

## PDET ACADEMIES MONTHLY FINANCIAL PROCEDURES

**MONTH:**

**ACADEMY NAME:**

Please complete your monthly procedures as soon after the 1<sup>st</sup> day of the month as possible. Please place all copies of forms on the X:drive (Cloud) in the folder named <Month End Reports 1718> in your individual school location folder. Please note the Period will closed on 5<sup>th</sup> working day of the month.

Date	REPORT/TASK	Description / ROUTE	v	page
22 <sup>nd</sup> -25 <sup>th</sup>	Check Strictly Ed interim payroll report (R1 on the end) final is R2	Compare payments to previous month final salary run (R2) for any significant variances. Verify the variations to report, see separate salary instructions		16
Last working day	Access Strictly Education Portal to upload salary file Payroll Template	Access Cost Centre Report & using Bank Rec Report from Strictly Ed – enter data on to salary template. Upload payroll.sqf file and Excel salary Template in PSF - send to central first if unsure. see separate salary instructions		16
Last working day	Payroll	Enter payment transaction – complete an LL B1 –Miscellaneous Payment document for the net pay & pensions collected – see separate salary instructions		16
Last working day	Childcare Vouchers	Enter any credits through Nominal Receipt for Childcare Vouchers credit payments from Strictly Ed – No VAT should be posted		17
Last working day	Payroll Control Payroll year to date balance	Check NI/PAYE balance remaining Check PSF balances to Strictly Ed <b>Complete Salary Reconciliation Template – save in Cloud</b>		16
Second working day of the month	Complete Bank Reconciliation Review unreconciled transactions	PDET will upload the statements on the first working day of the month ready for you to reconcile on the second day. <b>Copy completed reconciliation to cloud</b>		10-15
First working day of the month	Check Aged Debtors	Verify the data and compare to TB <b>Upload latest report to X:Drive</b>		2
First working day of the month	Check Aged Creditors	Verify the data and compare to TB <b>Upload latest report to X:Drive</b>		3
First working day of the month	Check Petty Cash	Check that the balance is the same as in the tin. compare to TB <b>Upload latest report to X:Drive</b>		5
First working day of the month	Review items on the VAT 126 Report	Make sure that there are no gaps in Supplier VAT registration numbers <b>Upload latest report to X:Drive</b>		6
First working day of the month	Pupil Numbers	Confirm total pupil numbers for the previous month <b>upload info to cloud – write the number here.</b>		7
First working day of the month	Accruals / Prepayments /Assets	Make sure all are on the Asset sheet., Prepayments Should be done as you input to PSF		7
First few days of the month	Review Management Report & variances	Review variances and upload report to cloud.		8
First few days of the month	Verify & report any losses /write offs transactions with connected parties	Submit details to PDET as necessary.		8
First few days of the month	PDET will enter monthly advance from the EFA	Save EFA Remittance emailed from PDET		9
First few days of the month	Credit Card	Upload report that credit card balances to TB		17
By the 5 <sup>th</sup> Working Day	Checklist completed	Upload this checklist signed by the headteacher		16
Between 1 <sup>st</sup> to 10th	Strictly Education payroll portal	Ensure any variances /overtime claims are authorised and record claims and staff absences on portal (and SIMS) – print variance report.		16
10 <sup>th</sup> – 12 <sup>th</sup> Month	Enter NI/PAYE payment Payroll Control	Complete Document LLB1 – Miscellaneous payment - (earlier if you want to). Check balance is zero - After NI/ PAYE paid		16
Weekly	Bank balance	Review bank balance and enter any missing transactions on PSF upload the amount money in the bank at the end of each month		16
As received	Scanning	Ensure all invoices have been scanned to PSF daily, weekly or monthly		
As received	<b>Separate School Accounts bank statements (school Fund)</b>	<b>Upload latest statement to cloud. Produce evidence of closure. Should all be closed by end of year 2017/18</b>		<b>16</b>

Signed (Headteacher) .....

Date: .....