

Checklist for School Fund & PTA Independent Check

★ Please ensure all data is uploaded to your dedicated secure Google Drive provided by Unity School Services.

★ we will test several invoices at random and request this via email.

The Independent checker of the School Fund / PTA* should have access to:

- 🌐 Bank statements for the last Academic Year 01/09/____ - 31/08/____ **OR** your school fund / PTA open and year end dates. – **Download your statements from your online banking.**
- 🌐 Accounting Records (e.g. excel spreadsheets) used to record **all** transactions during the year and, if relevant, the amounts held for each project. **Excel is preferred.**
- 🌐 Invoices / payment vouchers to evidence payments processed throughout the year – **We will contact you and ask for a sample of invoices during the independent check.**
- 🌐 A copy of the School's Finance Policy, School Fund Policy or PTA finance policy, if this is separate from the Finance Policy – **in PDF format.**

Please note: During our remote testing we will ask for samples of trips and debits and credit relating to this particular activity / trip. We will advise you to send this during our check of your school fund.

★ **ALL DOCUMENTS REQUESTED SHOULD BE UPLOADED TO YOUR DEDICATED SECURE GOOGLE DRIVE PROVIDED BY UNITY SCHOOL SERVICES.**

* PTA's for an independent examination of your accounts you must fall into the follow criteria as per guidance from the Charities Commission.

*The trustees will usually be able to choose an [independent examination](#) instead of an audit if your charity's gross income is:

More than £25,000, but not more than £1 million. ~ Source Charities Commission