

## **EAST ADELAIDE SCHOOL FINANCE ADVISORY COMMITTEE ROLE STATEMENT**

### **Membership of the Finance advisory committee includes:**

- The Governing Council Treasurer (as Chairperson)
- The Principal
- School Business Manager
- Other Governing Councillors
- Members of the East Adelaide School community who are co-opted by the Governing Council.

### **Meeting times:**

Meeting times are agreed based on what is mutually convenient for members. Historically they have been at 8am on a Tuesday or Wednesday, twice/term for an hour.

### **The role of the finance advisory committee includes:**

Work with the Principal to:

- Set the school materials and services fees
- Consider and recommend expenditure of and monitor the voluntary contributions made by parents (building fund, library fund and fundraising)
- Monitor school debts and in conjunction with the school decide upon debt collection
- Set the school budget
- Develop and regularly review the debt collection policy
- Review the budget for OSHC and Canteen
- Monitor the financial position of the school, OSHC and Canteen
- Report to Governing Council the financial position of the school, OSHC and Canteen