

## Schools 2017 Important Dates

Due Date	Items required
15 December 2017	<ul style="list-style-type: none"> <li>- School Audit Questionnaire</li> <li>- BOT schedule</li> <li>- Minutes up to November 2017</li> <li>- In committee minutes up to November 2017</li> </ul>
9 February 2018	<ul style="list-style-type: none"> <li>- Analysis of Variance</li> <li>- Optional reports – (Principals and Chairperson's Report)</li> <li>- 2017 Key Management Personnel</li> <li>- 2017 Board of Trustees Full Time Equivalent (FTE) calculation</li> <li>- December 2017 and January 2018 Minutes</li> </ul>
30 March 2018	<ul style="list-style-type: none"> <li>- Financial Statements ready for audit to be submitted to our office by your service provider.</li> <li>- February 2018 Minutes</li> </ul>
27 April 2018	<ul style="list-style-type: none"> <li>- March 2018 Minutes</li> </ul>
15 May 2018	<ul style="list-style-type: none"> <li>- April 2018 Minutes and unsigned copies of May 2018 BOT minutes.</li> <li>- Returning signed documents - Financial Statements and Letter of Representation.</li> </ul>
31 May 2018	<ul style="list-style-type: none"> <li>- Deadline for Audited financial Statement to be filed with the Ministry of Education</li> </ul>

### Audit Manager

### Sector Leader

Education - Schools, Kohanga Reo, Early Childhood Centres, PTE



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