

Finance committee forward agenda

A guide for the annual schedule of tasks

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February	Monthly financial reporting Monitor February census enrolments Recommend appointment of an auditor to school council for year ahead End of prior YTD financials – pre-audit adjustment
March	Monthly financial reporting Update on term 1 debtors DRAFT end of year financial reports Review of financials against benchmarks FINAL budget updated with Feb census enrolments Update financial projections including prior year actual and FINAL budget
April	Quarterly financial reporting Receive and consider audit management letter
May	Monthly financial reporting Sign FINAL audited financial statements Review of financial policies if due
June	Monthly financial reporting Update on term 2 debtors Monitor LLL matching deposits Consider business plans for proposed master plan projects
July	Quarterly financial reporting Proposed capital projects – financial implications Recommend re-appointment or change of auditors
August	Monthly financial reporting Monitor August census enrolments Requests for expenditure outside of budget (current year post August census) ASBA/Somerset Financial Performance Survey prior year benchmarking report Pre-budget discussion – parameters and assumptions, school fees and concessions
September	Monthly financial reporting Update on term 3 debtors DRAFT budget for the year ahead Review of DRAFT budget against benchmarks
October	Quarterly financial reporting Recommend budget for the year ahead to school council, and system if required Update financial projections – including 31 Dec forecast and PROPOSED budget
November	Monthly financial reporting Update on term 4 debtors
December	Review of committee effectiveness during the year Resubmitting committee ToR to school council for approval for year ahead