# Version and revision control record

## Overview

The version and revision control record table is to manage the control of changes made to the individual sections of the Finance Manual. It provides details on what section was changed, when, by whom it was approved and when the next proposed review will be conducted. The version and revision control table will be updated each time a change is made to a section of the Finance Manual. The version number and date will be updated when a change has been approved by the Chief Finance Officer of Financial Services Division of the Department.

* This update of the Finance Manual has been updated in the following areas-
* Version number and revision dates
* Links and phone numbers verified

**Version and revision control table**

| Description | Date | Version | Approver | Next Review |
| --- | --- | --- | --- | --- |
| Section 1: Introduction | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 2: Governance | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 3: Risk Management | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 4: Internal Controls | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 5: School Council Financial Assurance Program | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 6: Budget Management | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 7: Chart of Accounts | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 8: Bank accounts | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 9: Funding Sources | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 10: Receivables Management and Cash Handling | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section. 11: Expenditure Management | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 12: Trading Operations | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 13: Asset and Inventory Management | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 14: Liabilities Management | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section. 15: Taxation | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 16: Reporting Performance | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 17: End of Year (31 December) | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 18: End of Financial Year reporting (30 June) | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 19: Financial Handover | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 20: Opening, Closing and Merging Schools | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Section 21: Insurance Arrangements | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Appendix A. Glossary of terms and acronyms | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
| Comparison table of content | January 2020 | 1.3 | Chief Finance Officer – Financial Services Division | January 2021 |
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| Date | Version | Approver | Next Review |
| --- | --- | --- | --- |
| 01/2020 | 1.3 | Chief Finance Officer - Financial Services Division | 01/2021 |