Dec)

Often the treasurer (who may be assisted by the finance officer) is required to report on and oversee the functions related to finance. However, the whole SGB is accountable for good financial management of the school.



All Office-bearers cannot serve for more than 1 year without re-election.

SGBs contribute in developing the budget and things are bought according to the budget. Money is used according to the budget allocations. Where we run short of money, the SGB helps us to fundraise to raise the amount we need. For example, they helped us to sell cakes at the Maponya Mall.



What can we expect from the treasurer?



Do's

- Develop and implement a school finance policy (adopted by the SGB)
- Oversee the keeping of books that show expenditure (money spent) and income (money received)
- Manage procurement (purchase of goods and services through correct quotation and tendering procedures)
- Prepare an assets register
- Collect receipts and reimburse individuals as needed
- Report to the SGB on finances
- Ensure that school funds are properly safeguarded
- Prepare the proposed annual budget (with assistance and input from all stakeholders)
- Advise on fundraising
- Set up finance sub-committee (if necessary) and ensure that recommendations from the finance committee are tabled at an SGB meeting for rectification.
- Issue letters to personnel and ensure duties are separated.

He/she must:

- **be trustworthy**
- **be good with numbers and figures**
- **pay attention to detail**
- **understand what makes for good financial management**

It is also really important that the Treasurer (although this applies to all SGB members) must not:

- **be an 'unrehabilitated insolvent' (someone who the court said is bankrupt); and**
- **have a conviction for an offence involving dishonesty**

What to do?

The Treasurer has a number of things they need to do.



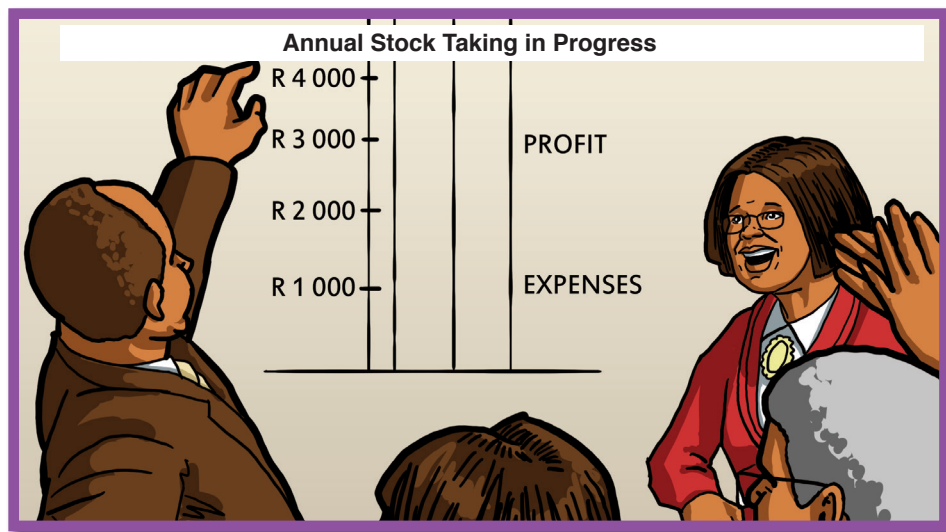
The tasks (and how to do them) have been included in the 'Getting Things Done' booklet:

- Controlling Assets: Making sure that the property that is owned by the school is still there (i.e. it has not been stolen or broken) and can still be used
- Monthly Accounts: Reporting to the governing body on the school's financial state
- Monitor: make sure that the finances of the school and the functions of the SGB related to finances are being performed
- Annual Budget: this is set up every year by the SGB with input from the Principal, Educators and Non-educators. The treasurer is often responsible for making sure that the various people / departments submit their budgets so that it can be put together as a single budget and presented to parents at the AGM.

Controlling Assets

There are three registers that relate to school assets:

- Asset Register (relates to assets with no serial number)
- Asset Register (for identifiable assets)
- Annual Stock Taking Process (for Departments)





A parent approaches the SGB Treasurer in the car park with a query about his school fees. He paid his fees in cash but recently received a school fee account still showing the balance as outstanding. What should the treasurer do?

Thanks for bringing this to my attention. I promise you that we will investigate this. Please give me a note with the full details of the cash payment (dates, to whom the amount was paid, any receipts given etc.). This will help the finance sub-committee to investigate according to procedures that are fair and transparent. I'll also remind the staff that they must issue a receipt for any monies received.



A supplier contacts the SGB Treasurer to query why their account has not been paid after four invoices have been sent. When the treasurer queries this with the school he is given documentation showing that payment was made. What should he do next?

I need to make copies of the proof of payment and send them, with the invoices, to the supplier. Just to be certain I will check the invoice numbers are as payment references.



The treasurer discovers by chance that a new sit-on lawnmower costing R 55 000 has been purchased by the school. This amount was not included in the annual school budget.

Can you please investigate the payments and find out who made the decision? We will then call an interim SGB meeting to report on your findings. We may have to take action against the person responsible. We should also remind all administrative and management staff of the procurement and signatory procedures.



A friend of the SGB treasurer is a parent at the school. The friend approached the SGB treasurer after a sports match and told him that his family was experiencing financial difficulties. He requested that their outstanding school fees be written off. How should the treasurer handle this?

I am sorry to hear that you are having a hard time. The school has a fee exemption policy and we will need to follow the procedures set out in this policy. I will give you a copy and you can then apply. However, I won't be involved in the decision-making because I am your friend. So, I will have to recuse myself. Also, in our school, the decision around granting of fee exemptions is taken by the whole SGB.



- A finance sub-committee that understands about managing money will help the governing body to function.
- The finance sub-committee must report to the governing body on a regular basis so problems can be picked up early and plans and actions put in place.

Treasurer's Checklist

This checklist can help you plan your work as Treasurer. It can also assist you in the implementation, monitoring and evaluation of your performance in this role. Use it to make sure nothing important is left out.

Checklist	
1. Prepare Proposed Annual Budget (with assistance from all stakeholders: including school fees, exemptions, collection of money etc.)	
2. Ensure proposed annual budget is submitted to the required authorities	
3. Make sure decisions around fee exemptions are made within 30 days of the request	
4. Make sure that financial management reports are produced and reported to the governing body	
5. Review policies related to finance and make recommendations to the governing body	

6. Ensure implementation of financial policies of the school (financial management, fee exemption etc.)	
7. Advise on fundraising	
8. Keep accurate books detailing expenditure and income	
9. Manage procurement (purchase of goods and services through correct quotation and tendering procedures)	
10. Prepare assets register for the school (with the assistance of stakeholders)	
11. Collect vouchers for all expenses and receipt and reimburse people as needed	
12. Set up finance sub-committee (if necessary)	
13. Ensure that school funds are properly safeguarded	
14. Make sure the SGB does not enter into contracts that fall outside the three years of the term of office.	
15. A single bank account is opened (unless you get approval from the Executive Council to open an investment account)	





Physical Address:

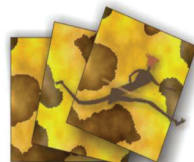
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