

FINANCIAL MANAGEMENT CHECKLIST

Governing Council

Contents

1. TITLE	2
2. PURPOSE	2
3. SCOPE	2
4. CHECKLIST DETAIL	2
4.1. Monthly	3
4.2. Every Meeting	3
4.3. Termly	3
4.4. Annual	4
4.5. As Required	5

DOCUMENT CONTROL

Managed by: Chris Roberts	Responsible position: Manager Financial Compliance and Policy	Version: 1.3
Contact: School and Preschool Financial Services 1800 100 191	Approved by: Manager Financial Compliance and Policy	File number: 10/3084 part 3
	Date approved:	Status: final
	Next review date: December 2019	

1. TITLE

Financial Management Checklist for Governing Councils.

2. PURPOSE

The purpose of this checklist is to identify the most common and important financial management responsibilities involving governing council review or approval.

It is anticipated that adoption of this checklist will assist governing councils in identifying and fulfilling their role in supporting the financial management of the site.

Governing councils should note that in addition to requirements for DECD funded schools, preschools and children's centres, there are some unique requirements for governing council services such as canteens, out of schools hours care and child care services.

Further information is available on the [DECD internet](#).

3. SCOPE

This checklist is provided for use by all school and preschool governing councils to assist their role in site financial management.

References to 'governing council' throughout this document also includes management committees.

4. CHECKLIST DETAIL

Refer next page.

4.1. Monthly

Category	Description	Completed
Purchase Cards for governing council employees	Monthly card statements of governing council employees, accompanied by supporting documentation, are approved by the chairperson.	

4.2. Every Meeting

Category	Description	Completed
Financial Reporting	<p>Monthly financial reports for the school, preschool, children's centre, OSHC, canteen, and childcare (as applicable) are provided to governing council:</p> <ul style="list-style-type: none"> • A report comparing year to date actual revenue, expenses and capital expenditure against year to date budget with explanation of significant variations; • The current approved full year budget; • For school sites, the current profit and loss statement and balance sheet; • For preschool sites, the current profit and loss statement (or year to date income and expenditure), and current balance sheet (or report covering the balances of bank accounts, SASIF accounts, debtors and creditors, and material commitments). <p>The potential impact of current variances to budget on final end of year financial results is considered and discussed.</p> <p>The financial viability of governing council services (e.g. OSHC, canteen, childcare) is reviewed and confirmed.</p> <p>SASIF/operating account balances are confirmed as not in deficit and sufficient to cover obligations.</p> <p>Debtors balances are monitored to ensure appropriate debtor management outcomes.</p> <p>The Governing Council minutes contain details of all reports received and associated discussion. Copies of reports are retained with the minutes.</p>	

4.3. Termly

Category	Description	Completed
Debtor Management	An aged debtors summary (de-identified where required) is reviewed at least once per term.	

4.4. Annual

Category	Description	Completed
Budgeting	<p>Draft budgets for all services for the following year are presented to the governing council for consideration, approval and minuting by the end of year.</p> <p>Final school budgets are approved and minuted by the governing council after the reconciled RES is received.</p> <p>Budget amendments during the year are also subject to governing council approval.</p>	
Financial Authorisations (Delegations)	<p>Financial authorisations (delegations) have been nominated by the principal/preschool director and approved and minuted by the Governing council at least annually.</p> <p>Amendments during the year are also subject to governing council approval. Approvals are recorded in the Governing Council minutes.</p>	
Annual financial report and Financial Audit	<p>All site services are subject to annual external audit.</p> <p>Financial Statements are signed by the principal/preschool director and governing council chairperson prior to annual audit commencement.</p> <p>Final Financial Statements together with the signed audit report and letter are provided to and minuted by the governing council.</p>	
Fundraising Donations, Sponsorship, Promotions	<p>The results of fundraising, donations, sponsorship and promotion activities and the application of funds received is provided to governing council at least annually. Information received is to be recorded in meeting minutes.</p>	
Materials and Services Charges Preschool Fees	<p>Fees have been reviewed at least annually and approved by Governing Council, in accordance with DECD policies. The approvals are recorded in governing council minutes.</p>	
Canteen prices OSHC Fees Childcare Fees	<p>Fees and charges have been reviewed at least annually and approved by governing council, in accordance with DECD policies. The approvals are recorded in Governing Council minutes.</p>	
Taxation	<p>For governing council services (e.g. canteen, oshc, childcare), the governing council confirms at least annually with site management that all relevant taxation obligations are being fulfilled, including in relation to pay as you go, goods and services tax, fringe benefits tax and payroll tax as applicable.</p>	

4.5. As Required

Category	Description	Completed
Debtor Management	The write-off of unrecoverable debts is recommended by the principal/preschool director and approved and minuted by the governing council.	
Donations, Sponsorship, Promotions	Donations, sponsorships and promotions have been approved by the principal/preschool director and Governing council. Approval is recorded in meeting minutes.	
Fundraising	Fundraising activities have been approved by the principal/preschool director and Governing council. Approval is recorded in meeting minutes.	
Governing Council Employees	Governing council approval of the recruitment and appointment of governing council employees is recorded in governing council meeting minutes.	
Money and Banking for governing council services	<p>Governing council services (e.g. OSHC, canteen and childcare) have their own bank accounts separate from the school/preschool.</p> <p>The opening or closure of all bank accounts for governing council services has been approved and minuted by the governing council.</p> <p>All related bank forms accounts for governing council service accounts must be signed by the governing council chairperson and/or treasurer, not a DECD principal/preschool director.</p> <p>Governing council service surplus funds are held in a separate SASIF investment account associated with the service.</p>	
Purchase Cards for governing council employees	<p>Establishment of purchase card accounts and issue of purchase cards to governing council employees has been approved and minuted by the governing council.</p> <p>Purchase cards are connected with the operating bank account of the relevant governing council service.</p> <p>Cardholders have sufficient current financial delegations which have been approved and minuted by the Governing Council.</p> <p>Purchase card application forms are in the name of the governing council services and signed by the governing council chairperson and/or treasurer, not a DECD principal/preschool director.</p>	