**Onboarding Checklist; Finance and Procurement**

**Trust C Suite Responsible Person; CFO**

School:

**Pre-Conversion**

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| Annual Accounts | Completion Date |
| 1. Collect 3 years annual accounts. |  |
| 1. Collect previous 3 years external audit reports. |  |
| Internal Audit | Completion Date |
| 1. Collect previous 2 years internal audit reports. |  |
| 1. Collect any other internal reports completed by LA or external partner (Rochdale do Finance Audits when a new HT takes up post). |  |
| Management Accounting | Completion Date |
| 1. Collect the current year’s budget. |  |
| 1. Collect 3-year projections. |  |
| 1. Collect the latest management accounts. |  |
| 1. Collect the latest full year forecast. |  |
| Insurance | Completion Date |
| 1. Collect insurance policy details: All risks and staff absence (if held). |  |
| 1. Collect information regarding any current claims. |  |
| 1. Collect information regarding any potential claims. |  |
| Contracts | Completion Date |
| 1. Collect information regarding supplier contracts. |  |
| 1. Collect information regarding LA SLA’s. |  |
| 1. Collect information regarding leases and lettings. |  |
| 1. Obtain PFI Awareness. |  |
| Funding | Completion Date |
| 1. Obtain GAG Letter. |  |
| 1. Collect any other funding commitment letters. |  |
| 1. Collect wrap around care details. |  |
| Cash management | Completion Date |
| 1. Collect bank account details. |  |
| 1. Collect bank statements. |  |
| 1. Collect bank reconciliations. |  |
| 1. Collect cashless arrangements. |  |

**Post Conversion**

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| System Setup | Completion Date |
| 1. Collect information regarding suppliers. |  |
| 1. Collect information regarding customers. |  |
| 1. Collect information regarding on-going purchase orders. |  |
| 1. Collect information regarding fixed assets. |  |
| 1. Collect information regarding capital commitments. |  |
| 1. Provide schools with Finance key dates. |  |
| 1. Provide schools with an External Audit briefing. |  |