

# Education Partners



PERSONALISED SERVICES FOR EDUCATORS, ADMINISTRATORS AND BOARDS OF TRUSTEES





## AN INTRODUCTION ...

Since its establishment as a not-for-profit co-operative 25 years ago CES has been providing quality goods and services to the education sector throughout New Zealand.

With our range of innovative services, popular seminars and conferences, newly expanded Auckland office and the use of new technologies, clients are assured of receiving outstanding customer care.

As always we look forward to continuing our long-standing relationships with our education clients, and welcome all those who are interested in exploring the unique services our organisation offers.

# A fresh approach to Education Services

- Focus energy on the classroom
  - Reduce operating costs
- Use resources more efficiently

## Your school: our solutions

Your school operates in a stressful environment. Simply keeping pace and maintaining your core education processes can take all your time. So how can you expect to find the time to be pro-active, reduce your school's operating costs and increase your effectiveness?

## Let CES do it for you!

CES is a school-owned organisation specialising in the provision of goods and services to the education sector. Our team provides an integrated approach spanning a comprehensive range of services backed by our personal commitment to professionalism and integrity. The relationships we have established with hundreds of New Zealand schools is testimony to that commitment.



For more information, call-free 0800 205 267 or download our Financial Services brochure: [www.cessl.org.nz](http://www.cessl.org.nz)

## Financial Services

- Full processing delivery
- Financial Overviews
- Budgeting/Specialist advice and assistance

CES understand that each school's requirements are unique. We design and offer financial service packages that are flexible, client-focused and user-friendly.

Our staff have in-depth understanding of the peculiar nature of school accounting function. In addition, they can draw on a level of expertise available only from an organisation which has been partnering education since 1948.

Utilising state-of-the-art software, CES can customise processing and reporting to reflect your school's special culture and community.

You have the freedom to choose the level of CES's activity in your school's accounting function: we can maximise your valuable school funds, from full service packages involving payment of accounts, preparation of monthly reports, calculation and payment of GST, to financial overviews in which our staff regularly liaise with your staff to review financial performance.

*“Our school has been working with CES Financial Services for over five years and have always found them to be approachable, prompt and courteous. We have developed a special relationship with the accountant we work with and she takes a close interest in our school. As a Board, we feel very well informed and confident in our financial affairs. CES has more than met our expectations for service.”*

***Maria Heron, Principal, Mangere Central School***

# The Returning Officer Service

CES is New Zealand's leading independent Returning Officer Service for schools. Our experience of working with hundreds of primary, intermediate and secondary schools is testament to an organisation that know how to run a complete and thorough election process.

## Client-focused

Our Returning Officer will work closely with your designated staff on parent/student/staff elections. We will administer the election, gather and tabulate results and format the responses into easy-to-read reports ready for distribution.

## Why it is important to have an independent Returning Officer

Election deadlines can place additional stress on school staff. Using the services of an independent CES Returning Officer relieves this pressure so normal school workflows are maintained. Our systems, tested over 25 years, ensure your school will receive the best information and outcomes from the election process.

**References from schools who have used our services are available on request ...**

***“Everything you sent us was easy to understand and helpful.”***

Rana Foster, Administrator  
Somerfield School, ChCh

***“Wayne, you are the best! I would definitely use you to run our election again.”***

Valerie Stallard, School Secretary  
St Brendan's Catholic School, Wgtn

***“The whole election process ran smoothly and efficiently. Thankyou.”***

Sue Martin, School Secretary  
Sherwood Primary School, Browns Bay

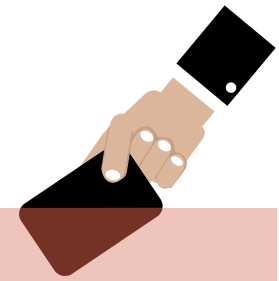
***“We will be knocking at your door when the next election comes around.”***

Shirley M. Irving, Bursar  
Kedgley Intermediate School, Manuakau City

## The Election process

### The CES Returning Officer Service delivers:

- preparation of a time line for the election/s;
- preparation of Parents/Caregivers rolls and Staff rolls compiled from information supplied by your school;
- call for nominations by distribution of notices and nomination forms to eligible voters;
- preparation of newspaper advertisements and flyers for circulation to voters;
- receive and check nomination forms and candidates' statements;
- distribution of voting papers and reply envelopes;
- count and tally votes;
- declaration of the results: inform the school and advertise in local newspapers;
- complete documentation for the Ministry of Education;
- file results with the District Court.





For more information,  
call-free 0800 205 267  
or download our  
Board Services brochure  
from: [www.cessl.org.nz](http://www.cessl.org.nz)

## Board Services

### Specialist knowledge and expert advice

CES's board services division has the knowledge and experience to assist your board to optimise its performance in a number of key areas.

#### **CES board services include:**

- school board secretarial services;
- school student elections;
- consultancy services, including legislative and regulatory compliance, best practice, public relations, special events and the appointment process.

## The advantages of using an independent board secretary

Trustees work best when they are free to focus on setting policy and strategy, not administration. CES board secretaries understand the unique nature of schools and their specific needs.

#### **A CES board secretary provides:**

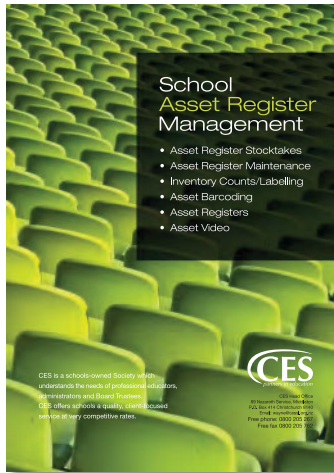
- expert knowledge of correct meeting procedures and legal obligations;
- an outsider's perspective which encourages full participation at meetings;
- advice and practical assistance by qualified manager and accountants;
- a proven track-record with successful involvement with over 200 schools;
- continuity of service (a replacement board secretary immediately available);
- data security – copies of board records are safely stored outside the school.

#### **CES board secretary services include:**

- principal / deputy principal appointments;
- conference secretariat;
- attendance at board and special meetings;
- notice of meetings, preparation of agendas (including disciplinary), and reports for board meetings;
- preparation and distribution of minutes from board meetings;
- correspondence and actions arising from board meetings;
- specialist advice and follow-up as required by the board.

**All enquiries are welcome.**

**Call free 0800 205 267 or email [info@cessl.org.nz](mailto:info@cessl.org.nz)**



For more information,  
call-free 0800 205 267  
or download our Asset Register  
Management brochure from:  
[www.cessl.org.nz](http://www.cessl.org.nz)

# School Asset Register Management and Asset Stocktakes

As a Crown entity, your school must comply with accounting Standard IAS-16. This requires the value of assets within your school to be specified on an asset register and depreciation assessed to reflect a fair value of your schools' accounts. CES can assist your school by undertaking a rigorous asset stocktake to determine the accuracy of your current asset register. We will visit your school, physically check assets on-site, prepare an inventory and reconcile to your asset register.

## Your school will receive a detailed 3-part report:

**PART ONE** compares assets seen during the stocktake against your previous asset register, described by category, description and location;

**PART TWO** records assets with nil book value, described by category, description and location;

**PART THREE** reports assets which have been recorded on your school's current asset register but which can not be found on site, or alternatively assets found that should be included.

The complete asset register report will account for ALL ASSETS in your school – even redundant stock without any book value. After receiving CES's stocktake report you will know exactly what is in each room and every part of your school.

## A fixed asset register will help your school to:

- ensure you have a detailed list of assets for insurance purposes;
- determine that financial reports accurately reflect depreciated asset values;
- fulfil the Ministry of Education's requirement for an up-to-date asset register;
- give security to the Board of Trustees that assets are correctly valued and recorded;
- assist planning and decision-making with clearly detailed information;
- analyse relative performance of assets in terms of cost and usage.



## Seminars & conferences

CES manages specialised seminars for schools throughout New Zealand including office administration conferences and school property managers' conferences in Auckland, Wellington and Christchurch. We also run specialist seminars for art teachers support staff.

Seminars and conferences are hosted by Wayne Jamieson, Marketing Manager. Contact: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)

## Furniture supplies

CES is a major supplier of furniture to schools throughout New Zealand. We specialise in providing quality goods and services at a reasonable cost. CES account holders can order furniture online or download our Modern Learning Furniture catalogue at [www.cessl.org.nz](http://www.cessl.org.nz). For further information call our supply line: 0800 205 267 or email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)

For more information call-free 0800 205 267  
or download these publications from our website:  
[www.cessl.org.nz](http://www.cessl.org.nz)

# Contact CES

For further information on any of the services offered by CES, or to arrange a presentation to be made to your Board of Trustees, please contact Wayne Jamieson, CES Marketing Manager. Phone 0800 205 267 or email wayne@cessl.org.nz.

## AUCKLAND

**Lynley Ross**

Phone: 0-9-265 0854

Fax: 0-9-265 1076

Mobile: 021 629 449

Email: lross@cessl.org.nz

## CHRISTCHURCH

**Wayne Jamieson**

Phone 0800 205 267

Fax: 0800 205 762

info@cessl.org.nz

## HEAD OFFICE

**Hours of business**

Monday to Friday: 8am-4.30pm

PO Box 414, Christchurch 8140

Phone: 0-3-338 4444

Fax: 0-3-338 4447

info@cessl.org.nz



SCAN AND EMAIL TO [INFO@CESSL.ORG.NZ](mailto:INFO@CESSL.ORG.NZ) or CLIP AND FAX-FREE TO 0800 205 762

- YES! Our school is interested in CES Financial Services
- YES! Our school is interested in CES School Board Services
- YES! Our school is interested in CES Returning Officer Services
- YES! Our school is interested in CES Asset Register Management

School .....

Contact .....

Position .....

Postal Address .....

Phone ..... Fax .....

Email .....

School Roll ..... Number of Classrooms .....

## AUCKLAND

Level 1, 1D Lady Ruby Drive, East Tamaki  
PO Box 25-9071 Greenmount, Manukau 2141  
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## CHRISTCHURCH

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