TUESDAY'S TOP TIP

SHARD Business Services

OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS

TOP TIP

Review Manual Journals - Especially Unusual Ones

Why?

Understand Adjustments

- Review significant, unusual or unexpected journals.
- Require a clear description and appropriate supporting evidence.

Maintain Oversight

- Consider independent approval for higher-risk journals.
- Pay particular attention around period and year-end.

Benefit

Journals are a necessary accounting tool, but they can also move income and expenditure without passing through the normal purchasing and payment controls.
Regularly reviewing unusual, high-value or unexpected journals can identify miscoding, inappropriate adjustments and errors before they affect financial reporting. Clear descriptions and supporting evidence also strengthen the audit trail. Particular attention should be given to journals posted around reporting deadlines or those entered and approved by the same individual.

Useful Resources

- Academy Trust Handbook
- DfE – Internal Scrutiny in Academy Trusts

Office@ShardBusinessServices.co.uk ShardBusinessServices.co.uk