

Project brief

Fees and charges costing system

Title:	<i>Hepburn Learning Cluster</i>
Background/Context:	<i>Hepburn Learning Cluster is a project to assist the ACE providers in the Hepburn Shire to develop new management and governance structures to deliver and improve learning outcomes for the Hepburn Community.</i>
Objective:	<i>To review our current costing framework and develop a model consistent across all of the providers. This forms a part of the larger project.</i>
Target Outcomes:	<i>The outcomes of the project will result in an improved system for staff to calculate the real costs of delivery of programmes and services.</i>
Output(s):	<i>A reliable basis and documented procedure for calculating fees and charges.</i> <i>User friendly</i> templates to calculate these charges. <i>Working with the centres accounting systems to ensure the costs in the templates can be readily calculated.</i> <i>The ability for the Manager and Committees of Management to be able to assess the extent to which fees and charges are covering the costs incurred in the delivery of programmes and services.</i>
Reporting Requirements:	<i>Pam Ridd, Clunes Neighbourhood House</i>
Resources:	<i>You will be working with the Managers and bookkeepers at each centre in a process of discussion, design consideration and reflection to achieve the desired outcomes.</i> <i>Arrangements will need to be made with each centre to ensure that there will be minimal impact on the day-to-day running of the centres.</i>
Timelines:	<i>Expressions of interest Tuesday 20th July including a quote for services required.</i> <i>Project completion by 31st August 2010</i>