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# EDUCATION FINANCE

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Education Finance Limited  
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## Financial Seminar for School Principals, Trustees and Administrators

Education Finance, and our presenter Campbell Waugh, have been delivering training courses for schools for over twenty years and have a reputation for delivering relevant and easy to understand courses. The content is based on his knowledge from working with schools on a daily basis for over 25 years and will be practical and topical, rather than theoretical.

### The Course

This extremely popular course has been reformatted and updated to cover a range of new issues facing schools. It will be presented in a clear, straightforward fashion suited to the average non accountant.

### Who Should Attend?

Principals, Trustees and Administrators who will gain an insight into their role in the financial management of their school. Hundreds of Principals and Trustees have attended this course in past years, many having returned for a second or third time due to the valuable information they gained from attending. It is ideally suited to new Trustees.

### Contents

*Financial Roles of the Principal and Board* Especially relevant for new Trustees

*Financial Risks* What are the main risks to your schools financial wellbeing?

*Fraud in Schools* A growing trend. What risks should we be looking for?

*Monthly Reports* How to present them—how to read them

*Annual Accounts* The key points in 5 minutes. What is your financial position?

*Cyclical Maintenance* Understanding the link between your Property Plan and your Finances.

*School "Fees"* What can we insist parents pay and what is actually a request for a donation? Are you breaching the law? Will you be the next school chastised in the media?

*Banked Staffing Reports* How to read them and what is their impact on your finances? The most cost effective way to use your entitlement

### The Presenter

**Course presenter,** Campbell Waugh, is the Managing Director of Education Finance Ltd. Education Finance specialise in providing accounting services to schools and has operated since 1994. Campbell has 25 years' experience providing accounting services to schools during which time he has presented numerous training courses to school Principals, Administrators and Trustees. Campbell also has previously been a contracted provider of training to Schools by Massey University.

Numerous Principals, Staff and Trustees have attended past seminars and indicated how useful they found the information presented. Past seminars have resulted in many positive letters from attendees commenting on the down to earth and non-technical explanations that make his course material simple to understand.

*"Just a note to thank you for the excellent presentation you did in Blenheim. I have to say that for all the finance and property courses I have been on yours was very well presented, easy to understand and full of useful information ... It would have been absolutely lifesaving to have had this information at the beginning of my time as principal"*

*"I attended your seminar in Albany together with our Acting Principal, and two members of our Board. We were very impressed with your presentation and the content of the course".*

Providing Quality Personalised Accounting Services To Schools For Over 20 Years

## 2019 LOCATIONS

### Start Time:

6.45pm – 9.30pm (includes coffee/tea break at 8.15pm)

### South Island - Invercargill/Dunedin/Queenstown

Invercargill – 26<sup>th</sup> August 2019 – **Ascot Park Hotel**, Cnr Tay St & Racecourse Rd, Invercargill 9840

Dunedin - 27<sup>th</sup> August 2019 – **Scenic Hotel Dunedin City**, Cnr Princess & Dowling Streets, Dunedin 3240

Alexandra – 28<sup>th</sup> August 2019 – **Community House**, 14 -20 Centennial Ave, Alexandra 9320

### North Island – Auckland/Napier/Whangarei/Tauranga

Auckland - 9<sup>th</sup> September 2019 - **Best Western Ellerslie International Motor Inn**, 2 Wilkinson Rd, Ellerslie, Auckland

Napier - 12<sup>th</sup> September 2019 – **Water Bay Function Centre**, 10A West Quay, Ahuriri, Napier

Whangarei - 16<sup>th</sup> September 2019 – **Distinction Whangarei**, 9 Riverside Drive, Whangarei

Okaihau – 17<sup>th</sup> September 2019 – **Okaihau College**, 58 Settlers Way, Okaihau

Tauranga - 23<sup>th</sup> September 2019 – **Macys Motor Inn**, Corner 11th Avenue & Edgecumbe Road, Tauranga

**Campbell will be available for your questions after the seminar**

**NOTE: SPECIFIC VENUES MAY BE ORGANISED ON REQUEST**

To Register: Email: [wendy@educationfinance.co.nz](mailto:wendy@educationfinance.co.nz)

Name/s:

Name of School:

Phone:

Email Contact:

Course Venue:

Session Time:

Cost Per Seminar: 1 Attendee \$100; 2 Attendees \$175; 3 Or More Attendees \$200 (GST Inclusive)

**A Tax Invoice will be issued to confirm registration.**