|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Self-Assessment Checklist** | | | **Date completed:** | |  | |
| **Financial Year July 2015 – June 2016** | |  | |
| **School Name:** |  | | **School No:** | |  | |
| **Schools Address:** |  | | | | | |
| **School to sign off certification:** | | | | | | |
| **Name:** |  | **Position title:** | **Principal** | **Date signed:** | |  |
| **Name:** |  | **Position title:** | **Business Manager** | **Date signed:** | |  |

## Purpose:

The internal certification/self-assessment checklist has been developed for Victorian Government Schools to undertake a self-assessment check on key internal controls which should be present in each area of governance, finance and assets. This document is to provide the Department with reasonable assurance that Victorian Government Schools have robust and efficient systems in place for monitoring, recording and reporting schools financial transactions.

The questions included in the self-assessment checklist cover a broad range of categories and existing requirements in the Finance Manual. This will assist with oversight of good financial governance at schools. As required by all assurance processes, spot checks will be performed over a sample of returned attestations and schools will be contacted to provide evidence to verify their attestation.

## Instructions:

Each School is required to:

* Complete the online internal certification checklist via Survey Monkey. Access to the on-line link is <https://www.surveymonkey.com/r/VGSChecklist>
* Sign off/authorise the internal certification checklist for the financial year 1 July 2015 to 30 June 2016 by Friday 22 July 2016 by 5.00pm.
* Keep the signed copy of the working document (internal certification checklist) in their records. Only the online completion of the internal certification checklist via Survey Monkey will be required to be submitted to the Department, but a hardcopy of the authorised checklist must be available on request.
* The Principal or Acting Principal will be responsible for the authorisation of the internal certification checklist. The Business Manager can assist in the completion of the checklist.
* Any questions in relation to the completion of the internal certification checklist can be emailed to the Schools transaction team at [schools.certification@edumail.vic.gov.au](mailto:schools.certification@edumail.vic.gov.au)

Note the checklist provides information on the completion of existing requirements i.e. currently existing requirements in the Finance Manual. The checklist also acts as a guide to the school to ensure existing 30 June requirements have been completed and where they haven’t, provides an opportunity for the school to ensure this is done. In a separate column in the checklist will be a reference to whether the question is a mandatory requirement or is considered to be best practice guidance. A mandatory requirement will be represented by an “M” and best practice guidance will be represented by a “G”.

The questions included in this form have been split into several categories for ease of consideration.

Guidance notes are provided in a separate document for each category of questions. The questions are structured so that:-

* A “yes” answer to some questions may require a detailed explanation in the comments area
* A “partial” answer to a question requires a detailed explanation in the comments area of the checklist as to why the school has answered “partial” to this question
* A “no” answer requires a detailed explanation in the comments area of the checklist as to why the school has answered “no” to this question
* A “not applicable” answer will mean that it is not relevant to the school and will require an explanation in the comments area as to why the school has chosen this answer

Thank you for your assistance.

|  |
| --- |
| **Authorisation** |

I acknowledge that I have read and understood the contents of this form and hereby certify that the responses provided are true and correct and to the best of my knowledge.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name Principal or Delegated Authority (Acting Principal)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name Business Manager

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other comments (please provide any additional information as necessary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No:** | **Activity/Particular** |  |  |  |  |  |  |
|  | **School Council Governance** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 2 | Did school council meet regularly, at least twice each term, to undertake an effective financial governance role and oversight of the school’s financial management? | M |  |  |  |  |  |
| 3 | Did school council have a quorum for each meeting? | M |  |  |  |  |  |
| 4 | Did school council have an agenda and minutes for each meeting? | M |  |  |  |  |  |
| 5 | Has the school completed 31 December 2015 year-end financial statements? | M |  |  |  |  |  |
| 6 | If the 2015 financial statements are complete, have these been approved by the school council? | M |  |  |  |  |  |
| 7 | Do you have any comments about any of your answers to the questions in this section (no 2 – 6)? | **Additional**  **Comments:** | | | | | |
|  | **Budget development, monitoring and performance** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 8 | Was the Indicative Cash Budget approved by school council? | M |  |  |  |  |  |
| 9 | As part of the budget development and monitoring of the school, are the operating statement and balance sheet presented at each school council meeting? | M |  |  |  |  |  |
| 10 | Is the operating statement revenue and expenditure compared against budget and variances investigated? | M |  |  |  |  |  |
| 11 | Is the balance sheet regularly reviewed? | M |  |  |  |  |  |
| 12 | Did the school council certify that financial reports represent the actual/true financial position of the school at each meeting? | M |  |  |  |  |  |
| 13 | Are the financial reports printed and/or, saved as a PDF and filed for audit purposes at the end of each month? | G |  |  |  |  |  |
| 14 | Was the school audited by an external organisation during the period of 1 July 2015 – 30 June 2016 (not as part of the DET School Financial Audit Program)? | G |  |  |  |  |  |
| 15 | If the school was audited, has the result of the audit been provided to DET? | G |  |  |  |  |  |
| 16 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Financial authorisation** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 17 | Are all financial transactions authorised by persons acting within their designated level of financial authority? | M |  |  |  |  |  |
| 18 | Are changes to the financial delegations of authority approved by the school council? | M |  |  |  |  |  |
| 19 | Has the school ensured that appropriate segregation of duties for financial transactions are in place? | G |  |  |  |  |  |
| 20 | If no, has the principal advised the potential areas of risk to the school council? | G |  |  |  |  |  |
| 21 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Record keeping and fraud prevention** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 22 | Are accounting records kept in a secured location in the school? | G |  |  |  |  |  |
| 23 | Are all financial and taxation records/reports kept for a minimum of 7 years? | M |  |  |  |  |  |
| 24 | Does the school have measures in place to ensure the physical security of computer equipment and software? | G |  |  |  |  |  |
| 25 | Has the school principal and school council put in place controls to prevent the risk of fraud? | M |  |  |  |  |  |
| 26 | Are the anti-fraud controls in accordance with DET’s Fraud and Corruption Control Framework? | M |  |  |  |  |  |
| 27 | Has the school had any incidences of fraud, theft or loss during the year? If yes, please provide details in the comments area. | M |  |  |  |  |  |
| 28 | If yes, has the incident/s been reported to the principal and school council? If an incident has occurred and not been reported, please explain details in the comments area. | M |  |  |  |  |  |
| 29 | Do you have any other comments, questions or concerns? | **Additional**  **Comments:** | | | | | |
|  | **Financial control procedures** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 30 | Have all financial transactions been processed consistent with the Finance Manual for Victorian Government Schools? | M |  |  |  |  |  |
| 31 | Have all financial transactions been processed consistent with the Internal Control guidelines for Schools? | G |  |  |  |  |  |
| 32 | Have all financial transactions been processed in a timely manner and supported by appropriate documentation? | M |  |  |  |  |  |
| 33 | Do you have any other comments, questions or concerns? | **Additional**  **Comments:** | | | | | |
|  | **Cash and deposits** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 34 | Has the school complied with the Schools Electronic Funds Management guidelines? | G |  |  |  |  |  |
| 35 | Have all bank accounts been reconciled on a regular basis? | M |  |  |  |  |  |
| 36 | Have all items un-reconciled for more than 3 months in the bank reconciliation been investigated and corrective actions taken? | G |  |  |  |  |  |
| 37 | Have all stale cheques (more than 6 months) been investigated and actioned? | G |  |  |  |  |  |
| 38 | Do the registered signatories to the school bank accounts include the principal as mandatory? | M |  |  |  |  |  |
| 39 | Do the registered signatories to the school bank accounts include an active school council member as co-signatory? | M |  |  |  |  |  |
| 40 | Are school bank account signatories reviewed on an annual basis and kept up-to-date with the bank? | M |  |  |  |  |  |
| 41 | Are inactive school bank account signatories removed from the bank account and register in a timely manner? | M |  |  |  |  |  |
| 42 | Is the authorisation of payments in online banking restricted to the principal and a nominated member of the school council? | M |  |  |  |  |  |
| 43 | Did the school ensure that the Official Account and High Yield Interest Account were not overdrawn at the end of each month in both CASES21 and the physical bank account? | M |  |  |  |  |  |
| 44 | If the account(s) were overdrawn please provide the reason, date, number of days and account name(s). | M | **Account Name 1**  Number of days  overdrawn  Date  Reason  **Account Name 2**  Number of days  overdrawn  Date  Reason | | | | |
| 45 | Do you have any other comments, questions, or concerns? | **Additional**  **Comments:** | | | | | |
|  | **Investment accounts** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 46 | Does the school have an investment policy approved by the school council in place? | M |  |  |  |  |  |
| 47 | If yes, is the investment policy reviewed annually by the school council? | M |  |  |  |  |  |
| 48 | Have all investment transactions been approved in compliance with the school’s investment policy by the principal and the school council? | M |  |  |  |  |  |
| 49 | Are all investment account(s) held in the name of the school council and fully included in the school’s Balance Sheet as at 30 June 2016? | M |  |  |  |  |  |
| 50 | Did the school hold in excess of $2,000,000 (daily average over a six month period) in an investment account (excluding transactional operating reserves)? | M |  |  |  |  |  |
| 51 | If yes, was the amount over $2,000,000 deposited with Treasury Corporation of Victoria or Victorian Financial Management?  Corporation? | M |  |  |  |  |  |
| 52 | Do you have any other comments, questions, or concerns? | **Additional**  **Comments:** | | | | | |
|  | **Cash handling, accounts receivable and sundry debtors** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 53 | Does the school have in place an internal School Cash Handling policy approved by the school council? | G |  |  |  |  |  |
| 54 | Are all cash and cheques deposited into bank accounts on a regular basis (2-3 days after receipt)? | G |  |  |  |  |  |
| 55 | Does the school have a petty cash policy approved by the school council in place? | G |  |  |  |  |  |
| 56 | Have all invoices, except for financial voluntary contributions, been issued for revenue collection by the 30 June 2016? | M |  |  |  |  |  |
| 57 | Have all outstanding sundry debtor balances been reviewed on a regular basis? | M |  |  |  |  |  |
| 58 | Are all unrecoverable sundry debtor amounts written off on a regular basis? | M |  |  |  |  |  |
| 59 | Have all outstanding family student invoices been reviewed on a regular basis? | M |  |  |  |  |  |
| 60 | Are all family student unrecoverable amounts written off on a regular basis? | M |  |  |  |  |  |
| 61 | Have all billing adjustments (credit notes) been authorised? | M |  |  |  |  |  |
| 62 | Has all the documentation supporting billing adjustments (credit notes) been retained for audit purposes? | G |  |  |  |  |  |
| 63 | Have all unrecoverable invoices written off in sundry debtors been approved by the school principal? | M |  |  |  |  |  |
| 64 | Have all unrecoverable invoices written off in accounts receivable (families) been approved by the school principal? | M |  |  |  |  |  |
| 65 | Has a provision for non-recoverable debts relating to families been recorded and updated on a regular basis? | G |  |  |  |  |  |
| 66 | Has a provision for doubtful debts relating to sundry debtors been recorded and updated on a regular basis? | G |  |  |  |  |  |
| 67 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Property, plant and equipment** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 68 | Are all asset purchases recorded in the asset register within 30 days of acquisition? | G |  |  |  |  |  |
| 69 | Are all asset disposals and retirements processed in the asset register within the month of disposal and retirement? | G |  |  |  |  |  |
| 70 | Are all assets recorded in compliance with the Department’s Asset management policy and guidelines? | M |  |  |  |  |  |
| 71 | Have all asset clearing account balances been reviewed and capitalisation completed in a timely manner? | G |  |  |  |  |  |
| 72 | Has the school received any donated assets? | M |  |  |  |  |  |
| 73 | If yes, have the asset/s been recorded in the asset register? | M |  |  |  |  |  |
| 74 | Have all assets less than 5,000 been recorded as operating expenditure? | M |  |  |  |  |  |
| 75 | Has a physical stocktake of all assets been conducted within the last two years? | M |  |  |  |  |  |
| 76 | Were the results of the last stocktake and adjustments approved by the school council and updated in the asset register? | M |  |  |  |  |  |
| 77 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Accounts payable and borrowings** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 78 | Have all unpaid invoices as at 30 June been processed into the month of June in the accounts payable system? | G |  |  |  |  |  |
| 79 | Are all billing adjustments (cancelled payments) authorised and documentation retained for audit purposes? | G |  |  |  |  |  |
| 80 | Has the school community engaged in any form of borrowing?  If yes, please provide details in the comments area? | M |  |  |  |  |  |
| 81 | Has the school entered into any co-operative loan arrangements? If so, please provide details in the comments area. | M |  |  |  |  |  |
| 82 | Have any co-operative loans arrangements been reported to the school council?  If no, please provide comments? | M |  |  |  |  |  |
| 83 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Government grant revenue and locally raised funds** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 84 | Have all grants from state, local and commonwealth governments been recorded in the correct GL code and in the month received? | G |  |  |  |  |  |
| 85 | Does the school have in place controls and procedures in relation to the collection of funds for the following:   * Parent payments (Essential educational items, Optional extras and Financial voluntary contributions)? * Camps and excursions? * Trading Operational activities such as canteens? * Fundraising activities? | G |  |  |  |  |  |
| 86 | Were the school activities listed below approved by the school council prior to the commencement date?   * overnight excursions * camps * interstate and international visits * excursions requiring sea or air travel * excursions involving weekends or holidays * adventure activities * fundraising activities | G |  |  |  |  |  |
| 87 | For camps, excursions and activities, has the school done any or all of the following:   * prepared a budget prior to commencement? * prepared a financial reconciliation? * reported the result in a profit and loss statement to the school council? | G |  |  |  |  |  |
| 88 | For fundraising activities has the school done any or all of the following:   * prepared a budget prior to commencement? * prepared a financial reconciliation? * reported the result in a profit and loss statement to the school council? | G |  |  |  |  |  |
| 89 | Has the school-level parent payment policy been complied with? | M |  |  |  |  |  |
| 90 | Have all financial transactions for fundraising and trading operations been processed in compliance with the Trading Operations guidelines? | G |  |  |  |  |  |
| 91 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Procurement and purchasing cards** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 92 | Have appropriate procurement processes been undertaken for all purchases of goods and services? | M |  |  |  |  |  |
| 93 | Have the correct purchasing threshold been applied to all purchases of goods and services? | M |  |  |  |  |  |
| 94 | Can the school confirm payments are only made on receipt of an invoice and after the delivery of goods and services? | G |  |  |  |  |  |
| 95 | Does the school have a purchasing card facility and purchasing card/s? | G |  |  |  |  |  |
| 96 | If so, has a purchasing card policy been approved by the school council? | M |  |  |  |  |  |
| 97 | Are purchasing card statements reconciled on a monthly basis with supporting document for each purchase and are transactions processed in a timely manner? | M |  |  |  |  |  |
| 98 | Has the annual “Statement of Assurance” been completed and submitted by the principal? | M |  |  |  |  |  |
| 99 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Payroll and tax** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 100 | Has the principal certified the accuracy of the fortnightly payment advice to the Department (central office) in eduPay? | M |  |  |  |  |  |
| 101 | Has the staff payroll in eduPay been checked to confirm existence of all employees? | M |  |  |  |  |  |
| 102 | Has the principal certified the accuracy of each payment of local payroll processed? | M |  |  |  |  |  |
| 103 | Have the local staff payroll records been checked to confirm existence of all employees? | M |  |  |  |  |  |
| 104 | Were superannuation, worksafe and tax payments paid to the appropriate statutory bodies within the required timelines for local staff payroll? | M |  |  |  |  |  |
| 105 | Were PAYG payment summaries reconciled to payroll records and issued to employees as at 30 June, by 14 July? | M |  |  |  |  |  |
| 106 | Does the school do any or all of the following:   * maintain detailed records of fringe benefits provided to school staff and school council staff? * notify DET of benefits paid to staff or associates using FBT Tracker? * prepare and submit an FBT declaration? | M |  |  |  |  |  |
| 107 | Is the school registered for Goods and Services Tax (GST)? | M |  |  |  |  |  |
| 108 | Has the school lodge all Business Activity Statement (BAS) returns with the Australian Taxation Office within required timelines? | M |  |  |  |  |  |
| 109 | Has the principal authorised the fuel tax rebate calculation on a monthly basis? | G |  |  |  |  |  |
| 110 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Year end processing (Calendar – 31 December)** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 111 | Has the school completed the “Year end process 31 December” as per Section 11 of the CASES21 Finance Business Process guide? | M |  |  |  |  |  |
| 112 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |
|  | **Off Balance sheet disclosures as at 30 June** | **Mandated/Guidance** | **Comments** | **Yes** | **Partial** | **No** | **N/A** |
| 113 | Has the school regularly reviewed the accuracy of operating leased asset information as included in the asset register? | M |  |  |  |  |  |
| 114 | Has the school entered into a legally binding non-cancellable agreement(s)/contract(s) for the future provision of a good or service as at 30 June?  If yes, please provide details in the comments area. | M |  |  |  |  |  |
| 115 | Has the school entered into a legally binding non-cancellable agreement(s)/contract(s) for the acquisition of equipment or capital works as at 30 June?  If yes, please provide details in the comments area. | M |  |  |  |  |  |
| 116 | Has the school or school council reported all legal cases to the legal division of DET for the period of 1 July to 30 June? If so please provide details in the comments area. | M |  |  |  |  |  |
| 117 | Has the school any outstanding legal action as at 30 June?  If so, please provide details in the comments area. | M |  |  |  |  |  |
| 118 | Is the school due third party compensation from a legal action that is expected to be settled after 30 June?  If yes, please provide a description of the nature and amount (GST inclusive) in the comments area. | M |  |  |  |  |  |
| 119 | Do you have any comments about any of your answers to the questions in this section? | **Additional**  **Comments:** | | | | | |