



Monthly Reporting Checklist

Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
A list of balances on all school bank and cash accounts	✓	✓	✓
Bank reconciliation report for all school bank accounts	✓	✓	✓
Payments listing for all bank & cash account.	✓	✓	
Receipts listing for bank & cash accounts	✓	✓	
Income & Expenditure report showing actual vs budget figures	✓	✓	✓
Balance sheet report	✓	✓	✓
Nominal/General ledger activity report	✓	✓	
List of Creditors or Supplier balances	✓	✓	✓
Trial Balance	✓		
Supplier invoices and statements since the last committee meeting		✓	
List of Accruals		✓	✓
Summary of Income/grants received in advance		✓	✓
List of Prepayments		✓	✓
Capital Income & Expenditure account report (if applicable).	✓	✓	✓
Payroll reports			
- Gross to net payroll reports	✓	✓	

Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
- Monthly statement of account (formerly P30 report)	✓		
-Timesheets	✓		
-Payslips	✓		
-Addition/Deduction reports	✓		
List of employees showing their approved gross annual/weekly/monthly/hourly pay		✓	
Bank Statements		✓	
Credit card statement and supporting documentation approved by the chairperson		✓	
RCT/VAT Returns since last committee meeting		✓	
All FSSU Financial Guidelines issued since last committee meeting		✓	

DRAFT