



**ST PATRICK'S**  
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 2.1

# Financial Management

Version 4: 28 February 2014  
Ratified by Board of Directors: May 2014  
Review Date: May 2017





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## **POLICY**

St Patrick's Technical College believes that good corporate governance relies on timely and accurate financial record keeping. Control procedures and financial management practices are to be applied that ensures efficient financial accountability.

The objectives for St Patrick's Technical College in adopting appropriate financial management methods and procedures are:

- To enable the orderly and efficient conduct of its business.
- To adhere to management policies.
- To safeguard College assets.
- To prevent and detect fraud and/or error.
- To ensure the accuracy and completeness of accounting records.
- To provide timely and reliable financial information to key stakeholders including:
  - Board of Directors
  - Commonwealth Government, Department of Education, Employment and Workplace Relations
  - State Government, Department of Education and Children's Services
  - Any member of the College community entitled to receive the information.

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## **GUIDELINES**

1. St Patrick's Technical College has prepared a "Finance Procedures Manual".
2. The Business Manager is custodian of the Finance Procedures Manual.
3. Operational procedures and controls contained in the *Finance Procedures Manual* define Financial Management policy guidelines and are to be strictly adhered to.
4. St Patrick's Technical College utilizes MAZE Student Management software to provide Financial Control and Management services. The MAZE Financial Control module is used to provide services in the following financial areas:-
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
  - Purchase Orders
  - Assets
  - Payroll
  - Financial Reporting.



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## **RELATED POLICIES**

- *1.2 – Corporate Governance*
- *2.2 – Salary*
- *2.4 – Asset Management*
- *2.5 – Procurement*
- *2.6 – Purchasing*
- *3.13 – Performance Management*
- *Finance Procedures Manual*