# Comparison table of content

## Overview

The following comparison table lists the sections of content in the updated June 2017 version of the Finance Manual for Victorian Government schools to the June 2016 version. The table below documents which sections of content have been amalgamated from the June 2016 version into the sections of content in the June 2017 version of the Finance Manual for Victorian Government schools.

**Comparison table of content**

| Updated June 2017 Finance Manual | June 2016 Finance Manual |
| --- | --- |
| Section 1: Introduction | New section |
| Section 2: Governance | Section 1.The School Council  Section 2. The Principal  Section 5. Retention of financial records  Section 6. Register of accountable documents |
| Section 3: Risk Management | Section 3. Conflict of Interest  Section 9 Reporting of Losses, Theft and Fraud  Section 9. Reporting of Losses, Theft and Fraud |
| Section 4: Internal Controls | Section 7. Internal Control  Section 16. End of Financial Year (30 June) |
| Section 5: School Council Financial Assurance Program | Section 8. School Operational Audit Program |
| Section 6: Budget Management | Section 14. Budget Management |
| Section 7: Chart of Accounts | Section 13. Chart of Accounts |
| Section 8: Bank accounts and Investments | Section 10. Investment of school funds |
| Section 9: Funding Sources | Section 4. School funding  Section 11. Financial arrangements for school community associations  Section 12. Fundraising  Section 22. Program Coordinator Schools |
| Section 10: Receivables Management and Cash Handling. | Section 16. End of Financial Year reporting (30 June)  Section 17. Receipting and banking  Section 18. Purchasing |
| Section. 11: Expenditure Management | Section 18. Purchasing  Section 19. School Level Payroll  Section 20. Contracts |
| Section 12: Trading Operations | Section 23. Trading Operations  Section 24. Canteens |
| Section 13: Asset and Inventory Management | Section 21. Asset Management |
| Section 14: Liabilities Management | Section 16. End of Financial Year reporting (30 June)  Section 25. Cooperative Accounts |
| Section. 15: Taxation | New section and part of section 18 Purchasing (GST) |
| Section 16: Reporting Performance | New section  Section 15. Financial Commitment Summary |
| Section 17: End of Year (31 December) | New section |
| Section 18: End of Financial Year reporting (30 June) | Section 16. End of Financial Year reporting (30 June**)** |
| Section 19: Financial Handover | Section 26. Handover of Financial Information (Change of Principal)  Section 28 Principal Financial Handover Statement |
| Section 20: Opening, Closing and Merging Schools | Section 27. School Closure/Merger Financial Arrangements |
| Section 21: Insurance Arrangements | New section |
| Appendix A: Glossary of terms and acronyms | Section 31. Glossary |
| Comparison table of content | New |
| Version and revision control record | New |
|  | Retired Section 29. Cash Flow Report Example |
|  | Retired Section 30. References |

## Additional resources and support

* For more information, contact the CASES21 Support staff via the Service Gateway or Service Desk. Access the [Service Gateway](file:///C:/Users/08427290/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/0L56Q5E0/:%20https:/servicegateway.eduweb.vic.gov.au) or 1800 641 943.
* Contact the Schools Financial Management Support team. Email [schools.finance.support@edumail.vic.gov.au](mailto:schools.finance.support@edumail.vic.gov.au) for assistance.

## Version and revision control record

| Date | Version | Approver | Next Review |
| --- | --- | --- | --- |
| 01/2019 | 1.1 | Chief Finance Officer - Financial Services Division | 01/2020 |