

## Financial roles & responsibilities checklist

Areas	Yes	No	<b>Role &amp; Responsibilities</b> D= Director FO = Finance Officer SGC = School governing council P = Principal/Nominee AC = Advisory Committee
<p><b>School governing council</b></p> <ol style="list-style-type: none"> <li>1. Is the School governing council aware of its legal and financial responsibilities relating to the operation of the OSHC service?</li> <li>2. Is the School governing council presented with financial statements that accurately reflect/report the service's ongoing viability on a monthly basis?                             <ul style="list-style-type: none"> <li>• Are these financial statements understood by all stakeholders?</li> </ul> </li> <li>3. Does the School governing council receive budget reports to enable members to monitor budgeted and actual revenue and expenditure each month and identify the viability of each component of care?</li> </ol>			<p>It is the responsibility of all stakeholders to be aware of all their legal and financial responsibilities, allowing transparency with all stakeholders. D/FO/P/AC/SGC</p> <p>It is the responsibility of the School governing council and its members to understand at all times the financial situation of the OSHC service. This must be reflected in OSHC financial reports at every School governing council meeting. D/FO/P/AC</p> <p>A breakdown of year to date income and expenditure of each component of care, is the only way to monitor the viability in an informed manner. D/FO/P/AC</p>

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<b>Budget</b> 4. Does the OSHC service have a current budget for each component? <ul style="list-style-type: none"> <li>• Are all stakeholders involved in its development?</li> </ul> 5. Is the budget shared with the OSHC staff e.g. are staff clear about how much can be spent on consumables? 6. Was the budget ratified by the School governing council?			<p>It is the responsibility of the OSHC Advisory Committee, of which the principal/nominee is a member, to review and monitor the budget collaboratively at each advisory meeting. Any budget must be ratified by School governing council and minuted appropriately</p> <p style="text-align: right;">D/P/FO/AC/SGC</p> <p>The budget must be documented.</p> <p style="text-align: right;">D/P</p>
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7. Is the budget reviewed by the OSHC Advisory Committee prior to each School governing council meeting? 8. Is a year-to-date report of the financial position provided at the School governing council meeting explaining any major variances between the budget and actual income and expenditure? 9. Is the budget based on actual utilisation <ul style="list-style-type: none"> <li>• and reviewed if utilisation changes?</li> </ul> 10. Is your service's actual expenditure and revenue within budget? 11. Is the correct educator: child ratio being implemented? <ul style="list-style-type: none"> <li>• Do you know what the educator: child ratios are and where to find them?</li> </ul>			<p>Minutes written and kept from each OSHC Advisory Committee meeting, including the review of year to date income and expenditure against the ratified OSHC budget</p> <p style="text-align: right;">D/FO/P/AC</p> <p>Appropriate financial reports should be presented at each School governing council meeting outlining if the service is within budget or reporting on major variances to the budget.</p> <p style="text-align: right;">D/FO/P/AC</p> <p>The budget must be reviewed annually OR when utilisation changes, staffing changes and/or award changes.</p> <p style="text-align: right;">D/FO/AC/SGC</p> <p>The director and principal/nominee are responsible for the maintaining and reviewing of the correct educator: child ratio.</p> <p style="text-align: right;">D/P</p>

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<p><b>Financial management processes</b></p> <p>12. Is an annual audit undertaken?</p> <ul style="list-style-type: none"> <li>Have audit comments identified in the audit been sufficiently resolved?</li> </ul> <p>13. Are school funds used to fund any debt incurred by the OSHC service?</p> <p>14. Does a responsible officer maintain the finances of the OSHC service?</p> <p>15. Are all funds paid to the OSHC service receipted and banked regularly?</p> <ul style="list-style-type: none"> <li>Is this process in line with the department's policy for handling cash?</li> </ul> <p>16. Is all expenditure service related?</p> <p>17. Are all fees invoiced and receipted?</p> <p>18. Are there outstanding debts/unpaid fees at the service?</p> <ul style="list-style-type: none"> <li>How are debts monitored and recouped?</li> <li>Who is responsible for this?</li> </ul> <p>19. Are all invoices paid?</p> <p>20. Are all Child Care Management System (CCMS) claims lodged regularly?</p> <p>21. Have all Intervac and Inclusion Support Program payments been claimed?</p>			<p>Principal to assist the director and School governing council to fulfil the legal requirements by organising an audit when the school audit is organised. D/P/AC/FO/SGC</p> <p>School funds are not to be used ongoing to sustain the financial viability of the OSHC service on a department's site. D/P/AC/FO/GC</p> <p>The finance officer is often responsible for the EDSAS entry of OSHC income and expenditure on a department's site. D/LM/FO</p> <p>OSHC director, finance officers and principal/nominee are responsible to adhere to the department's Policy when handling money, collecting money, banking and storing cash. D/P/FO</p> <p>The School governing council through the Advisory Committee is responsible for reviewing the Fee Policy of the service which will include, invoicing procedure, bad debt collection procedures, person/s responsible within the service to collect and monitor fee paying/debt collection. D/P/FO/AC/SGC</p> <p>Director and at least one other trained person within the OSHC service to maintain a regular routine for CCMS enrolment transfers, policy must reflect this practice. D/P</p> <p>This is the responsibility of the service director and principal/nominee. D/P</p>

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<p><b>Fees</b></p> <p>22. Are your service fee structures set in accordance with the budget?</p> <p>23. Is the service charging sufficient fees to meet expenditure and meet all financial obligations including superannuation, annual leave, sick leave and long service leave entitlements?</p> <p>24. Do you have a flat fee for each component of care or an hourly fee?</p> <p><b>Payment of wages</b></p> <p>25. Are OSHC employee time books approved by the line manager?</p> <p>26. Are timebooks, payroll summary, payslips collected together and a payment authorisation voucher (PAV) completed?</p> <p>27. Are changes to contracted hours negotiated in advance and approved in writing by the employer or delegate?</p> <p>28. Are annual leave/long service leave balances maintained and regularly checked?</p> <p>29. Is the annual pay rise implemented?</p> <p>30. Are record keeping systems used within the OSHC service checked regularly for accuracy?</p> <p>31. Have over/under payments been detected and employees advised immediately with supporting documentation?</p> <p>32. Are wages and entitlements on termination identified and a recovery action implemented?</p>			<p>This is the responsibility of the OSHC Advisory committee in conjunction with the OSHC director, finance officer and OSHC line manager principal/nominee.</p> <p>Decisions relating to fee structure changes must be ratified by the governing council and the service must inform families utilising the service of the changes.</p> <p style="text-align: right;">D/P/AC/FO/GC</p> <p>A session flat fee is the preferred mode of charging fees and the preferred way to monitor the income against the budgeted income amounts.</p> <p>Director is responsible for approving OSHC employee's time books, and principal approves OSHC director's time book.</p> <p>D/P</p> <p>Principal is responsible for approving the PAV to indicate the payroll is correct and provide approval for payment of the payroll.</p> <p style="text-align: right;">D</p> <p style="text-align: right;">D</p> <p style="text-align: right;">D</p> <p style="text-align: right;">D</p> <p>Employee must advise this detection and the finance officer must advise the principal and incorrect payments be reversed.</p> <p>This is the responsibility of the nominated finance officer or school support officer in conjunction with the OSHC director.</p> <p style="text-align: right;">D/SSO/FO</p>