

Appendix 1: Finance Sub-Committee Monthly Reporting Checklist

School Name:	
Date of meeting:	

STEP 1: ENSURE THE FSSU RECOMMENDED FINACNIAL REPORTS ARE RECEIVED BY THE FINANCE SUB-COMMITTEE			
		Yes/No/N/A	Comment
List of Reports	Balances on all school bank and cash accounts		
	Banking reconciliation for each account		
	List of payments per bank account		
	List of receipts per bank account		
	Income & Expenditure Account Report		
	Balance Sheet Report		
	Supporting documentation	List of creditors/outstanding invoices/accruals	
Supplier invoices and statements since the last committee meeting			
List of income/grants received in advance			
List of prepayments			
Gross to Net payroll reports since the last committee meeting			
List of employees showing their approved gross annual/weekly/monthly/hourly pay			
Capital Income & Expenditure Account Report			
Bank Statements			
Credit card statement and supporting documentation approved by the chairperson			
Nominal/General Ledger Activity Report			
RCT and VAT returns since the last committee meeting			
The FSSU Financial Guidelines issued since the last committee meeting			
STEP 2: REVIEW OF FINANCIAL REPORTS			
Financial Report	Review Actions	Yes/No/N/A	Comment
Balance on all school bank accounts	Have the balances on all school bank accounts been presented?		
	Are all bank accounts necessary?		
	Are school bank accounts statements addressed to the secretary of the board at the school address?		

Section B: Financial Governance for the Finance Sub-Committee

	<p>Check to see if any bank accounts have been open or closed during the period. If yes has the board approved these changes?</p>		
Bank reconciliation report	<p>Has a bank reconciliation report been prepared for all school bank accounts?</p>		
	<p>Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review.</p>		
	<p>Ensure that there is no difference on each bank reconciliation statement.</p>		
	<p>Check the closing balance on the bank statement to the closing balance on the bank reconciliation report to ensure they match.</p>		
	<p>Review the unrepresented payments for accuracy, checking for</p> <ul style="list-style-type: none"> o Old/stale cheques – cheques more than six months old should be followed up, o Possible duplicated payments entries, o Online payments/EFT should not appear on the list of unrepresented payments. 		
	<p>Review the outstanding receipts for accuracy, checking for</p> <ul style="list-style-type: none"> o Possible duplicated receipts entries, o Errors. 		
Payments & receipts listing for each bank account	<p>Go through the list of payments and receipts and look at backup documentation for anything unusual.</p>		
	<p>Look at payments to personal names and ensure there is back up e.g., approved expense claim forms.</p>		
	<p>A sample of invoices should be randomly selected and reviewed by the finance sub-committee to the corresponding purchase order, invoice, delivery docket and payment.</p>		
	<p>Ensure that all spending was approved.</p>		
	<p>Are the payments approved by both the Principal and the other authorised signatory?</p>		
	<p>Where the board is using electronic banking, are there two approvers required for all transactions i.e. the Principal and one other authorised approver/signatory?</p>		
	<p>Has the credit card statement been signed by the chairperson and Principal?</p> <ul style="list-style-type: none"> o Are all transactions backed up by a valid receipt? o Is spending within the agreed limit? 		
	<p>Are petty cash reimbursements within approved limits and agreed to petty cash vouchers?</p>		
Income & Expenditure Report	<p>Has the report been generated from the 01st September (in the current school year) up to the most recent month end?</p>		
	<p>Have the budget figures been included on the report?</p>		
	<p>Does the report show the prior year figures?</p>		

Section B: Financial Governance for the Finance Sub-Committee

	Review each figure checking that each figure looks reasonable.		
	Look at the difference between what was received/ expended and what was budgeted for the year. If expenditure has exceeded the budgeted figure, this will need to be explained and addressed by cutting expenditure elsewhere or increasing income.		
	Has all grant income due from the Department of Education been received?		
	Have grants which have been received for a specific purpose (i.e., ring fenced grants) been spent only for the purpose intended, as set out in the relevant Department circular? See Appendix 2 for a table of ring-fenced grants that should be monitored on an ongoing basis.		
	Have the ringfenced grants been reconciled on an annual basis and any unspent balance identified and accounted for correctly?		
	Review school generated income collected for specific purposes to ensure that it covers the cost for the purpose it was collected. If the costs exceed the income, then the board of management should approve that the deficit is to be met from general school funds. See Appendix 3 for examples of this.		
	Ensure the Income & Expenditure report is still in a surplus/ breakeven position. Where the school's income and expenditure account is showing a deficit consistently over a successive number of months and where the board feels that this deficit cannot be resolved by the end of the school year, the trustee/ patron should be informed.		
Balance Sheet Report	Has the report been generated from the start of current school year up to the most recent month end?		
	Does the report show the prior year figures?		
	Check the additional expenditure in the fixed assets. Was this expenditure approved by the board?		
	Check the balances on the bank accounts to the bank reconciliation reports.		
	Has the balance on the purchase ledger account been matched back to the aged supplier report (only applies if the school operates the purchase/supplier ledger)?		
	Review the list of liabilities to ensure they are accurate.		
	Ensure that the balance owed on payroll taxes, VAT and RCT are correct and are being paid on a timely basis.		
	Check that the balance sheet balances.		
	If there is any balance in a suspense account, it should be examined.		
List of creditors/ accruals	Check that the balances on the list matches back to either a supplier statement or unpaid invoice.		
	Are the invoices properly addressed to the school?		

Section B: Financial Governance for the Finance Sub-Committee

	Have the goods been received, services provided, and work been completed satisfactorily?		
	Have the invoices been approved by the Principal?		
	Have the anticipated costs been approved by the board?		
	Examine the aged list of creditors to ensure that the school are paying their bills on time.		
	The list of accruals/outstanding invoices should be totalled. Check if the school has sufficient funds to pay its liabilities.		
	If the school is currently undertaking any capital works, ensure that you receive a list of the outstanding invoices.		
Summary of income received in advance	A list should be prepared showing a summary of school income received during this year for the next school year.		
	Has all income received in advance been posted to the correct balance sheet account codes?		
Summary of grants received in advance	A list should be prepared showing a summary of grants received in the current school year that are for next school year.		
	Have all grants received in advance been posted to the correct balance sheet account codes?		
List of prepayments	Examine the list of prepayments to ensure they have been allocated to the correct accounting period.		
	Have all prepayments been posted to the correct balance sheet account code?		
Gross to Net payroll report	Identify and verify the number of active employees on the report.		
	Ensure new employees have been added to the payroll.		
	Ensure employees who have ceased employment have been removed from the payroll.		
	Do all employees have a contract of employment?		
	Check that the gross pay agrees with the contract of employment for new employees.		
	Have payments to selection committee members, after school study supervisors, sports coaches, part-time teachers/trainers/tutors/ lecturers/one off lecturers been processed through the payroll?		
	Compare the gross pay for each employee to the previous periods gross pay and obtain explanations for any variances.		
	Ensure any pay increases/decreases have been approved by the board of management.		
	Check that any pay adjustments (increases/decreases) as set out in the Department circulars & FSSU guidelines have been implemented.		
	Check that any payments for sick pay are approved by the board.		
Capital Income & Expenditure Report	Review each figure, checking that each figure looks reasonable		

Section B: Financial Governance for the Finance Sub-Committee

	Are the board still operating within the income ringfenced to fund this project?		
	Is the project within budget and any unforeseen expenditure highlighted?		
STEP 3 - Preparing the summary finance report to the board of management meeting			
Summary finance report	Has a summary of the important issues been compiled for presentation to the board of management		
STEP 4 - Presenting the summary finance report to the board of management meeting			
Present the summary finance report	The Principal or another member of the finance subcommittee should present the summary report at the main board of management meeting.		
	Has the financial report been formally approved by the board and noted in the minutes of the board meeting?		
	Have all board members been given a copy of the financial reports at the board meeting?		
	Have the reports been collected at the end of the meeting for shredding?		
	Has one copy of all the financial reports been signed by the Principal and the chairperson and filed with the board records?		