



**FINANCE POLICY**  
**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' members, staff, contractors, and volunteers must not exceed the authority delegated to them via their memorandum of delegation.

**Banking and cash handling**

**What**

- Opening mail and receipting the cash and EFTPOS transactions
- Receipting of all student cash received
- Preparation of banking
- Checking of banking preparation
- Signature of bank deposit
- Deposit of banking
- Reconciliation of daily receipts with banking
- Periodic bank reconciliation
- Certification of bank reconciliation
- Custody of cash (safe)

**Who**

Executive Officer and Office Administrator  
Executive Officer and Office Administrator  
Executive Officer  
Office Administrator  
Executive Officer  
Executive Officer  
Executive Officer  
Executive Officer  
Accounting service provider  
Executive Officer

## **Petty cash**

### **What**

- Authorising reimbursement of petty cash claims/vouchers
- Reconciling petty cash balance
- Signing petty cash top-up

### **Who**

Executive Officer and Principal  
Executive Officer and Accounting service provider  
Executive Officer and Principal

## **Purchases and payments**

### **What**

- Raising purchase orders
- Verifying receipt of goods or services
- Approval of invoices for payment
- Approving bank payment

### **Who**

Executive Officer, Principal, Technology Staff, Caretaker  
Executive Officer, Technology Staff, Classroom teachers, Caretaker  
Principal, Presiding Member  
Principal and Presiding Member

## **Investments**

### **What**

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

### **Who**

Executive Officer and Principal  
Accounting service provider

## **Payroll**

### **What**

- Check of fortnightly SUE report
- Reconciliation with bank debit with errors followed up
- Verification of SUE reconciliation report and bank debit
- Staff expense claim

### **Who**

Executive Officer, Principal, Presiding Member  
Executive Officer, Principal  
Executive Officer, Principal  
Principal, Presiding Member

## **Income**

### **What**

- Preparation of receivables invoices
- Certification of invoices
- Reconciliation of receivables ledger
- Verification of reconciliations
- Debt write-off approvals

### **Who**

Executive Officer  
Executive Officer  
Executive Officer  
Accounting service provider, Principal  
Principal

## Fixed assets

### What

- Fixed asset purchase approval
- Fixed asset purchase order approval
- Fixed asset delivery acceptance check
  
- Fixed asset invoice certification
- Fixed asset voucher certification
- Fixed asset register update

### Who

Board, Principal  
Board, Principal  
Executive Officer, Technology Staff, Classroom teachers, Caretaker Curriculum leader  
Executive Officer  
Principal  
Executive Officer, Principal, Accounting service provider

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Ratified by Board: 4 December 2023

Next Review: December 2026

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