

# 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

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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
Version and Revision control record	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