



END OF FINANCIAL YEAR *checklist*

CCS ENROLMENTS

Action	Completed	Date & Initial	Notes
<ul style="list-style-type: none"> Review and update CCS Enrolments. Ensure all enrolments are registered correctly with CCS. Address any unsubmitted CCS enrolments. Resolve pending confirmation enrolments. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

SESSION REPORTS

Action	Completed	Date & Initial	Notes
<ul style="list-style-type: none"> Review and resolve any session report errors. Complete all pending and incomplete attendances. Ensure all session reports are submitted to CCS.. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

CCSS SETTINGS

Action	Completed	Date & Initial	Notes
<ul style="list-style-type: none"> Verify CCS vacancies are configured correctly for auto-submissions. Address any unsubmitted IS case claims. Check for expiring ACCS certificates and determinations. Submit any new applications if required. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

INCLUSION SUPPORT SUBSIDY ADDITIONAL CHILD CARE SUBSIDY

Action	Completed	Date & Initial	Notes
<ul style="list-style-type: none"> Review current ISS cases and their statuses. Address any unsubmitted IS case claims. Check for expiring ACCS certificates and determinations. Submit any new applications if required. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

MANAGE SETTINGS

Action	Completed	Date & Initial	Notes
<ul style="list-style-type: none"> Confirm operational times are correct. Update room closures for upcoming holiday periods as required. Manage session and fee increases if applicable. Block tour times for public holidays and other closures. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

