

Financial roles & responsibilities checklist

Areas	Yes	No	Role & Responsibilities D= Director FO = Finance Officer SGC = School governing council P = Principal/Nominee AC = Advisory Committee
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<p>Financial management processes</p> <p>12. Is an annual audit undertaken? Have audit comments identified in the audit been sufficiently resolved?</p> <p>13. Are school funds used to fund any debt incurred by the OSHC service?</p> <p>14. Does a responsible officer maintain the finances of the OSHC service?</p> <p>15. Are all funds paid to the OSHC service receipted and banked regularly? Is this process in line with the department's policy for handling cash?</p> <p>16. Is all expenditure service related?</p> <p>17. Are all fees invoiced and receipted?</p> <p>18. Are there outstanding debts/unpaid fees at the service? How are debts monitored and recouped? Who is responsible for this?</p> <p>19. Are all invoices paid?</p> <p>20. Are all Child Care Management System (CCMS) claims lodged regularly?</p> <p>21. Have all Intervac and Inclusion Support Program payments been claimed?</p>			<p>Principal to assist the director and School governing council to fulfil the legal requirements by organising an audit when the school audit is organised. D/P/AC/FO/SGC</p> <p>School funds are not to be used ongoing to sustain the financial viability of the OSHC service on a department's site. D/P/AC/FO/GC</p> <p>The finance officer is often responsible for the EDSAS entry of OSHC income and expenditure on a department's site. D/LM/FO</p> <p>OSHC director, finance officers and principal/nominee are responsible to adhere to the department's Policy when handling money, collecting money, banking and storing cash. D/P/FO</p> <p>The School governing council through the Advisory Committee is responsible for reviewing the Fee Policy of the service which will include, invoicing procedure, bad debt collection procedures, person/s responsible within the service to collect and monitor fee paying/debt collection. D/P/FO/AC/SGC</p> <p>Director and at least one other trained person within the OSHC service to maintain a regular routine for CCMS enrolment transfers, policy must reflect this practice. D/P</p> <p>This is the responsibility of the service director and principal/nominee. D/P</p>

Areas

Yes

No

Role & Responsibilities

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