

Section 17: End of Year (31 December)

17.1 Overview

The End of Year financial policy described in this section must be implemented to enable the completion of End of Year (31 December) and the start of the New Year in CASES21.

17.2 Timing of CASES21 Finance End of Year (31 December)

17.2.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.2.1.1	The review and clean-up of the Families (Receivables module) must be done for exiting students prior to running CASES21 Administration End of Year.

17.2.2 Prohibited policy (Must not do):

Sequence Numbers	Information
17.2.2.1	The End of Year (31 December) CASES21 Finance rollover must not be done until 1 January of the New Year.

17.3 End of Year (31 December) process in CASES21

17.3.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.3.1.1	Schools must read CASES21 Finance Business Process Guide Section 11 – End of Year to follow the correct guidelines to complete the End of Year (31 December) process.

17.4 Finalise Data Entry for End of Year (31 December)

17.4.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.4.1.1	Data entry in CASES21 against the new period must not commence until the End of Year (EOY) processes for the current year are completed. Normal batches can continue to be created and updated in the current period even though the CASES21 system date may be in a future period.	
17.4.1.2	Schools must create a folder to store CASES21 FINANCE EOY files. For example: Name of file CASES21 FINANCE EOY YYYY files.	
17.4.1.3	A folder must be created on the P:\ Drive to store the CASES21 reports as referred to in CASES21 Finance Business Process Guide Section 11 – End of Year . A copy of the whole folder must be made from P:\ drive back to the school's U:\ drive.	
17.4.1.4	Reports must be printed to file as part of the Finance End of Year process and must be stored in this folder. This means that all files will be in the same location. By saving the files on the P:\ drive means they will be included in the normal automated backup performed centrally overnight. Refer to Appendix A: Saving CASES21 FINANCE EOY YYYY files in CASES21 Finance Business Process Guide Section 11 – End of Year for further guidance.	

17.5 End of Year Process

Creditors (Accounts Payable)

As part of best practice financial management, schools must review regularly (preferably monthly) all creditor balances. This includes reviewing invoices processed in creditors (accounts payable) to ensure the most accurate and up-to-date information is available.

17.5.1 Mandatory policy (Must do):

Creditor balances (Accounts Payable)

Sequence Numbers	Information
17.5.1.1	All unpaid invoices as at the 31 December must be entered into the month of December in CASES21 creditors (accounts payable module). This does not mean that the payment needs to be made from the bank, only that the invoices received are entered into CASES21. Payments against the bank are still made within the terms of the purchase.
17.5.1.2	Creditor invoices that relate to next year must be entered on the system prior to rollover into the New Year. This will ensure that the school reflects the current year's expenditure in the correct year.
17.5.1.3	All creditor balances must be reviewed (preferably monthly) to ensure only current balances are recognised in CASES21.
17.5.1.4	The validity of orders, outstanding creditor invoices and creditor credit notes must be checked as these will transfer into the New Year.
17.5.1.5	The review of invoices and old orders must be undertaken to determine why they remain outstanding or have not been paid within payment terms. Review balances in the aged balances 30-60 days through to 120+ days and take appropriate action.
17.5.1.6	Any unallocated creditor items identified must be investigated and transactions allocated before the End of Year rollover is completed.
17.5.1.7	Invoices and credit notes that are no longer required must be cancelled before the End of Year rollover is completed. Refer to CASES21 Finance Business Process Guide Section 3 – Creditors for further guidance on cancelling an invoice after the batch has been updated and or delete/cancel a credit note.
17.5.1.8	All invoices entered on CASES21 that relate to the new school year must be adjusted with a balance day adjustment. Refer to CASES21 Finance Business Process Guide Section 10 – Balance Day Adjustments for further guidance. For example, revenue paid by a student for a camp being held in the new school year, but receipted in December of the previous school year, must be adjusted and recorded as Revenue in Advance. This revenue relates to a camp that is going to be conducted in the New Year.
17.5.1.9	All outstanding creditor payment vouchers must be printed before the school rolls forward into the New Year.

Sequence Numbers	Information	
17.5.1.10	A record of completed Creditor invoices for the current school year must be retained and saved to the End of Year (EOY) folder.	
17.5.1.11	Creditor balances as at 31 December must reconcile before rolling forward into the New Year 1 January.	
17.5.1.12	<p>Schools must print (hardcopy) or save as a PDF to the EOY folder the following reports.</p> <p>These are:</p> <ul style="list-style-type: none"> • Creditor Transaction History (CR21111) as at 31 December; • Trial Balance (CR21101) as at 31 December; • Completed Creditor Transactions (CR21119) as 31 December. 	
17.5.1.13	<p>Schools must print (hardcopy) or save as a PDF the following reports as listed below after the close off for Year End (31 December) is finalised. These are the:</p> <ul style="list-style-type: none"> • CASE21 Accounts Payable Trial Balance (CR21101) as at 31 December; • CASES21 Invoice awaiting payment – detailed report (CR21118) as at 31 December; • Balance Integrity Report (CR21902) as at 31 December; • Trial Balance (CR21101) as at 31 December; • Balance Sheet (GL21160) as at 31 December. <p>Refer to CASES21 Finance Business Process Guide Section 8 – End of Year for further guidance.</p> <p>Refer to CASES21 Finance Business Process Guide Section 10 – Balance Day Adjustments for further guidance.</p>	
17.5.1.14	The total of the Trial Balance (CR21101) (Balance Column) must be compared with the figure for accounts payable control on the Balance Sheet (GL21160). Both these balances must be the same value. The accounts payable control file represents the total of all the individual creditor balances.	

Accounts Receivable

As part of best practice financial management, schools must regularly (preferably monthly) review all accounts receivables (families and sundry debtors) balances. This includes reviewing invoices processed in accounts receivables to ensure the most accurate and up-to-date information is available. This practice will ensure that financial reports do not include revenue that are unlikely to be collected by the school.

17.6.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.6.1.1	Ensure invoices relating to the month of December are entered by the 31 December into CASES21 Receivables module.	
17.6.1.2	All account receivable balances must be reviewed (preferably monthly) to ensure only current balances are recognised in CASES21 Receivables module.	
17.6.1.3	All outstanding invoices must be reviewed, in particular old invoices in families and sundry debtor charges (ageing balances) to determine why they have not been collected and remain outstanding.	
17.6.1.4	Any invoices that are unlikely to be collected and deemed unrecoverable must be written off. For example, a student who did not attend a camp, the outstanding invoice will not be paid by the family and therefore must be written off.	

Families

17.6.2 Mandatory policy (Must do):

Sequence Numbers	Information	
17.6.2.1	The validity of Family Invoices must be checked using the Charges By Charge Type (DF21113) report.	
17.6.2.2	All Family Invoices must be reviewed prior to completing the End of Year process and only those that are collectable and align with the Parent Payment Policy must remain in CASES21. Refer to the Parent Payment policy for further guidance.	
17.6.2.3	The validity of unallocated Family Receipts and Family Credit Notes must be checked. Any unallocated items identified must be investigated and transactions allocated before the End of Year rollover is completed. Only valid transactions must be transferred into the New Year.	

Sequence Numbers	Information	
17.6.2.4	All CSEF allocations must be made to student invoices prior to completing the End of Year process.	
17.6.2.5	All BPAY allocations must be made prior to completing the End of Year process.	
17.6.2.6	<p>The write off Family Invoices that are no longer required by schools must have a credit note raised against the original invoice.</p> <p>Refer to CASES21 Finance Business Process Guide Section 1 – Families for further guidance on removing invoices.</p>	
17.6.2.7	<p>If any invoices for the new school year are raised in the current school year, the school must perform a balance day adjustment. Refer to CASES21 Finance Business Process Guide Section 10 – Balance Day Adjustments for further guidance. This is to ensure the correct revenue is recognised each year.</p>	
17.6.2.8	<p>Schools must check the Operating Statement for negative revenue and take appropriate action to rectify the negative balance. Refer to CASES21 Finance Business Process Guide Section 11 – End of Year for further guidance on correcting negative revenue showing on the operating statement report.</p>	
17.6.2.9	Family records must be printed for future reference.	
17.6.2.10	<p>Schools must carefully check the family records of the students enrolled in the Families module in CASES21. All students who never attended the school must be removed.</p> <p>Any outstanding invoices must have a credit note raised.</p> <p>Any outstanding unallocated receipts or unallocated credit notes must be carefully examined and either resolved with a refund through a Family Payment or allocated against an invoice.</p> <p>If outstanding invoices, credit notes and unallocated receipts are not dealt with, the Family record will not be deleted after the financial history period.</p> <p>Refer to CASES21 Finance Business Process Guide Section 11 – End of Year for further guidance.</p>	
17.6.2.11	<p>Complete End of Year procedures for Non-Recoverable Subject Contribution (Essential Education Items).</p> <p>This process must be completed if you have created journal entries earlier in the year to adjust for non-recoverable Family Charges - Non-Recoverable (Essential Education Items).</p>	

Sequence Numbers	Information	
	If you have adjusted for Non-Recoverable Family Charges, you must read CASES21 Finance Business Process Guide Section 1 – Families to establish what steps need to be taken to either recover the Essential Education Items (Essential Student Learning Items or write off the Non-Recoverable Family Charges.	
17.6.2.12	Families as at 31 December must reconcile before rolling forward into the New Year 1 January.	
17.6.2.13	<p>The Family Trial Balance (DF21102) (Balance Column Total) must be compared with the Balance Sheet (GL21160) (Accounts Receivable Control figure). Both these balances must be the same value.</p> <p>The Accounts Receivable Control file represents the total of all the individual family balances. Normally the Accounts Receivable has a DR balance, as the families owe the school more than the school owes the families. If there is a credit balance, it would be because the school has written off all or most of their family invoices in preparation for end of year and the prepayments now exceed the family invoices. A DR total in the Family Trial Balance must match a positive figure on the Balance Sheet. A CR total in the Family Trial Balance must match a negative figure on the Balance Sheet.</p>	
17.6.2.14	A record of all completed Family Invoices for the year must be retained and saved to the EOY folder.	
17.6.2.15	<p>Schools must print (hardcopy) or save as PDF to the EOY folder the following reports:</p> <ul style="list-style-type: none"> • Family Trial Balance (DF21102) as at 31 December; • Charges by Charge type (DF21113) as at 31 December; • Family Matching Transactions Report (DF21112) as 31 December; • Family Transaction History (DF21110) as at 31 December; • Balance Integrity Report (DF21902) as at 31 December; • Balance Sheet (GL21160) as at 31 December. 	

Sundry Debtors

17.6.3 Mandatory policy (Must do):

Sequence Numbers	Information
17.6.3.1	The validity of sundry debtor invoices must be reviewed. A report to assist with this process is the Sundry Debtors – Outstanding Invoices (DR21114) report.
17.6.3.2	Only valid invoices must be transferred to the New Year. (All outstanding sundry debtor invoices will transfer to the New Year).
17.6.3.3	All outstanding invoices must be reviewed, especially old invoices in sundry debtor charges (ageing balances) to determine why they have not been collected and remain outstanding.
17.6.3.4	The validity of unallocated sundry debtor receipts and sundry debtor credit notes must be checked, and appropriate action taken. Any unallocated items identified must be investigated and transactions allocated before the End of Year rollover is completed. Only valid transactions must be transferred into the New Year.
17.6.3.6	Sundry Debtor invoices and Credit Notes that are no longer required must be cancelled. Refer to CASES21 Finance Business Process Guide Section 2 – Sundry Debtors for further guidance.
17.6.3.7	Sundry Debtor invoices that relate to next year that are being transferred to the New Year must be adjusted with a balance day adjustment. Refer to CASES21 Finance Business Process Guide Section 10 – Balance Day Adjustments for further guidance.
17.6.3.8	Sundry Debtors must be reconciled before rolling forward into the New Year 1 January.
17.6.3.9	Schools must print (hardcopy) or save as a PDF the following reports: <ul style="list-style-type: none"> • Balance Integrity Report (DR21902) as at 31 December; • Sundry Debtors Trial Balance (DR21101) as at 31 December; • Balance Sheet (GL21160) as at 31 December.
17.6.3.10	A record of all completed Sundry Debtor invoices must be retained and saved to the EOY folder.

Sequence Numbers	Information
17.6.3.11	Schools must print (hardcopy) or save as a PDF to the EOY folder: <ul style="list-style-type: none"> Sundry Debtors Matching Transaction Report (DR21112) as at 31 December; Sundry Debtors Trial Balance (DR21101) as at 31 December.
17.6.3.12	The total of the Sundry Debtors Trial Balance (DR21101) (Balance Column) must be compared with the figure for Sundry Debtors on the Balance Sheet (GL21160). Both these balances must be the same value. The Sundry Debtors file represents the total of all the individual Sundry Debtor balances. Refer to CASES21 Finance Business Process Guide Section 11 – End of Year for further guidance.

Doubtful Debts

17.6.4 Mandatory policy (Must do):

Sequence Numbers	Information
17.6.4.1	The End of Year procedures for Doubtful Debts must be completed if the school has transacted journal entries earlier in the year to adjust for doubtful debts. Failure to do so may result in negative revenue on Sub Programs in the next year.
17.6.4.2	If a school has adjusted for doubtful debts, they must refer to CASES21 Finance Business Process Guide Section 2 – Sundry Debtors to establish the correct steps to take to either recover or write off the debt.

17.7 Balance Day Adjustments

The recording of transactions under an accrual system may result in revenue and expense items being recognised in a particular period when they actually relate to a future period.

A common example of this may be the invoicing of essential student learning Items, camps, excursions and activities for the next school year in December of the current year.

17.7.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.7.1.1	School must carefully read CASES21 Finance Business Process Guide Section 10 – Balance Day Adjustments to determine if they need to make any of these type of adjustments.	
17.7.1.2	Schools must make journal entries to adjust the accounting records to recognise the revenue or expenses in the correct period.	

17.8 Prepaid Expenses

17.8.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.8.1.1	Review all prepaid expense balances to ensure that only current balances are recognised in CASES21 in the relevant Chart of Account code 12005 Prepaid Expense as at 31 December.	

17.9 Revenue in Advance

This involves amounts received in advance for future costs or future services yet to be performed.

17.9.1 Mandatory policy (Must do)

Sequence Numbers	Information	
17.9.1.1	Undertake any balance day adjustments for revenue in advance. See CASES21 Finance Business Process Guide Section 10 Balance Day Adjustments for further guidance.	
17.9.1.2	Regularly review the balance of revenue in advance to ensure its validity and take appropriate action if required.	

17.10 Bank reconciliation and petty cash

17.10.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.10.1.1	Schools must: <ul style="list-style-type: none"> reconcile all bank accounts for the End of Year; enter the bank statement end date; this must be 31/12/YYYY for all bank accounts.
17.10.1.2	Bank statements must be held on hand for all bank accounts and dated to 31 December.
17.10.1.3	Schools must reconcile outstanding transactions on CASES21 Bank Reconciliation and check the following: <ul style="list-style-type: none"> CASES21 bank reconciliation report for outstanding transactions; Creditor payments; DD/BPAY, Payroll DD or receipts showing for prior months; Investigate why these have not been ticked off in prior periods; If any cheques are more than three months old, schools must investigate these stale cheques and take appropriate action; Refer to: CASES21 Finance Business Process Guide Section 5 – General Ledger for further guidance on the correct treatment of stale cheques.
17.10.1.4	Print (hardcopy) or save as a PDF Bank reconciliation reports for each active bank account as per CASES21 Finance Business Process Guide Section 8 – End of Period .
17.10.1.5	All monies must be receipted, including petty cash, and banked by 31st December.
17.10.1.6	At the End of Year (31 December), the petty cash must be reimbursed to ensure that all expenses are recognised in the current year.
17.10.1.7	The petty cash float must be reconciled and deposited back into the School Council Official Bank Account before 31 December.

17.11 Investment and Commitment Details

17.11.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.11.1.1	Schools must hold all surplus funds (excess of 2 months operating expenditure) in a CBS linked account.	

17.12 Financial Commitment Summary

The Department's policy requires schools to identify the intended purpose of any accumulated funds, including identification of an appropriate School Operating Reserve. Refer to the *School Cash Reserve Benchmark Policy and Guidelines* on the [School Finance Website](#) and the *Financial Commitment Summary Guidelines* on the [CASES21 and eCASES - Publications](#)

17.12.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.12.1.1	<p>Schools must complete a Financial Commitment Summary report before running End of Year processes.</p> <p>The Financial Commitment Summary Guidelines are available from the Schools Finance website under the heading CASES21 and eCASES - Publications</p> <p>The final worksheet must be retained for audit purposes and attached to the copy printed from CASES21.</p>	
17.12.1.2	<p>The Financial Commitment Summary Report must be:</p> <ul style="list-style-type: none">• saved to the schools CASES21 Finance EOY folder for future reference;• the report must be printed (hardcopy) and saved as a PDF during the final end of year process. It must be signed by the principal and school council president and tabled at school council;• the data will be sent electronically to the Department as part of running 'End of Year Processing';	

17.13 Preliminary GST/Business Activity Statement Reports

17.13.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.13.1.1	All Business Activity Statement for the calendar year must be completed and approved (signed off) by the Principal.
17.13.1.2	All schools must submit their Business Activity Statement (BAS) electronically. Access the Business Portal and download a copy of the school's ATO Running Balance Account details.
17.13.1.3	Refer to CASES21 Finance Business Process Guide Section 8 – End of Period for guidance on completing the final BAS for December.
17.13.1.4	The GST Calculation worksheet for BAS must be reviewed to ensure the data is accurate and then printed (hardcopy) or saved as a PDF.
17.13.1.5	Schools must run the Final BAS reporting task and print (hardcopy), or save as a PDF, the Final BAS reports: These are: <ul style="list-style-type: none"> • BAS GST Detail; • BAS GST Summary.
17.13.1.6	Schools must print (hardcopy) or save as a PDF to EOY folder the following reports: <ul style="list-style-type: none"> • GST Calculation Work Sheet for BAS (GL21400) as at 31 December; • BAS Non Tax Detail (GL21410) as at 31 December; • PAYG Withholding Detail (GL21407) as 31 December; • Detailed GST Report (GL21401) as at 31 December. Refer to CASES21 Finance Business Process Guide Section 5 – General Ledger for GST Journal Entries.
17.13.1.7	Schools must run the: <ul style="list-style-type: none"> • auto-generate ATO Journal (GL31085); • auto-generate ATO Payment or Receipt (GL31086); • generate ATO Payment (if required).

Sequence Numbers	Information
17.13.1.8	The Financial Highlight report must be checked before any transactions are entered for the New Year.

17.14 Long Service Leave Provision

17.14.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.14.1.1	School councils must manage the provision for Long Service Leave (LSL) for all eligible employees who are paid on the eduPay school level payroll.
17.14.1.2	A journal for the provision of LSL must be completed annually from the first anniversary of school council employment to recognize the possible long service leave entitlement and subsequent future debt for the relevant locally paid staff. This will ensure the expenditure incurred by the school is recognized annually and includes future obligations even if not yet paid.
17.14.1.3	Schools must ensure that the LSL provision is included in the Annual Master Budget.

17.15 Operating Leases

17.15.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.15.1.1	School must individually or bulk dispose operating leased assets that have passed the end-lease date. Refer to CASES21 Finance Business Process Guide Section 4 - Assets for further guidance.
17.15.1.2	Accurate information in relation to the type of asset, the quantity, the monthly lease payment, and the lease term must be recorded in CASES21.

Sequence Numbers	Information
17.15.1.3	Schools must review and keep up-to-date details for operating leases entered into the CASES21 asset module (asset register).

17.16 Budget entry

17.16.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.16.1.1	Budgets for the New Year, once approved by school council, must be entered in the Next Year Monthly tab in GL Budget Details prior to the End of Year process.

17.17 Print and check batch status report

17.17.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.17.1.1	Schools must check for any unprocessed batches. All unprocessed batches must have their details investigated. If these batches are found to be invalid, they must be deleted (e.g. duplicate batch) or if the batches are valid, they must be updated.

17.17.2 Prohibited policy (Must not do):

Sequence Numbers	Information
17.17.2.1	Forward batches for the January period cannot be created in December for completion in the New Year.

17.18 Reports for December End of Period

17.18.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.18.1.1	Reports that must be printed (hardcopy) or saved as PDF's for the December End of Period are listed in CASES21 Finance Business Process Guide Section 11 – End of Year .	
17.18.1.2	Reports must be either printed (hardcopy) or saved as PDF's for financial record keeping and audit purposes. Financial reports must be kept for 7 years. Refer to Section 2 Governance of this manual for further guidance.	
17.18.1.3	All Finance Committee reports listed in section 17.20 below must be tabled to the Finance Committee. In the absence of a Finance Committee, these reports must be tabled at School Council.	

17.19 End of Year Reports (31 December)

17.19.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.19.1.1	End of Year reports must be printed (hardcopy) or saved as PDF's. School must be able to make available reports at the Departments or auditor's request.	
17.19.1.2	Certification from the School Principal and School Council President are required at year end (31 December) for the following reports: <ul style="list-style-type: none">• Operating Statement;• Balance Sheet.	

17.20 Finance Committee/School Council reports

17.20.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.20.1.1	The reports as listed below must be printed (hardcopy) or saved as PDF's for the December End of Year period and must be presented to the Finance Committee. In absence of the Finance Committee, all reports listed below are to be tabled at the school council meeting.

A list of Finance Committee/School Council reports to be run from CASES21:

Sequence Numbers	Information
17.20.1.2	Bank Reconciliations
17.20.1.3	Balance Sheet Specific Period (GL21161)
17.20.1.4	Operating Statement Detailed (GL21150)
17.20.1.5	Cash Flow Statement (GL21151)
17.20.1.6	Bank Account Movements Detailed (GL21152)
17.20.1.7	Annual Sub Program Budget Report (GL21157)
17.20.1.8	Cash Receipts Report (GL21002)
17.20.1.9	Cash Payments Report (GL21003)
17.20.1.10	Cancelled Receipts Report (GL21004)
17.20.1.11	Cancelled Payments Report (GL21005)
17.20.1.12	Journal Report Certification (GL21006)
17.20.1.13	Invoices Awaiting Payment - Detailed (CR21118)
17.20.1.14	Family Credit Notes Report Certification (DF21309)
17.20.1.15	Sundry Debtors Credit Notes Report (DR21309)
17.20.1.16	SRP Budget Management Report – Summary Page 1 showing Surplus/(Deficit) (Student Resource Package Website)

Sequence Numbers	Information
17.20.1.17	<p>Present the following reports to school council each month for review:</p> <ul style="list-style-type: none"> Balance Sheet Specific Period (GL21161) – This report must be certified by the principal and the school council president; Operating Statement (detailed) (GL21150) – This report must be certified by the principal and the school council president.

17.21 Other documents and files for the auditor

17.21.1 Mandatory policy (Must do):

Sequence Numbers	Information
17.21.1.1	The following documents and reports listed below must be kept by the school as these may be requested by the Department or the auditor.
17.21.1.2	All reports must be printed (hardcopy) or saved as PDF's for the date range of 1/1/YYYY to 31/12/YYYY.

A list of reports schools must run before finalising the End of Year process

Sequence Numbers	Information
17.21.1.3	Details of any major sponsorship or donations.
17.21.1.4	Reports back to the State or Commonwealth (if applicable) for any specific purpose funds.
17.21.1.5	Canteen records and Profit and Loss statements.
17.21.1.6	Other trading operations records and Profit and Loss statements.
17.21.1.7	Supporting documentation for any Beneficiary/Memorial accounts on hand at year-end.
17.21.1.8	Summary of financial commitments (Printed as part of EOY).
17.21.1.9	All school council and finance committee minutes for the year under audit. Schools must take minutes of key financial and administrative events including:
17.21.1.10	Accountable documents register and accountable documents in use.
17.21.1.11	Local payroll records.

Sequence Numbers	Information	
17.21.1.12	Fortnightly Pay Advice Reports.	
17.21.1.13	Invoices for all cash payments.	
17.21.1.14	Grant advices.	
17.21.1.15	Equipment and/or Loans register.	
17.21.1.16	Motor vehicle registration insurance certificates and logbooks.	
17.21.1.17	Personnel files.	
17.21.1.18	Audit certificates for Welfare Club Accounts not operated through the School Council Official Account, and Co-operatives.	
17.21.1.19	FBT Return to the Department (for period 1 April YYYY- 31 March YYYY).	
17.21.1.20	Documentation relating to Capital Works Grant.	

17.22 Run End of Year Task

17.22.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.22.1.1	Schools must complete the tasks for the December period and run the End of Year processes.	
17.22.1.2	Bank reconciliations and Financial Commitments Summary must be completed before starting the End of Year tasks.	
17.22.1.3	Refer to CASES21 Finance Business Process Guide Section 11 – End of Year for instructions on how to run End of Year tasks.	

17.23 Start of Year Processes

17.23.1 Mandatory policy (Must do):

Sequence Numbers	Information	
17.23.1.1	Schools must refer to CASES21 Finance Business Process Guide Section 11 – End of Year for further guidance on how to start the New Year Processes.	

Legislative requirements

Legislation

The advice in this section was based on requirements outlined in the following legislation:

- AASB 101 Presentation of Financial Statements, AASB 116 Property, Plant and Equipment, AASB 117 Leases, AASB137 Contingent Liabilities and Contingent Assets and AASB 139 Financial Instruments Recognition and Measurement
- *A New Tax System (Goods and Services Tax) Act 1999*
- *Education and Training Reform Act 2006* – Part 2.3 – Government School Councils
- *Education and Training Regulations 2017* – Part 4 – Government School Councils and Parents Clubs.
- *Financial Management Act 1994* – Part 7 Accountability and Reporting
- Standing Directions of the Minister of Finance 2018 under the *Finance Management Act 1994* – Section 4.1 Planning and managing performance, 5.2 Annual reporting and 5.3 External reporting and information provision.

Definitions

Balance Day Adjustment

The recording of transactions under an accrual system may result in revenue and expense items being recognised in a particular period when they actually relate to a future period. Journal entries may be required to adjust accounting records to recognise revenue or expenditure in the correct period.

Balance Integrity Report

This report will identify whether any anomalies occur between the balances recorded against the creditor and the transactions data recorded against the creditor (CR21160). The Balance Integrity Report (DR21902) will indicate whether there are any anomalies between the balances recorded against the sundry debtor and the transaction data recorded against the sundry debtor.

Capital commitments

A capital commitment will arise when a school enters into a legally binding non-cancellable agreement/contract for the acquisition of equipment or capital works. A capital commitment does not include maintenance contracts associated with assets held (these are usually an operating commitment). Capital commitments are not recognised in CASES21 finance system, as they are to occur in the future.

A capital commitment will arise when there is a signed contract for a tangible asset i.e. building, gymnasium, playground or toilet block.

Contingent assets

A potential asset that may arise depending on the outcome of a future event. For example, the school has taken legal action against a third party for a breach of contract, and the likely outcome will result in receiving compensation from a third party.

Contingent liabilities

A potential obligation that may be incurred depending on the outcome of a future event. A contingent liability is one where the outcome of an existing situation is uncertain, and that uncertainty will be resolved by a future event. An example of a contingent liability is where there is an outstanding legal action against the school, but not enough certainty to place the settlement value on the balance sheet. Where a contingent liability may exist, the matter must be referred to the Legal Division of the Department.

Long Service Leave Provision

Long service leave entitlements represent a future obligation for the school and as such must be recognized as a liability on the Balance Sheet.

Operating commitments – contracts for goods and/or services

An operating commitment will arise when the school enters into a legally binding non-cancellable agreement/contract for the future provision of a good and/or service. In most cases, where there is a legal contract, there is a penalty and financial obligation upon rendering the contact void and not continuing with the purchase/service. Operating commitments are not recognised in CASES21 Finance system, as they are to occur in the future.

Examples of an operating commitment include, but are not limited to, provision of services by contractors, IT services, labour hire, maintenance and annual facility charges.

Operating Leases

A lease for which the lessee acquires the property for only a small portion of its useful life. An operating lease is commonly used to acquire equipment on a short-term basis. An example of an operating lease is the rental of a photocopier machine or other office equipment. Any lease that is not a capital lease is an operating lease.

Prepaid expenses

Recognised when a payment has been made to a supplier for goods or services to be received in a future accounting period. Examples of these are rent paid in advance or license fees paid in advance. Prepayments must be recorded by way of a journal into the CASES21 Finance system. These journals must be reversed in the relevant future period thus bringing the expense to account in the correct period. (CASES21 chart of account code 12005).

Revenues paid in Advance

Recognised when revenues are received in advance of them being earned. (CASES21 chart of account code 38002).

Additional resources

- [CASES21 Finance Business Process Guide Section 11 – End of Year](#)
- [School Policy and Advisory Guide](#)

Version and revision record control

Date	Version	Approver	Next Review
01/2020	1.3	Chief Finance Officer - Financial Services Division	01/2021