Education Finance Readiness Checklist

Assess your finance processes for the new academic year.

Tick each statement that applies to your organisation. Then total your score to identify where your processes are working well and where further attention may be needed.

1. Budget visibility

- [ ] We can see current performance against budget.
- [ ] We can identify approved and committed spending.
- [ ] We can spot emerging financial pressures early.

2. Purchasing and approvals

- [ ] Spending requests follow an agreed process.
- [ ] Approval responsibilities and limits are clearly defined.
- [ ] Purchases can be tracked from request through to order.

3. Administrative workload

- [ ] Manual data entry is kept to a minimum.
- [ ] Routine and repetitive finance tasks are automated where appropriate.
- [ ] Invoices and supporting documents are stored digitally in one accessible place.

4. Financial insight

- [ ] Financial information is accurate and current.
- [ ] Reports provide useful insight, not just raw data.
- [ ] Budget holders receive relevant information when they need it.

5. Governance and compliance

- [ ] Supporting documents can be retrieved quickly.
- [ ] Audit trails are complete and accessible.
- [ ] Finance processes, controls and responsibilities are documented.



Your result: 0

Take a look at page 2 to see where you stand.

What does your result tell you?

12–15
A strong foundation
Your processes provide a strong foundation. Review any unticked statements and consider whether small improvements could provide greater consistency or visibility.

8–11
Some areas need attention
Your core processes are in place, but some gaps may be limiting efficiency or control. Prioritise the areas with the most unticked statements.

0–7
A wider review may help
Several processes may benefit from greater visibility, consistency or automation. Start with the area creating the greatest workload or financial risk.

Your next priorities

The area we need to review first:

The main issue we want to address:

The first action we will take:

Who will own this action:

Target date:

How Agilico can help

Agilico Verify helps reduce manual invoice capture, processing and approval work. **Agilico POP** brings purchase requests, approvals, orders and committed spending into a controlled process.

Want to explore where you could make improvements?

Book a demo