

<INSERT NAME> School**Internal Financial Procedures Appendix I - Month End and Routine Procedures****Date:****Month:****Payroll Posting :**

Action	Signed by
Finance support	Signed by Business Manager

Profiles & Journals :Non Invoiced Income Posted
including School Budget Share

Finance Support	Signed by Business Manager
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Petty Cash entered and balanced

Business Manager	Signed by Finance Support
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Process school credit card monthly direct debit

Business Manager	Signed by Finance Support
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Enter and authorise all invoices on hand by accounting
period end date, check Debtors.

Finance Support	Signed by Business Manager
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Bank interest posted as cash book journal.

Finance Support	Signed by Business Manager
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VAT reimbursement journal posted.

Finance Support	Signed by Business Manager
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Bank Reconciliation:Examine Bank statements for other debits/ credits
and post accordingly.

Finance Support	Signed by Business Manager
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Check that the bank
reconciliation has been
performed correctly.

Business Manager	Bank statements signed by Headteacher
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Check that all opening and closing balances on the bank
reconciliation matches the opening and closing balances
on the bank statement.

Finance Support	Signed by Business Manager
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Save and print the bank reconciliation.

Finance Support	Signed by Business Manager
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Unpresented Transactions:

Print a un- presented transaction listing.

Finance Support	Signed by Business Manager
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Follow up un - presented transactions that are
more than 3 months old.

Business Manager

Control Accounts

Examine debtor control and investigate old items

Finance Support	Signed by Business Manager
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Examine creditor control and investigate old items

Finance Support	Signed by Business Manager
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Check balances are zero on payroll control, accruals and
prepayments

Finance Support	Signed by Business Manager
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VAT Reports:

View VAT full report for errors.

Finance Support	Signed by Business Manager
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Print all the VAT reports - ensure that under the VAT
summary on submittal that the VAT and NET is chosen.

Finance Support	Signed by Headteacher
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Get signed and send to local authority.

Business Manager

Cash Flow :

Complete monthly cash flow statement.

Business Manager

Monthly Reporting :

Cost centre monthly budget report.

Finance Support	Signed by Business Manager
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Manual bank reconciliation
(including un - presented)

Finance Support	Signed by Business Manager
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VAT Submittal.

Finance Support	Business Manager
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User define report & curriculum expenditure
analysis.

Finance Support	Signed by Business Manager
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Balance & Reserve Sheet.

Finance Support	Signed by Business Manager
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Summary trial balance by ledger code.

Finance Support	Signed by Business Manager
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Quarterly Reporting :

Closure of period once bank reconciled
to end of calendar month and summary TB printed

Finance Support	Signed by Business Manager
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Quarterly Reporting to LBWF:

BMR Report to include out-turn

Finance Support	Signed by Business Manager
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