

Modern School Financial Management

Tutut Sholihah

Islamic State Institute of Palangka Raya

sholihahplk21@gmail.com

Keywords: Financial management, modern school.

Abstract: Finance in schools is an urgent thing for school progress. It should be managed in efficient management, effective, efficient and proportional so that the school operational activities, infrastructure, facilities and overall welfare school staffs can be fulfilled. Every Modern school should implement a concept of school financial management systematically, easy to access, programmed and supported by professional treasurer, capable and having integrity. The purpose of the study is to analyse and offer a concept of model financial management. The method of the study uses descriptive qualitative approach. The data are collected through in-depth interviews, field observation and documentation. The main subjects of the study are the school principal, treasurer, and Division informants are education foundations, head of committee, head of administration, teachers and parents. The results of the study reveal: 1) the source of funds received by schools is obvious and transparent; 2) School expenditure budget plan is set up professionally and legalized by principal, committee and foundation; 3) implementation of the financial budget is used according to plan in RAPBS; 4) Financial accountability is reported to the central government, provincial government online agencies; funds from parents are reported to the committee and foundation; and 5) the concept of a financial management model is systematized with backing up data and cooperation with the bank in the process of payment, storage, and managed by a treasurer that honest, trustful, capable and having integrity to establish a successful modern school in progressing school.

1 INTRODUCTION

Finance and financing is one of the resources that directly support the effectiveness and efficiency of education management. According to National Education Department, financial management is an action management and financial administration covering recording, planning, implementation, accountability and reporting (National Education Department 2002). Funding that comes to school either from government, or society, especially student-parents should be prepared by school system students for its management. A school that cares about the administrative order must have a school financial management system, to ensure that its financial management is conducted orderly, effective, efficient, transparent, and accountable. This professional school financial management system will later be expected to be able to avoid misusing funds, manipulation, corruption and misusing budget in schools.

2 MODERN SCHOOL FINANCIAL MANAGEMENT SYSTEM

2.1 System

The word 'system' comes from the Latin (*systēma*) and the Greek (*sustēma*). It is a unity composed of components or elements that are connected together to make easier the flow of information, materials or energy to achieve a goal. According to Raymond Mcleod: "System is a set of interrelated elements to form a unity intact and integrated ". (<http://restisanggraini.blogspot.co.id/2014/11>). This means that system emphasizes on two approaches: procedures and elements. Procedural approach refers to related mutual networking, gathering together to perform an activity or to accomplish a particular goal.

2.2 Financial Management

Etymologically, the word 'management' comes from Old French 'menagement,' which means the art of implementing and managing. In English, the word 'management' comes from the word to manage, which means to order, manage, guide and supervise. Management is also defined as a systematic effort to organize and mobilize people involving in the organization in order that they work with all their might and possessed ability (Lecturer Team of the Department of Education Administration UPI, 2001, p.16). Another definition is that management is the process of planning, organizing, leading, and controlling efforts for organization with all its aspects to achieve organizational goals effectively and efficiently. (Nanang Fattah, 2009, p.1). This means that financial management is a process of doing activities to manage finances effectively and efficiently by mobilizing skills of others, starting from digging financial resources, planning, implementing, up to reporting and accountability.

2.3 Sources of Finance and Funding in Educational Institutions /School

Mulyasa argues that the source of funding in a school basically can be grouped into three sources (Mulyasa, 2006, p.177):

- Government (central and regional government).
- Student Parents / learners (tuition fee, committee fees and development costs).
- Societies (donations of individuals, institutions, groups of businessmen).

Sulistiyorini states that the source of funds at an institution Islamic education or public school basically can be grouped into three sources: the government, both central and regional, student - parents and learners, the society that is the donator (2006, p.132-133). Therefore, schools are required to manage these finance effectively and efficiently, transparency and honestly accountably to the funders.

2.4 Planning and Implementation of Institutional Budget Education Institution/ School

According to Romayulis, planning includes priority determination in order to make the implementation of education run well and effectively. The priority needs involve all components involving in the education process, society, and even students. Goal setting is as

guidelines and as an evaluation of the implementation and outcomes of education (2008, p. 271). In order to make effectively the school financial budget, then those who are very responsible as the executor is the school principal. The school principal must be able to develop a number of dimensions administrative developments. Designing of RAPBS requires past period of analysis and the external environment including strength, weakness opportunities and threats (Nanang Fattah, p.54). In the same case related to the implementation of financial management, there are some ways to make the funder trust to an Islamic educational institution. The school is obliged to maintain the trust such as:

- The use of the budget should be completely in accordance with the planned program.
- The budget should be used as efficiently as possible.
- Avoid image that the use of funds just spend all the budget.
- Disbursements are only made by authorized officers. (Mujamil, 2007, p.169)

It means that to achieve goals in financial management at the education institution, it is strongly needed regulation in budget planning and also in carrying out what is already planned. This means that it needs transparency, accountability, effectiveness, and efficiency.

2.5 Reporting and Accountability of School Financial

The financial accountability of school includes all school financial expenditure related to what has been achieved in accordance with determined goals; the process of accountability acceptance, storage, and payment or transfer of funds to the parties having right to know it. (Mulyasa, 2006, p.178). All financial expenses in schools from any sources should be accounted for. Accountability becomes a form of financial management transparency. Basically, accountability is done by following regulation of the source budget. Nevertheless the principle of transparency and honesty within financial accountability of schools/ Islamic education institutions should be consistently upheld. Dealing with the financial management, which needs to be noticed by the treasurer of the educational institution is as follows: 1) At the end of each fiscal year, the treasurer shall make financial statements to committees / assemblies of institutions to be matched with RAPBS, 2) The financial statements must be attached with evidence of the available report, including proof of tax deposit (Income Tax) if any, 3)

Receiptor proof of purchase or receipt of a signature, acceptance of honorarium / assistance / proof of other legal expenses, 3) Balance Sheet finances should also be shown to be checked by liability finance from institute committees. (Mulyasa, 2006, pp. 267-268).

2.6 Concept of Modern School Financial Management Model

Concepts are a number of theories pertaining to an object. Concepts are created by grouping and classifying certain objects having the same characteristics. (Umar, 2004, p.51). According to Indonesian Big Dictionary (KBBI), model is a pattern which is used as a reference, variety, of something to be created or produced. The concept of modern school financial management models a systematic theory having a unique pattern in school financial management by mobilizing human resources having capability and being integrated, both in the process of planning, execution, supervision, and reporting. School finance management having modernized system mechanism with IT systems, easily accessible online. All data are computerized and systematized by giving ease of satisfaction service by bank as partner of school cooperation in terms of funding, storage, and security funds. Therefore, it avoids from any form of manipulation, leaking and misuse of funds.

If compared with previous studies, this study is different from them. The study analyses the financial management system of modern schools, which are effective, efficient, and transparency, starting from the clarity of funding sources, the planning system and system of funds usage, financial management systems, reporting and evaluation systems and system of financial accountability of schools and finding the concept of the modern school financial management model.

3 RESEARCH METHOD

The research method used in the study is descriptive qualitative approach. The data are collected through in-depth interviews, field observations and documentation. The main subjects of the study are the principal, treasurer, and chief of division. The informants are foundations, head of committees, and head of administration, teachers and student- parents.

4 RESEARCH FINDINGS

A concept of school management model is also applied on a concept of a school's financial model, especially in financial management, which is sourced from student- parents. Since, in private schools, the biggest source of fund comes from student-parents. A concept can be defined as a preparation of an activity based on the procedure. Meanwhile, model can be defined as a simplified design of an activity system. Therefore, it is necessary to design a concept of a school's financial management model, as follows:

- Service Satisfaction is providing satisfactory service.
- Transparency is to provide open and honest financial information.
- Accountability is able to account for financial management.
- Effective is the achievement of the desired goal.
- Efficient is the best comparison between input and output or between power (including energy, mind, time, cost, and result).
- Facilitating the function of supervision or controlling.
- Facilitating reporting and accountability functions.

Based on the experts' opinions on financial management and as the results of field research in the management system finance, it can be said that in general, it is in good management. The government funding sources comes from BOS funds, management of funding sources from student-parents, and fund management comes from the regional government, that is, routine funds, as described as follows:

- Planning
 - a) Planning appropriate to technical guidance,
 - b) Matching with national education standards,
 - c) Arranged by a capable team,
 - d) Completed details by divisions,
 - e) Careful and covers all school activities
- Realization / the use of funds
 - a) In accordance with the planning,
 - b) Right on target,
 - c) Reached accordingly to the objectives,
- Mobilized human resources (Treasurer)
 - a) Managed by human resources (treasurer) having capability in accounting,
 - b) Having ability to operate system,
 - c) Having ability to manage finances,
 - d) Not wasteful,
 - e) Careful and efficient,

- f) Quality improvement (Treasurer) is internally conducted with training program schools (Smart Saturday), involved in school external training held by national and regional government, always keep up with developments, if there is a change of system then the school will send the treasurer for joining training.
- Document archiving
 - a) Completely archive, whether archived in administration section or recorded in computerization,
 - b) Complete transaction evidence for income, withdrawal, and spending
 - Carry out effective management, because the right goal of use and achieved in accordance with the goals and target.
 - Efficient, as seen from spending time, energy and cost. Activities can be said to be efficient when spending time, effort and cost can be reduced minimally to achieve determined goals. If it is seen from the output, activities can be said to be efficient if the use of time, energy and certain costs provide as many outcomes both quantitatively and qualitatively.
 - Reporting / accountability always on time using online systems (all data are computerized) for BOS funds and routine funds from the government. Meanwhile, the accountability of fund sources coming from student parents is directly reported to institution and school committee.

According to the researcher, the process of school financial management involving Banks in terms of receiving funds, storage, funding, systematic data, and security, if it is then supplemented by the theory of some experts on school financial management, as well as management finance principle, it can be concluded that in managing school financial having effective, efficient, transparent, accountable, there should be provided satisfactory service, easy process of controlling, and of course, this will have implications for the successful school management to achieve goals, vision and mission of the school.

5 CONCEPT OF MODERN SCHOOL FINANCIAL MANAGEMENT MODEL

- Skilled financial managers, professional, innovative, creative, having brilliant ideas,
- Source of funds clearly comes from anywhere, so it will be clearly in the process of accountability,
- School cooperates together with bank, in the process of receiving funds, storage, transactions in and out of funds,
- Planning is mature by the team who has ability to design program plans, activities, financing based on goals and vision-mission of school,
- Human resources or treasurer has ability and expertise in accounting process, able to operate the system, and having high integrity,
- The realizing process on the budget use is in accordance with the planning, right targets, and transparency,
- Running control system from school as well as from government agencies,
- Reporting and accountability, which are accurate, punctuate, complete and accountable,
- Online system, data are backed up, systematized, computerized.

The concept of modern school financial management model will be achieved to effectiveness, efficiency, transparency, accountability, facilitating school, satisfactory service for student parents, facilitating in control system. All of them will be achieved and run well in the presence of cooperating together between school and bank.

6 CONCLUSIONS

School management, which is effective, efficient and transparency can be implemented with the concept of modern school financial management model.

ACKNOWLEDGEMENTS

This research can be conducted with cooperation among Islamic Integrated elementary school staffs such as the school principal, the board of teachers, and all those who help this study. The researcher also thanks to IAIN Palangkaraya, since this study is funded by DIPA 2017.

REFERENCES

- Departemen Pendidikan Nasional. 2002. *Manajemen Keuangan. Materi Pelatihan Terpadu untuk Kepala Sekolah*. Jakarta: Dirjen Dikdasmen, Direktorat Pendidikan Lanjutan Tingkat Pertama.
- Fattah, N., 2009. *Landasan Manajemen Pendidikan*. Bandung: PT. Remaja Rosdakarya.
- Fattah, N., 2000. *Ekonomi dan Pembiayaan Pendidikan*. Bandung: Remaja Rosdakarya.
- Mulyasa, E., 2006. *Manajemen Berbasis Sekolah*, Bandung: Remaja Rosdakarya.
- Nelly, I.W., Majalah Ilmiah. *UNIKOM 12 (2)*.
- Qomar, M., 2004. *Manajemen Pendidikan Islam*. Jakarta: Erlangga.
- Resti Sanggraini, accessed through <http://restisanggraini.blogspot.co.id/2014/11/makalah-konsep-dasar-sistem.html>. Online 17 September 2017 at 18.00.
- Romayulis. 2008. *Manajemen Pendidikan Islam*, Jakarta: Kalam Mulia.
- Rudi Siswoyo, accessed through di <http://rudisiswoyoalfikir.blogspot.co.id/2014/04/makalah-konsep-manajemen-keuangan.html>. 23 July 2017. At 09.46
- Sugiyono, 2014. *Metode Penelitian Kuantitatif Kualitatif dan R&D*. Cetakan ke-20. Bandung: Alfabeta.
- Sulindawati, M., Pengantar Analisa Perancangan “Sistem”, *Journal SAINTIKOM*, **9 (2)**.
- Sulistiyorini, 2009. *Manajemen Pendidikan Islam*. Yogyakarta: Teras.
- Tim Dosen Administrasi Pendidikan Universitas Indonesia. 2000. *Manajemen Pendidikan*. Bandung: Alfabeta.
- Undang-undang Republik Indonesia No 20 tahun 2003 tentang sistem pendidikan Indonesia pasal 48.
- Zainuddin, M., 2008. *Reformasi Pendidikan*. Yogyakarta: Pustaka Pelajar.
- Ahmad.S, accessed through <https://akhmadsudrajat.wordpress.com/2010/01/18/konsep-dasar-manajemen-keuangan-sekolah/Jul2017>. At 21.00.