



Schools 2016 Important Dates

Due Date	Items required
16 December 2016	<ul style="list-style-type: none"> - School Audit Questionnaire - BOT schedule - Minutes up to November 2016 - In committee minutes up to November 2016
10 February 2017	<ul style="list-style-type: none"> - Analysis of Variance - Optional reports – (Principals and Chairperson's Report) - 2016 Key Management Personnel - 2016 Board of Trustees Full Time Equivalent (FTE) calculation - December 2016 and January 2017 Minutes
31 March 2017	<ul style="list-style-type: none"> - Financial Statements ready for audit to be submitted to our office by your service provider. - February 2017 Minutes
28 April 2017	<ul style="list-style-type: none"> - March 2017 Minutes
15 May 2017	<ul style="list-style-type: none"> - April 2017 Minutes and unsigned copies of May 2017 BOT minutes. - Returning signed documents - Financial Statements and Letter of Representation.
31 May 2017	<ul style="list-style-type: none"> - Deadline for Audited financial Statement to be filed with the Ministry of Education

Audit Manager

Sector Leader

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