



**Sharing Session -  
Preparation for the  
Management and  
Finance Audit (MFA):  
Building on Strengths**

**St. Paul's College Primary School  
9 July 2015**



# MFA (Pilot) at St. Paul's College Primary School

- 4 – 15 May 2015
- Two weeks
- Pre-audit preparation



## The four domains of Management and Finance Audit (MFA) are:

- 1. Major Policies on School Governance and Administration**
- 2. Human Resources and Personnel Matters**
- 3. Financial / Resources Management Matters**
- 4. Fee Remission and Scholarship Scheme**



## Major Policies on School Governance and Administration

### Strengths :

1. The St. Paul's College Council, a long established entity
2. Good practices in place since many years ago



- ## Major Policies on School Governance and Administration
- Strengths (*cont'd*) :**
3. Policies well documented
  4. College Council and School Management take action promptly when challenges arise – excellent **TEAMWORK**



## Major Policies on School Governance and Administration

### Areas to improve :

#### 1. Recruitment policy

- advertisement too brief
- logging of application letters
- shortlisting criteria
- recommendation list in choice order



- Major Policies on  
School Governance and Administration**
- Areas to improve (*cont'd*) :**
2. 'Pay' Policy – endorsement of the pay scale
  3. 'Outside Work' Policy



# Domain Two

## Human Resources and Personnel Matters: Declaration of the Conflict of Interest

### Strengths :

- ICAC Forms by College Council Members
- An 'all-in-one' form signed by all staff at start of every school year





# Domain Two

## Human Resources and Personnel Matters: Declaration of the Conflict of Interest

### Areas to improve :

#### 1. Declaration of the Conflict of Interest including:

- a. student admission
- b. staff recruitment
- c. procurement of goods and services



# Domain Two

## Human Resources and Personnel Matters: Declaration of the Conflict of Interest

### Areas to improve (*cont'd*) :

#### 2. Acknowledgement and follow-up actions by Supervisor

a. endorsement?

b. follow-up actions?

c. record?



# Domain Three



## Financial / Resources Management Matters:

### Strengths :

1. Guidelines for procurement (EDB)
2. Income and expenditure entered into the proper accounts
3. The different reserves
4. Sales records

# Domain Three



## Financial / Resources Management Matters:

### Areas to improve:

1. Procurement records (change of personnel)
2. Receipts
3. Logging of stamps

# Domain Four



## Fee Remission and Scholarship Scheme

### Strengths :

Information on the application for Fee Remission available

- ✓ on our school's website
- ✓ inside the prospectuses

# Domain Four



## Fee Remission and Scholarship Scheme

### Areas to improve :

1. Application Info for Fee Remission should also be available:
  - in Parent Handbook (for current parents)
  - in Teacher Folder (for staff's info)
  - with Letters of Offer (for future parents)

# Domain Four



## Fee Remission and Scholarship Scheme

### Areas to improve :

2. Revision of the fee remission scheme and new scholarships to be made known to parents



# Conclusion

Thank you very much!

