



D112 2023 – 2024 Finance Manager Report.

End of the Financial Year Preparation.

The end of the June 24 Financial Year is looming.

Key steps that need to be completed.

- Close the financial system to reflect transactions as at 30 June 24-Bruce Collis
- Schedule of Assets-Handover and Report-30 June 24- Division Directors- reports to Bruce Collis by 5 July 24.
- Audit review -Grant Pepper, Nathan Williams, Kelly Wang
- District Financial statements which includes performance measures to be prepared by James Hippolite, Richard Perkins, Marlene Krone and Bruce Collis for the Charities commission return that will be filed by the new DFM by December 24.

Handover

- New bank signatories set up for new role holder-new role holders
- Updated District Expenses and Travel Policy to be completed by the new DFM.

Expenses relating to May & June 24

- All May expenses need be received as soon as possible for processing in June.
- All June expenses are requested to be received by 20 July by the DFM to ensure processing before the end of the Financial year.
- All claims must be received by the District Finance Manager within **60 days** of the expenditure, except that June expenditure must be received before **31st July**, it not reimbursement cannot be made. [TI Protocol 8.4, District Fiscal Management, 4.L]