

## Appendix 12

### Month-end and Year-end accounts procedures

#### Monthly Checks

ALT - MONTHLY PROCEDURES REPORTING					Reset Values to New Month End Clears last months entries				
RP S	Academy's Name:		Reydon Primary School						
	Month - Year		September	2016					
Status (0 = not started, 1 = 25% complete, 2 = 50% complete, 3 = 75% complete, 4 = 100% complete, 5 = N/A)									
	<a href="#">Instructions Sheet</a>								
Ref	Task	Phase	Postholder	Score		Date completed	Completed by:	Reminders	Comments
1	Ensure all staff absences have been posted to EPM & SIMS for the month	Pre closedown	FL	0					
2	Draft Payroll reports from EPM checked	Pre closedown	FL	0					
3	<a href="#">Employee's Pay Rate Check by Headteacher</a>	Pre closedown	HT	0	Y	00-Jan	0	HT Payroll Check Sheet	
4	<a href="#">Payroll authorised</a>	Pre closedown	HT	0	Y	00-Jan	0	HT Payroll Check Sheet	
5	Payroll Costings reports downloaded	Pre closedown	FL	0					
6	<a href="#">Payroll Journals created</a>	Pre closedown	FL	0	Y	00-Jan		Payroll Journals	
7	<a href="#">Payroll Journal posted</a>	Pre closedown	FL	0	Y	00-Jan		Payroll Journals	
8	Confirm budgets on PSF balance	Pre closedown	FL	0					

9	Payroll actuals compared to latest Orovia forecasts	Pre closedown	FL	0					
10	Staffing reviewed with Principal	Pre closedown	FL	0					
11	Copying charges applied	Pre closedown	FL	0					
12	Hospitality charges journalled	Pre closedown	FL	0					
13	Credit Card statements posted to Nominal	Pre closedown	FL	0					
14	Credit Card entries reconciled to bank statement and transactions checked for compliance	Pre closedown	FL	0					Head to sign Statement
15	EFA Funding posted into PSF	Pre closedown	AFM	0					
16	<i>EFA Funding reconciled to Funding Forecasts</i>	Pre closedown	FL	4	Y	00-Jan		Funding Reconciliation Sheet	
17	LA Funding posted	Pre closedown	FL	0					Eg: SEN Funding
18	<i>LA Funding reconciled to Funding Forecasts</i>	Pre closedown	FL	4	Y	00-Jan		LA Funding Reconciliation Sheet	
19	Petty Cash entries posted in PSF	Pre closedown	FL	0					
20	<i>Petty Cash account reconciled to cash / floats held</i>	Pre closedown	FL	4	Y	00-Jan		Petty Cash Rec Sheet	
21	<i>Bank Account Reconciliation - Statements to PSF</i>	Pre closedown	FL	4	Y	00-Jan		Bank Reconciliation Sheet	
22	Unbanked Cash / Cheques as at last working day of preceding month	Pre closedown	FL	0				£ -	Enter total unbanked
23	Accruals reconciled	Pre closedown	FL	4	Y	<i>Accrued Income</i>	<i>Accrued Expenses</i>	£ -	
24	Prepayments reconciled	Pre closedown	FL	4	Y	<i>Prepaid Income</i>	<i>Prepaid Expenditure</i>	£ -	

25	Sales Invoices - confirm all due have been raised	Pre closedown	FL	0					
26	<i>Aged Debtor Analysis completed</i>	Pre closedown	FL	4	Y	00-Jan	0	Debtors Rec Sheet	
27	<i>Aged Creditor Analysis completed</i>	Pre closedown	FL	1	Y	00-Jan	0	Creditors Rec Sheet	
28	Review Unauthorised Orders in PSF	Pre closedown	FL	0					
29	Review Outstanding Orders in PSF	Pre closedown	FL	0					
30	Review Outsanding Goods Received Notes	Pre closedown	FL	0					
31	Ensure all invoices received have been posted into PSF	Pre closedown	FL	0					
32	All BACs runs completed and any cheques posted	Pre closedown	FL	0					
33	Control account reconciled - Credit Card XXX9410	Pre closedown	FL	4	Y			£ -	Ensure Zero balance
34	Control account reconciled - Paying In slip Ledger XXX9425	Pre closedown	FL	4	Y			£ -	Ensure Zero balance
35	Control account reconciled - Payment Run Clearing XXX9430	Pre closedown	FL	4	Y			£ -	Ensure Zero balance
36	Control account reconciled - Net Wage Control XXX9525	Pre closedown	FL	4	Y			£ -	Ensure Zero balance
37	Control account reconciled - Teacher Pension XXX9530	Pre closedown	FL	0				£ -	Should be Zero balance
38	Control account reconciled - LGPS XXX9535	Pre closedown	FL	3				£ -	Should be Zero balance
39	Control account reconciled - Union Subs XXX9540	Pre closedown	FL	3				£ -	Should be Zero balance
40	Control account reconciled - PAYE/NI XXX9550	Pre closedown	FL	0				£ -	Should only be current month IR payment
41	Trial Balance	Post Closedown	FL	0	Y				
		<i>YTD TB</i>	<i>Sept TB</i>	<i>Oct TB</i>		<i>Nov TB</i>	<i>Dec TB</i>	<i>Jan TB</i>	<i>Feb TB</i>

		<i>O/Bal TB</i>	<i>Mar TB</i>	<i>April TB</i>		<i>May TB</i>	<i>June TB</i>	<i>July TB</i>	<i>Aug TB</i>
<b>42</b>	<i>VAT - reconciled and report submitted to ALT AFM</i>	Pre closedown	FL	4	Y				
<b>43</b>	Reports issued to all budget holders and SLT links	Post Closedown	FL	0					
<b>44</b>	<i>Payroll Codes- accrued spend to date reconciled to Payroll Records</i>	Post Closedown	FL	4	Y			Payroll EPM to PSF Reconciliation Sheet	
<b>45</b>	<i>Fixed Asset Register Updated for all items over £3k (plus IT)</i>	Post Closedown	FL	0				Fixed Assets Sheet	Template for monthly completion
<b>46</b>	Balance Sheet report attached	Post Closedown	FL	0				Attach as Excel File (from PSF)	
<b>47</b>	<i>Cashflow forecast - attached</i>	Post Closedown	FL	0	Y			Add in actuals for month	
<b>48</b>	Trading Accounts attached for - Sports Centre	Post Closedown	FL	0				Attach	If applicable
<b>49</b>	Trading Accounts attached for -	Post Closedown	FL	5				Attach	If applicable
<b>50</b>	Trading Accounts attached for -	Post Closedown	FL	5				Attach	If applicable
<b>51</b>	Trading Accounts attached for -	Post Closedown	FL	5				Attach	If applicable
<b>52</b>	Trading Accounts attached for -	Post Closedown	FL	5				Attach	If applicable
<b>53</b>	Trading Accounts attached for - major Income streams	Post Closedown	FL	5				Attach	If applicable
<b>54</b>	Draft Budget Management Reports prepared	Post Closedown	FL	0					
<b>55</b>	Reports reviewed with Headteacher	Post Closedown	HT	0					
<b>56</b>	Confirmation - Principal sign off on report	Post Closedown	HT	0					Attach copy signed by Headteacher
<b>57</b>	Reports reviewed - ALT	Post Closedown	AFM	5				ALT Action	
<b>58</b>	Reports Issued to Finance Comm	Post Closedown	DFO	5				ALT Action	

59	VAT Apportionment calculation completed - if required	Pre closedown	DFO	5				ALT Action	
60	VAT Return submitted to HMRC	Post Closedown	DFO	5				ALT Action	
61	Balance Sheet = Nominal Balances	Post Closedown	FL	4	Y			£ -	Ensure Zero balance
62	<i>Year End Stock Take completed</i>	31 August only	FL	0					

## Annual Checks

Academy's Name:		Reydon Primary School					
Status (0 = not started, 1 = 25% complete, 2 = 50% complete, 3 = 75% complete, 4 = 100% complete, 5 = N/A)							
Ref	Task	Month	School / ALT	Score	Date completed	Completed by:	Comments
1	<i>Governing Body has considered Insurance - other covers statement</i>	September	SCHOOL	2			Send copy declaration to ALT Central Team
2	Budgets uploaded into PSF	September	ALT	5			
3	Payroll actuals compared to Orovia forecasts	September	SCHOOL	0			
4	Review new Academies Finance Handbook	September	ALT	5			
5	Annual Audit	October	ALT	5			
6	Submit copy of October Census Return to ALT	October	SCHOOL	0			
7	Insce Reclaim submitted - if not in RPA	November	SCHOOL	5			
8	Review draft Accounts	November	ALT	5			
9	Issue reviewed accounts to Fin Comm	November	ALT	5			
10	Complete VFM Statement in Accounts	November	ALT	5			
11	Obtain Trustees approval of Draft Statements	November	ALT	5			
12	Review Auditors Management Letter	November	ALT	5			
13	Arrange Trustees Sign off of Accounts	December	ALT	5			
14	Submit Accounts to EFA	December	ALT	5			
15	Ensure Accounts Submitted to Companies House	December	ALT	5			

16	Publish Accounts on Website	December	ALT	5		
17	Complete AAR for Trust	January	ALT	5		
18	Submit AAR to EFA	January	ALT	5		
19	Publish Admissions Appeals Timetable	February	SCHOOL	2		
20	Budget Build - Meeting with Principal	March	SCHOOL			
21	Budget Build - Staffing plan drafted	March	SCHOOL			
22	Budget Build - Funding reviewed	March	SCHOOL			
23	Budget Build - Other income reviewed	March	SCHOOL			
24	Budget Build - all budgets over 1% of Funding reviewed	March	SCHOOL			
25	Budget Build draft - to include Budget Curr/Prev, Spend Prev, Var, % , Commentary	March	SCHOOL			
26	Budget Build - review with AFM	March	SCHOOL			
27	Publish and Submit to LA Admission Arrangements	April	SCHOOL			
28	Fixed Asset Register updated	April	SCHOOL			
29	Submit Claim for NNDR (Rates) to EFA	April	SCHOOL			
30	Accounts Return required - newly opened Academies	May	ALT	5		
31	Budget Build - review with DFO	May	ALT	5		
32	<i>Complete Annual Inventory Certification</i>	May	SCHOOL	0		
33	Contracts List Reviewed	June	SCHOOL			
34	Budgets Profiled	June	SCHOOL			
35	<i>Complete Annual Payroll Checks</i>	June	SCHOOL	0		
36	Budget Build report to Finance Comm	July	SCHOOL			
37	Budget Holders advised of budget allocations	July	SCHOOL			
38	Prepare for Annual Audit	July	ALT	5		
39	Complete Budget Forecast Return	July	ALT	5		
40	Submit Budget Forecast Return to EFA	July	ALT	5		
41	Submit School Capacity Survey Data	July	SCHOOL			