

InMAT SCHOOL'S MONTHLY MONITORING REPORT FOR FINANCIAL YEAR 2017/18
SCHOOL NAME:
MONTH:
FINANCE:

	DATE	COMMENTARY AND SIGNATURE
MONTHLY FINANCE PROCESSES		
Bacs Run / Cheque Run Completed		
Cheque Number Corresponding with Cheque run		
Orders / Delivery notes/ Invoices / statements Checked and signed		
Credit / Debit Cards Checked and signed		
Remittance receipts entered, checked against paying in book and paid into bank		
Invoiced income receipts entered, checked against paying in book and paid into bank		
School trip / Music costings authorised		
School Fund reconciled		
Update inventory records		
MONTH END RECONCILIATION PROCESSES		
Bank Account Reconciliation Completed		
EFA Income entered and reconciled		
Payroll Costs entered reconciled		
Payroll nominal code checked		
Debtors / Creditors nominal codes checked		
VAT Control run and reconciled		
Cash Flow Report		
Carry Forward Report Completed		

OTHER FINANCIAL INFORMATION

**Please outline any other information relevant to the ongoing financial situation of the school.
Include information such as one-off costs, expected increase to costs**

RESPONSE TO INFORMATION ON BUDGET VARIATIONS

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MONTH
HR/PAYROLL

	CHECKED	COMMENTARY
Ensure all relevant HR documentation is authorised <i>before</i> submitting data to Payroll Provider		
Appointments / Leavers forms are checked and authorised		
Contract Variations are checked and authorised		
All overtime forms are checked and authorised		
Letting forms are checked and authorised		
All Sick/Absence to be processed timely on the payroll portal		
Check interim Payroll reports to ensure all data has been processed correct		
Inform Payroll Provider of any errors – keep evidence		
Check Final Payroll report – signed		
Update Sims – with staff changes		
Update Single Central Register – HT to sign		

We confirm that the information supplied is complete and correct to the best of our knowledge.

School Business Manager – signature

Head Teacher – signature

LGB / Finance Committee Chair – signature.....

DATE: -