



Supplementary Schedule of Responsibilities

NAG 4 – Finance & Property Appendix to Policy # 4.3

The list below shows financial tasks alongside the person responsible for carrying out each task. When carrying out these tasks Trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their Power of Authority to Act.

Banking and Cash Handling

What	Who
Opening mail	Reception & Printery Assistant
Receipting the cash at reception or Eftpos transactions.	Reception and Administration Staff
Receipting of all student cash from floats, fundraising and events received	Financial Administrator / Financial Assistant
Preparation of banking	Financial Assistant
Signature of bank deposit	Financial Administrator
Deposit of banking	Financial Administrator
Reconciliation of daily receipts with banking	Financial Assistant
Periodic bank reconciliation	Financial Administrator
Review of bank reconciliation	Accountant / Commercial Manager
Custody of Cash	Financial Administrator

Petty Cash

What	Who
Budget approval of reimbursement of petty cash claims/vouchers	Budget holder / Commercial Manager
Authorisation of reimbursement of petty cash claims/vouchers	Commercial Manager
Reconciling petty cash balance	Finance Assistant
Regular counting of petty cash tins	Financial Administrator

Purchase and Payments

What	Who
Raising purchase orders	Budget holders
Verifying receipt of goods or services	Budget holder / Financial Administrator
Approval of invoices for payment	See Power of Authority to Act Matrix/Commercial Manager
Approving bank payment	Any two authorised signatories
Processing invoices for payment	Financial Administrator
Reconciliation of invoices to statements	Financial Administrator
Verification of Accounts payable in monthly accounts (Reconcile to General Ledger)	Accountant / Financial Administrator

Investments

What	Who
Transfer to and from general, at-call and term deposit accounts	Accountant / Commercial Manager
Reconciliation of transfers	Financial Administrator

Payroll

What	Who
Check of fortnightly SUE report and verify	Principal or delegate and Commercial Manager
Reconciliation with bank debit with errors followed up – SUE Reports and Teachers Pay	Accountant
Preparation of fortnightly payroll – Support Staff	Financial Administrator
Review of fortnightly payroll (IMS Payroll) including approval for payment	Commercial Manager
Payment of fortnightly payroll (IMS Payroll)	Commercial Manager or one other signatory and Accountant

Income

What	Who
Preparation of receivables invoices	Financial Administrator
Reconciliation of receivables ledger	Financial Administrator
Review of reconciliations	Accountant
Debt write-off approvals	Commercial Manager

Fixed Assets

What	Who
Fixed asset purchase approval within budget	Commercial Manager or Principal
Fixed asset purchase approval outside of budget	Finance Committee, ratified by Board
Fixed asset purchase order approval	Budget holder (within Delegation)
Fixed asset delivery acceptance check	Budget holder / Financial Administrator
Fixed asset invoice certification/approval	Commercial Manager/ Accountant
Fixed asset register update	Accountant

Adopted by BOT (School Board):

R. M. Phillips Signed (Presiding Member)

6/3/2023 Date

Adopted by PB:

duills Signed (PB Chairperson)

12.3.2023 Date

Reviewed: 2023

Next review: 2024