

Monthly Reporting Checklist

| Report Title | Monthly  Accounts file | Finance sub-committee meeting | Board of Management meeting |
| --- | --- | --- | --- |
| A list of balances on all school bank and cash accounts | ✓ | ✓ | ✓ |
| Bank reconciliation report for all school bank accounts | ✓ | ✓ | ✓ |
| Payments listing for all bank & cash account. | ✓ | ✓ |  |
| Receipts listing for bank & cash accounts | ✓ | ✓ |  |
| Income & Expenditure report showing actual vs budget figures | ✓ | ✓ | ✓ |
| Balance sheet report | ✓ | ✓ | ✓ |
| Nominal/General ledger activity report | ✓ | ✓ |  |
| List of Creditors or Supplier balances | ✓ | ✓ | ✓ |
| Trial Balance | ✓ |  |  |
| Supplier invoices and statements since the last committee meeting |  | ✓ |  |
| List of Accruals |  | ✓ | ✓ |
| Summary of Income/grants received in advance |  | ✓ | ✓ |
| List of Prepayments |  | ✓ | ✓ |
| Capital Income & Expenditure account report (if applicable). | ✓ | ✓ | ✓ |
| Payroll reports  - Gross to net payroll reports  - Monthly statement of account (formerly P30 report)  -Timesheets  -Payslips  -Addition/Deduction reports | ✓  ✓  ✓  ✓  ✓ | ✓ |  |
| List of employees showing their approved gross annual/weekly/monthly/hourly pay |  | ✓ |  |
| Bank Statements |  | ✓ |  |
| Credit card statement and supporting documentation approved by the chairperson |  | ✓ |  |
| RCT/VAT Returns since last committee meeting |  | ✓ |  |
| All FSSU Financial Guidelines issued since last committee meeting |  | ✓ |  |