**SAAR – Addendum**

The review of the SAAR Errors schedules has identified three minor potential errors that schools should be mindful of. These are;

**Leave Liability Report**

For the 52 week employees leave liability, the payroll system is calculating an employee’s leave balance as at 5/1/2016 (pay day closest to 31/12/15) by inappropriately deducting any future leave booked and confirmed prior to 5/1/2016 (but not yet taken as at 5/1/2016) from an employee’s leave entitlement. This means the leave liability for some schools will be understated.

Analysis has shown the effect on leave liability values is not significant.

However, to provide additional comfort, the Ministry will contact the small number of affected schools where the value may be considered worthy of amendment locally, to advise them of the specific transactions.

Schools will have copies of leave bookings for their staff and should consider whether they need to make an adjustment for any future leave bookings entered into Novopay before the end of December. When doing this schools should consider whether any adjustments required would have a material effect on its 2015 Annual Financial Statements Schools can adjust the leave balance in the annual leave tab but if they do so, they must provide their auditor with supporting evidence for that change.

**Funding Code Error schedule**

An issue arose in identifying payments from incorrect funding codes made outside the start/finish date of the relevant employee records held in the payroll.

Analysis has shown the effect of the error is not significant. However, schools may wish to consider if they are aware of any such transactions.

**Overpayments**

The overpayments listed in the Overpayments tab reflect the data held by Novopay in January 2016. This has been assessed as being materially correct. If boards are aware of any differences that have yet to be updated by Novopay and these are considered material, they should consider adjusting the value in their 2015 Annual Financial Statements. Schools need to provide supporting evidence for any adjustments to their auditor.