

SCHOOL FINANCE FOR NON-FINANCE



School Finance can be one of the most challenging of principals responsibilities, because for many it is an area in which they have little or no training or expertise. It is also likely that the elected members of the (school) governing body may be equally ill equipped for the task [Clark A; (2008; 278)].

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ☒ Know to do budget plan effectively.
- ☒ Practical experience in managing cash flow.
- ☒ Better check income and expense statement.

■ Course Structure

School Finance for Non-Finance is spent approximately 16 hours, OR is offered a 2-day period. The course is based on a participatory, active learning approach, group discussions. An Action Guide for Financial Management Skills, by Ms. Pich Rathmony. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

■ Course Outline

- Module 1: Understanding Financial Basics
- Module 2: Reading and Interpretation of financial statements
- Module 3: Income Statement
- Module 4: Balance Sheet
- Module 5: Cash Flow Statement
- Module 6: Financial Planning: The Budget
- Module 7: Financial Decision and Business Evaluation

■ Who Should Attend?

Managers, supervisors, and anyone who has been working related to marketing field or who has been in the role for a while but has not had formal training.