

SCHOOL REPRESENTATIVE BODY KEY FINANCIAL GOVERNANCE ACTIONS CHECKLIST

TIME	ACTION	WHO	✓
January after the 10th, or at next meeting	Provide SRB with the December minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
February after the 10th, or at next meeting	Provide SRB with the January minimum suite of monthly financial reports (if MYOB rolled over) or: MYOB Profit & Loss Budget Analysis, MYOB Standard Balance Sheet, MYOB Job Budget Analysis (not consolidated) and any minuted additional reports or agreed customised reports.	Principal	
March after the 10th, or at next meeting	Provide SRB with the February minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
By 15 March	Provide SRB with the Audited Financial Reports to the SRB for approval and signing at the AGM	Principal	
At AGM	Appoint Auditor	SRB	
1st meeting after AGM	Provide SRB members with copies of all reports available to them and support them to interpret the reports as required.	Principal	
1st meeting after AGM or at any meeting following	Minute which additional reports are to be provided to which SRB members each month.	SRB	
By 31 March	Sign Audited Financial Reports	SRB	
By 31 March	SRB signed Audit submitted to the Department of Education.	Principal	
April after the 10th, or at next meeting	Provide SRB with the March minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
Late March/Early April (when released), or at next meeting	Provide SRB members copies of the final School Resourcing Model funding and budget.	Principal	
April	Provide SRB members copies of the final school held funds budget for approval	Principal	
April	Approve school held funds budget	SRB	
Ongoing	Provide SRB with information about school held funds budget adjustments as required and minuted	Principal	

TIME	ACTION	WHO	✓
Ongoing	School held funds budget adjustments approvals/ratifications by SRB as required and minuted	SRB	
May after the 10th, or at next meeting	Provide SRB with the April minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
June after the 10th, or at next meeting	Provide SRB with the May minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
July after the 10th, or at next meeting	Provide SRB with the June minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
August after the 10th, or at next meeting	Provide SRB with the July minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
September after the 10th, or at next meeting	Provide SRB with the August minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
October after the 10th, or at next meeting	Provide SRB with the September minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
November after the 10th, or at next meeting	Provide SRB with the October minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	
By last SRB meeting of the year	Provide SRB with draft school held funds budget for the following year	Principal	
By last SRB meeting of the year	In principle approval of draft school held funds budget for the following year	SRB	
November	Provide SRB with draft School Resourcing Model funding and budget summary for the following year	Principal	
December after the 10th, or at next meeting	Provide SRB with the November minimum suite of monthly financial reports and any minuted additional reports or agreed customised reports.	Principal	