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

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