

Name of School: Ebenezer New Hope School (District: South)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school’s homepage before the end of October 2016)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall procedures for school financial applications, data management and approval. Through the electronic platform, time for filling in and approving applications can be reduced. Furthermore, information access, application and approval can be made online to expedite the follow-up arrangements.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial Management Creating Procurement Procedures,	● Through the electronic platform, manage and update financial applications,	● To introduce an electronic financial management system to input the financial application information, financial application and rollover	● Successfully put the school's financial application information into the system, which allows all responsible colleagues to access	● \$39,000 expenditure for system update ● \$211,000 expenditure for hiring	● Continue to use the financial management system to access and keep financial application files and records. This can be

¹ Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.

<p>Templates and Database</p>	<p>handle and complete online application and approval procedures.</p> <ul style="list-style-type: none"> ● By following the Government's guidelines and establishing the school-based procurement mechanisms, flow charts, and various templates, the time for staff to read and collect relevant information can be shortened. In addition, it helps increasing the success rate of procurement and reducing unnecessary administrative work. 	<p>records of the school. The system allows staff to access and apply online. The supervisor can also examine and approve the relevant applications online and reduce the time required for filling in forms and delivering documents. This optimizes the efficiency of financial management.</p> <ul style="list-style-type: none"> ● By establishing a set of relevant procurement procedures for an electronic platform according to the provisions of the Education Bureau and the school, teachers can simply follow the instructions of the system. With this electronic platform, the procurement work can be properly implemented while mistakes can be avoided. ● The school sponsoring body is responsible for coordinating the planning 	<p>their own account online.</p> <ul style="list-style-type: none"> ● Employees can apply online. The information can be reviewed and approved by supervisors. This enables supervisors to follow up and update them regularly. 	<p>administrative assistant</p>	<p>extended to the application of Fund.</p> <ul style="list-style-type: none"> ● After the completion of the project, the existing supportive staff can continue to assist in process optimization and system management. Therefore, the system can continue to operate. This also ensures a high working efficiency.
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	<ul style="list-style-type: none"> Hiring administrative assistant helps updating application guidelines and procedures, and importing relevant information. 	<p>of its sponsored schools to carry out large-scale tender exercises of similar nature (e.g. the purchase of equipment and services) to reduce duplicated efforts in administrative work and increase bargaining power.</p> <ul style="list-style-type: none"> Employing administrative assistant to assist in the input and proofreading of information, to update the information in the system, so as to reduce the administrative burden on teachers. 			
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Signature of Supervisor : BOH
Name of Supervisor : BJ DUGGAN
Date : 2 12/10/2016

