

# 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 4: Internal Controls	Section 7. Internal Control
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

Updated June 2017 Finance Manual	June 2016 Finance Manual
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](#) 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.

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## Version and revision control record

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