

BS"D



# Yeshiva College Cheder Chabad

ABN 14 129 848 595

36 Flood Street (PO Box 18) Bondi NSW 2026, Australia

[reception@yeshivacollege.nsw.edu.au](mailto:reception@yeshivacollege.nsw.edu.au) +614 1168 6770

Executive Director: Rabbi Doctor Dovid Slavin

## External Accounting and Auditing Policy

The accounting year for Yeshiva College is January to December.

Yeshiva College has resolved that the General Manager is responsible for completion of the day to day accounts of the school.

The accounts are to be completed using the software package MYOB

The General Manager is tasked with the following:

- Entering of invoices
- Obtaining approval of invoice payment from Board of Management
- Payment of invoices
- Invoicing school fees to parents
- Reconciliation of accounts on MYOB

Upon completion of each calendar quarter the accounts are to be submitted to the external accountant (CPA qualified) for review and completion of the school business accounting statement.

Upon completion of the accounts at year end the accounts are to be reviewed by the accountant and are then to be submitted to the appointed external auditor.