

D112 – 2024 – 2025 Finance Manager Report.

End of Financial Year Preparation.

The end of the Financial Year, June 2025 is coming up fast!!

Key steps that need to be completed.

- Close the financial system to reflect transactions as at 30 June 2025 – Warrick Brooks
- Schedule of Assets – Handover and Report – 30 June 2025 – Division Directors – reports to District Finance Manager (DFM) by 4 July 2025
- District Financial Statements which include performance measures to be prepared by DFM and District Trio for the Charities Commission return to be filed by the DFM by December 2025.

Handover.

- New bank signatories set up for new role holder(s)
- Update the District Expenses and Travel Policy to be completed by the DFM.
- Update the Expense Claim form

Expenses relating to May and June 2025.

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