



Policy Glendowie School

SCHEDULE OF DELEGATIONS POLICY - FINANCE

Supplementary Schedule of Responsibilities

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's Schedule of Delegations, and when carrying out these tasks trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their memorandum of delegation.

Banking and cash handling

What	Who
Opening mail	Executive officer
Receipting of all student cash received	Executive Officer & Officer
Preparation of banking	Executive Officer
Signature of bank deposit	Executive Officer
Deposit of banking	Executive Officer
Reconciliation of receipts with banking	Executive officer
Weekly bank reconciliation	Executive officer
Certification of monthly bank reconciliation	Finance sub-committee
Custody of cash	Office

Petty cash

What

Authorising reimbursement of petty cash claims/vouchers

Reconciling petty cash balance

Who

Executive Officer, Office workers

Executive officer

Purchases and payments

What

Raising purchase orders – paper, phone or internet

Verifying receipt of goods or services

Approval of invoices for payment

approving bank payment

Who

Budget holders

Budget holders

Principal

Principal/Exec Officer (2 signatories)

Investments

Transfer to and from general, on-call and term deposit accounts

Reconcile term deposits

Accounting systems daily back-up

Weekly off-site back-up storage

Monthly history file back-up

Executive Officer/Principal authorised by finance sub-committee

Executive officer

Executive officer

Executive officer

Accounting service provider

Payroll

What

Who

Check of fortnightly SUE report	Executive officer/principal
Reconciliation with bank debit with errors followed up	Executive officer
Verification of SUE reconciliation report and bank debit	Principal Executive Officer and Principal
Check fortnightly transaction report	Executive officer/Principal
Check fortnightly banked staffing report	Executive Officer/Principal

Receivables

What

Who

Preparation of receivables invoices	Executive Officer
Certification of invoices	Executive Officer
Reconciliation of receivables ledger	Executive officer
Verification of reconciliations	Executive Officer
Debt write-off approvals	Principal and executive Officer

Fixed assets

What

Who

Fixed asset purchase approval	Board
Fixed asset purchase order approval	Principal
Fixed asset delivery acceptance check	Curriculum leader
Fixed asset invoice certification	Executive officer
Fixed asset voucher certification	Principal

Fixed asset register update

Executive officer

Approved:

Board of Trustees Meeting

19/06/2018

Signature of Chairperson :

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Reviewed: 25 / 05 / 2021