

# Education Partners

PERSONALISED SERVICES FOR EDUCATORS, ADMINISTRATORS AND SCHOOL BOARDS



CES was established as a not-for-profit cooperative over 30 years ago. During that time we have consistently provided quality services to schools throughout New Zealand. Our long-standing relationships are testament to our commitment. Innovative services, seminars and conferences, and the use of the latest technology ensures schools continue to receive outstanding support and advice. CES welcomes your interest in exploring the unique education services we offer.

# A fresh approach to Education Services

CES can help your school to:

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

## Let CES do it for you!

Keeping up with core education processes can command all your time and attention. So, how can you be more proactive, reduce operating costs, while increasing efficiency and easing stress? Simple. Let us do it for you!

Our team of specialists provide a range of integrated education services backed by professionalism and integrity.

Our reputation for being willing to go above-and-beyond expectations has helped us to forge long-lasting relationships with schools.



For more information, call-free 0800 205 267  
or download the 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 help your board to optimise its performance in key areas.

## **The advantages of using an independent CES board secretary**

Boards function at their best when they are free to focus on setting policy and strategy - not being distracted with administrative duties. CES secretarial services provide schools with professional executive support and management and administration services as required.

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

- Expert knowledge of meeting procedures and legal obligations
- An outsider's perspective which encourages full participation
- Advice and support from CES managers and accountants
- A proven track-record of successful collaboration with over 200 schools
- Continuity of service (a replacement secretary is immediately available)
- An understanding of the culture of schools and their unique needs.

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

# Take a fresh look at Financial Services

- Full processing delivery
  - Financial overviews
- Budgeting advice and specialist assistance

CES understand that each school's requirements are unique. We design and deliver financial service packages that are flexible, client-focused and user-friendly. Our co-operative structure results in reduced overheads and lower fees for clients.

We also offer a level of personal service that sets us apart from our competitors.

CES finance officers have a passion for education and are supported by a team of in-house qualified accountants.

## What clients say about us

"Our valued relationship with CES was established over ten years ago. They prepare our monthly accounts and act as returning officer for our triennial board elections. As staff changes occur, we appreciate the ability to increase the level of support for a period, and to provide training for new team members.

We trust our dedicated CES team to offer pro-active and timely advice. Each member brings different strengths to their role, and their experience and knowledge has benefited our school over the years."

**Susan Jennison**  
*Principal/Tumuaki*  
*Westburn Te Kura O Hereora*





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## We have your back!

As a principal or board, your duty is to get the best from your school's resources. But the bottom line is that you are legally responsible for financial decisions. You need accurate information and knowledge that your school's resources are always lawfully accessed. CES can guide you to best practice in your statutory roles and responsibilities.

## Financial management and risk avoidance

Independent oversight ensures that financial matters and the associated risks are appropriately managed. Your board will receive a monthly report as part of CES's financial services contract. This is an overview of your school's financial position. It includes a numerical management report and a commentary on key aspects of the month's financial performance.

## You choose our level of activity within your school

You have the freedom to choose from a full package of services: payment of accounts, preparation of monthly reports, and calculation and payment of G.S.T. We also liaise with your staff to provide a regular review of financial performance.

## A personalised solution to financial compliance

Using the power of Xero accounting software we can customise processing and reporting to meet the specific requirements of your school's accounts. Our staff have a level of collective expertise available only from an organisation that has been partnering education since 1948.





## Our support reduces costs.

Accounting standards and legal and regulatory requirements are updated every year. It is a challenge for schools keep up with all the new developments instituted by regulatory bodies. CES can save your school from making expensive mistakes. Our core business is providing financial support and advice to schools. That's what we do, day in and day out. Plus we do it better than anyone else for the price. Think of us as your school's personal accounting professional without the eye-watering, minute-by-minute billable charges.

## Benchmarking tool.

The CES benchmarking calculator is a simple online tool to manage your budget. It provides a snapshot of your financial situation compared to similar schools, including funding, asset levels, surplus funds and teacher salaries. It can help you to plan your spending and steer your money where you want it.

***Try the benchmarking calculator now:***  
***[www.cessl.org.nz](http://www.cessl.org.nz)***

**If you want a deeper understanding of your results, contact us for a one-on-one review. Email [info@cessl.org.nz](mailto:info@cessl.org.nz)**

## When you partner with us, we guarantee:

- A respectful relationship-based service that is designed to suit your needs
- Your own qualified accounting staff to provide individualised advice on your specific needs
- 24/7 online access to your financial records
- The latest technology platforms that meet all forms of compliance reporting and analysis
- Full compatibility with your school's systems and processes
- Practical reports written in plain English
- Timely execution of key compliance tasks including: accounts payable, G.S.T. returns, fixed asset registers, staff reimbursements, depreciation schedules, board fees and preparation of annual accounts
- Support for audits
- Advice on preparing budgets
- Investment management
- Tailored support and training for key staff – when and as you need it.

## **We reduce your risk of fraud.**

Fraud and financial misappropriation is a growing concern for boards and principals around the country. No-one wants to see their school in the media due to financial mismanagement. No-one wants to go to court to prosecute a staff member for fraud. Yet this happens year in and year out. The Auditor-General has made it clear that the money that is defrauded in schools each year is the result of lax financial controls and the opportunities left open for individuals to abuse their positions. These are known risks for which boards and principals must take full responsibility.

Our team of highly qualified and experienced professional accountants can dramatically reduce these risks by working hand-in-hand with you to protect your school.

**To learn more about how CES services can empower and protect you and your school, get in touch today. Phone 0800 205267 or email [info@cessl.org.nz](mailto:info@cessl.org.nz).**

## **Asset replacement reporting**

A CES asset replacement report helps you plan for replacement of fixed assets. It provides a simple way to visually compare the maintenance costs of assets against the replacement costs of assets. Quickly determine those which are nearing the end of their expected useful life, and those which are overdue to be replaced.

Reports can be customised to your school's requirements. Labels can be also attached to selected assets (an add-on at extra cost).

***Asset replacement reports are supplied in EXCEL digital format and as a hardbound copy.***



## Core accounting services

### Our Staff

- Schools are allocated a Client Finance Manager (CFM) and Finance Officer (FO).

### Reports

- Each school receives a set of monthly reports (excluding January). These include the profit and loss statement, the balance sheet and an uncommitted funds report forecasting the cash available at the end of the year. These reports come with commentary on key aspects of each month's financial performance. *(Other reports can be added-on at an additional cost.)*

### Visits

- Our CFM will visit your school as required. These visits can be timed to coincide with preparing your annual budget (Sept/Oct) and/or after the preparation of the audit (May-July).

### Accounts Payable

- CES undertakes two payment runs each month: the 20th of the month (or slightly earlier) and the first week of the month (approximately). This ensures that your school earns maximum interest on your bank accounts.

### Staff reimbursements

- CES processes staff reimbursements for payment. These are processed and paid along with other creditors twice a month.

### G.S.T. returns

- G.S.T. returns are prepared every two months, unless a different cycle is requested.
- Returns are calculated on an invoice/accrual basis
- CES will work with you to transition your current G.S.T. cycle including basis of return (if required).

### Fixed asset register

- CES ensures that fixed assets are placed on a register and depreciated at the rate set by your school board.

### Budget assistance

- CES provides templates and assistance for difficult budget calculations that require advanced accounting expertise. For example, depreciation and cyclical maintenance provisions.

### Funds management

- CES facilitates the investment of school funds
- Investments are registered in a separate account under your school's name.

### GAAP and the Kiwi Park model

CES accounting processes comply with GAAP (Generally Accepted Accounting Principles) and/or the Kiwi Park model.

### Preparation of accounts for audit

- CES has a standardised process for preparing accounts for audit
- CES ensures accounts are completed before the statutory deadlines.

### Dashboards / narrative reports

- These are a more detailed summary of the monthly financial statements. They usually contain graphical and written explanations.

### Xero cloud-based accounting software

- Access information anywhere, anytime from a smartphone, tablet or computer.

### Reviews

- We can review your school's internal operations, from financial policies to administrative oversight.

### Maintaining back accounts

- To protect your school and admin staff, only CES has authority to access bank accounts and process bill payments in Xero.

# Asset Management



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

## What assets are in your school?

Your school is required to record assets of a specified value on an asset register and depreciate those assets to reflect a fair value within your school accounts (*ref: accounting Standard IAS-16*). CES can undertake a rigorous stocktake to determine the accuracy of your asset register.

Our team will visit your school, do a physical check of on-site assets, prepare an inventory and reconcile what we have found to your asset register. You will receive an asset register report which will account for **all assets** within your school – even redundant stock.

## A CES fixed asset register will:

- provide a detailed breakdown of your school's 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
- assure the school board that assets are correctly valued and recorded
- assist with planning and decision-making
- provide an analysis of the relative performance of assets in terms of cost and usage.

## Barcoding

CES can barcode your school's assets to ensure a comprehensive asset count. Each item is identified by a unique code which can be tracked and traced with a software app or a barcode reader (available from CES).

Barcode labels are printed by Saito and are almost impossible to remove.

***CES reports are supplied in EXCEL digital format and as a hardbound copy.***

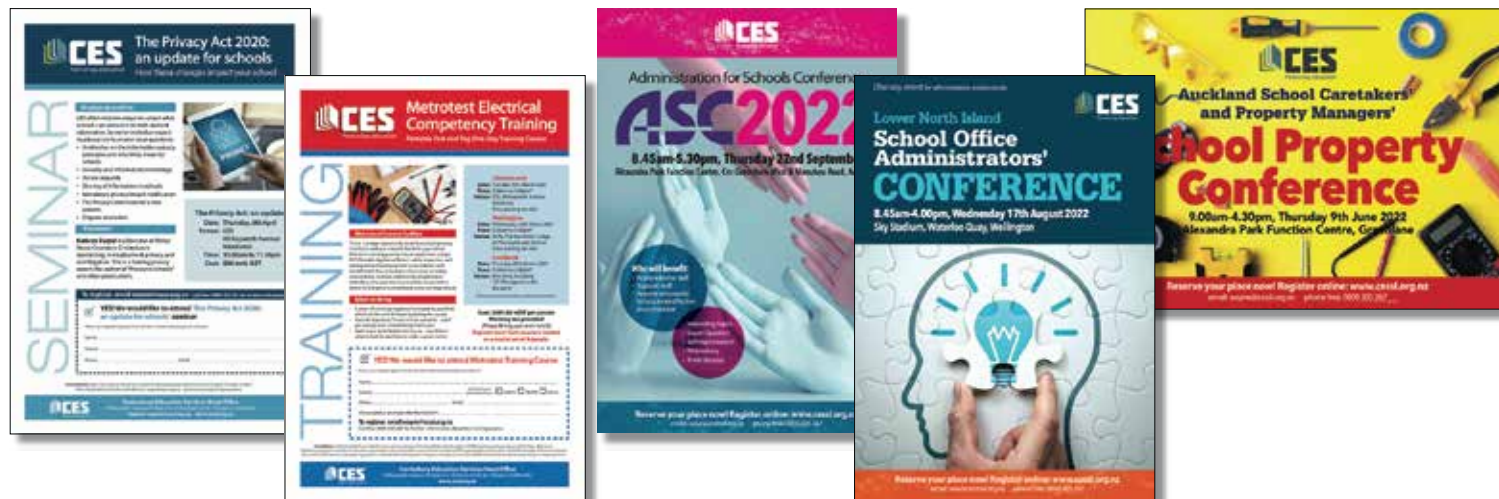
## Video records of school assets

CES can video or photograph each room within your school to provide a visual record of assets. This is particularly useful for insurance claims.

## Inventory count / labelling

An inventory count differs from an asset register in that items only above a specified value are counted. A comprehensive report is provided, but depreciation and residual values are not included. Reports can be customised to your school's requirements and are invaluable for insurance claims. Labels can be also attached to selected assets (*an add-on service at extra cost*).

***CES reports are supplied in EXCEL digital format and as a hardbound copy.***



# Seminars & Conferences

CES hosts seminars for schools throughout New Zealand including our annual school office administrators' conferences and school property managers' conferences in Auckland, Wellington and Christchurch.

We also run specialist seminars and training workshops throughout the year.

These events are organised by Wayne Jamieson, CES General Manager: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)

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



## Why your staff can't afford to miss our conferences

CES conferences bring together industry experts to present a wide range of interesting topics. Your staff will return buzzing with new ideas which will make them more effective and efficient at their job. The workshops are designed for support staff who need to keep up-to-date with new products, health and safety regulations, managing finances, etc. Last year, 700+ people from over 300 schools attended including administrators, caretakers, office managers, property managers, accountants and receptionists.

### Our information-packed conferences are presented by industry-leading experts and include:

- Entertaining guest speakers
- Morning tea and buffet lunch
- Face-to-face time talking with experts
- Speaker notes and useful reference materials
- A prize draw worth over \$1500 for schools
- Personal and professional development
- Networking opportunities.

## 10 good reasons to attend

We know that schools have limited resources for continuing professional development. Here are ten reasons that we believe will justify your school's investment, both in time and financially.

**1. Results-oriented:** Our workshops focus on information and new technologies that help to improve your school's efficiency.

**2. Value for money.** Our fees are reasonable for a day packed with learning opportunities aimed at school support staff. We charge nearly half the price of comparable events hosted by profit-driven companies.

**3. Raise skill-sets to the next level.**

Our 'hands-on' workshops strengthen abilities and encourage leadership.

**4. Stay current with today's best practices.**

The education environment is changing faster than ever and new products and services emerge daily. We help your school to stay ahead of the curve

**5. Find solutions.** CES conferences bring together people who are working to solve the same kinds of problems. Hear about real-world solutions to challenges and how to prevent costly mistakes.

**6. New tools.** Learn about new technologies and techniques that will improve work-flow and productivity.

**7. Interact with industry experts.** It's a rare opportunity to have so many education and industry experts in one place. Not just presenting, but available to answer questions face-to-face

**8. Connect with peers.** Share information and ideas with colleagues. Find out what other schools are doing – and how they're doing it!

**9. Bring back resources to share with the team.** Attendees receive speaker notes, useful reference materials and links to resources.

**10. A fresh perspective.** Being in a different environment encourages fresh thinking and new ideas.



# School Board Elections

## Returning Officer Service

CES is New Zealand's leading independent returning officer service for schools. We offer two options: CES will manage your school election from start to finish. Or, you can organise your own election with the support of CES technology.

### **The advantages of using an independent returning officer**

- An external agent provides an unbiased opinion since they are not subject to conflicts of interest.
- Election deadlines place extra stress on staff. Our returning officer service will relieve this pressure by ensuring your school's work-flow is not interrupted.

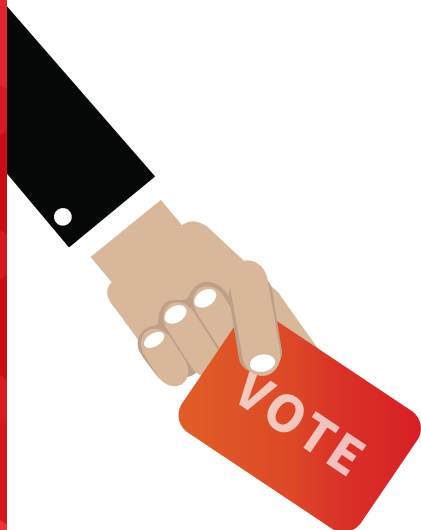
### **We are client-focused**

- Our returning officer will work with your designated staff member
- CES have conducted over 1000 board elections. Our systems are proven and robust.
  - Our returning officers are experts in every aspect of the election process

**CES is an MoE-accredited provider of electronic school board elections.**

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

**Ask a quote now! Contact info @[cessl.org.nz](mailto:cessl.org.nz)**





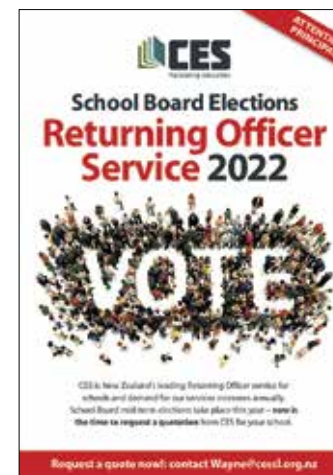
## CES Returning Officer service

The CES returning officer will work closely with your designated staff member to administer parent/student/staff elections and gather and tabulate the results. They will:

- Prepare a time-line for the election/s
- Call for nominations by distributing the notices and nomination forms
- Prepare advertisements and flyers for circulation
- Prepare rolls of parents/caregivers and staff
- Liaise with staff who are eligible for both the staff and parent rolls
- Receive and check nomination forms, and candidates' statements (if required)
- Distribute voting papers
- Oversee the electoral process
- Count/tally the votes
- Declare and advertise the election results and notify the school
- Complete documentation for the Ministry of Education
- File the election results with the District Court.

## Digital technology makes the election process transparent and easy to manage

- Parent elections are subsidised by the Ministry of Education and are conducted at minimal cost to your school
- Your school is set-up with a unique website-based portal where candidates can upload their nominations, profiles and photos. (CES will upload candidates' nominations, profiles and photos if required.) Your school can see into this portal to track progress
- Final election results are posted to your school's website
- CES processes are robust and proven - we have conducted 1000+ school BOT elections over the last 12 years
- Our skilled staff have an implicit understanding of the election process.



For more information, call-free 0800 205 267 or download the CES Returning Officer Service brochure from: [www.cessl.org.nz](http://www.cessl.org.nz)

# Consulting Services

## Payroll services and EdPay

CES makes payroll easy. Our skilled staff take care of your pay-day filing so you can concentrate on more important things. We offer two systems:

### SmoothPay Payroll

Pay weekly, fortnightly, monthly or bi-monthly – whatever works for your school.

### EdPay online pay-day filing

Payments and tax returns are automatically filed with the IRD. No more penalties!

*(Please note: Edpay payroll service is currently available only in Auckland and Christchurch)*

**Contact [info@cessl.org](mailto:info@cessl.org) for more information.**

*CES is a member of the NZ Payroll Practitioners Association.*



## Security & risk assessment

With the growing risk of cyber-attacks, schools and boards are legally obliged to be aware of potential privacy or security risks. Schools each need a documented security and risk assessment plan which states the potential risks and what actions the school has undertaken to protect staff, data, student privacy, etc.

Further actions may include policy enforcement, training, technology upgrades.

**Learn how your school can benefit from a CES security and risk assessment, contact [info@cessl.org](mailto:info@cessl.org)**

## Online privacy review

Maintaining online privacy is a challenge for schools. CES can help by completing a review of how your school shares information and protects students' privacy including social media, search engines and email security. Included in the review is a vulnerability assessment which will provide reassurance that your school's website and digital data are secure and well-protected.

**Contact the digital team at [info@cessl.org](mailto:info@cessl.org)**

# About Us

Since its establishment as a not-for-profit cooperative over 30 years ago, CES has been providing comprehensive and cost-efficient services to the education sector throughout New Zealand. Our unique structure results in low overheads which means we can pass the savings on to schools. Today our in-house team of specialists support schools with financial services and new technologies. We also host popular seminars, conferences and training workshops for school staff.

## Contact CES

For further information on the services offered by CES, or to arrange a presentation for your school board, please call free 0800 205 267, or email [info@cessl.org.nz](mailto:info@cessl.org.nz)

### AUCKLAND

Phone: 0-9-265 0854  
1D Lady Ruby Drive  
East Tamaki  
PO Box 25-9071  
Manukau 2141

### AUCKLAND WEST

Phone 09-8371 388  
Unit 10/18  
Moselle Avenue  
Henderson

### CHRISTCHURCH

Phone: 03-338 4444  
89 Nazareth Avenue  
Middleton  
PO Box 414,  
Christchurch 8140

### HEAD OFFICE

Phone 0800 205 267  
**Hours of business**  
Monday to Friday:  
8.00am-4.30pm  
[www.cessl.org.nz](http://www.cessl.org.nz)





## WHY CES?

Integrity  
Objectivity  
Independence  
Technical competence  
Confidentiality  
Courtesy



## CORE VALUES

Reliability  
Knowledge  
Proven track record/Longevity  
Empathy



## BENEFITS

Value for money  
Accountability  
We have skin in the game  
We get it right  
By schools for schools