

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

Opening mail and receipting the cash and cheques received	Office Manager
Receipting of all student cash received	Office Manager/Assistant
Preparation of banking	Office Assistant
Signature of bank deposit	Office Assistant
Deposit of banking	Office Manager/ Assistant
Reconciliation of daily receipts with banking	Office Manager
Periodic bank reconciliation	Office Manager
Certification of bank reconciliation	Account Provider
Custody of cash and cheques	Office Manager

Cheques

Signing cheques (2 signatories)	Principal/Treasurer Deputy Principal or Office Manager
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Investments

Transfer to and from general, at-call and term deposit accounts	Treasurer/Office Manager
Reconciliation of transfers	Account Provider

Purchasing Goods and Services

Approving purchases (within delegated authority)	Principal/Office Manager
Raising purchase orders	Office Manager
Placing phone orders	Office Manager
Placing internet orders	Office Manager
Verifying receipt of goods or services	Office Manager
Approval of invoices for payment	
Principal/Treasurer	

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Finance Systems

Accounting systems daily back-up Account Provider  
Weekly off-site back-up storage Account Provider  
Monthly history file back-up tape Account Provider

Annual archive tape safe deposit Account Provider

Payroll

Check of fortnightly SUE report Office Manager  
Principal

Reconciliation with bank debit with errors followed up Office Manager  
Verification of SUE reconciliation report and bank debit Office Manager  
Attendance fee voucher certification Office Manager  
Staff expense claim – voucher approval Principal

Income

Preparation of receivables invoices Office Manager  
Certification of invoices Office Manager  
Reconciliation of receivables ledger Account Provider  
Verification of reconciliations Account Provider  
Debt write-off approvals Principal

Fixed Assets

Fixed asset purchase approval Board  
Fixed asset purchase order approval Principal  
Fixed asset delivery acceptance check Curriculum Leader  
Fixed asset invoice certification Office Manager  
Fixed asset voucher certification Principal  
Fixed asset register update Office  
Manager/Account  
Provider

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Signed \_\_\_\_\_ Date \_\_\_\_\_

BOT Chairperson

Review Date: 2016