



Australian Government  
Department of Education and Training

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*2017 (2016 Data)*  
*Financial Questionnaire for*  
*Non-Government Schools*  
*Instructions*

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## Scope and Information for the Financial Questionnaire (FQ)

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### What is the FQ and why is it collected?

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Purpose Statement:

The FQ is an annual collection of financial data that includes information about income, expenditure, assets and liabilities from all non-government schools receiving Australian Government general recurrent grant funding.

**Information provided for entry into the FQ must be drawn from the school entity's audited financial statements. Please ensure the entity's financial statements have been audited by a qualified accountant well before declaring the data in the FQ. The FQ data must be declared by 30 June 2017.**

**If the entity operates multiple schools, the entity must submit a reconciliation statement which balances the schools' financial information with the entity's audited financial statements when completing the FQ.**

The information is collected:

- to monitor ongoing incomes and expenditures for each non-government school or system
- as a major form of accountability for Australian Government grants paid to schools and Systems in a program year
- to advise ministers and the government of the day on the financial position of non-government schools
- to be used by the Department of Education and Training for policy development and analysis
- to be drawn upon selectively to create the My School finance report for your school. Please refer to My School <https://www.myschool.edu.au/>
- to satisfy Australian Charities and Not-for-profits Commission (ACNC) financial reporting requirements - please refer to the ACNC website: [www.acnc.gov.au/nongovschools](http://www.acnc.gov.au/nongovschools)
- to provide statistical information for national educational publications, reports and national bodies, e.g. the Australian Bureau of Statistics (ABS), the Australian Curriculum, Assessment and Reporting Authority (ACARA), and the Organisation for Economic Cooperation and Development (OECD).

All income and expenditure should be included in respect of all foundation (Year 1 minus 1) to Year 12 students, whether eligible or not eligible for Australian Government funding under the Recurrent Grants program.

**The provision of the FQ is a requirement under Section 36 of the *Australian Education Regulation 2013* (the Regulation).**

### Which Schools/System Offices should complete an FQ.

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- All schools that had students enrolled in 2016 and had received Australian Government recurrent grant funding for these students.
- All System offices.
- All Catholic Diocesan offices in New South Wales and Queensland.

## Schools which are not required to complete an FQ

Schools which opened (and accepted students) in the second half of 2016 or in 2017 are not required to complete an FQ for the 2016 calendar year.

## How is the FQ Collected?

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Schools submit their FQ data electronically via the *FQ on the Internet* application via the [School Entry Point](#) website at: <https://schools.education.gov.au>

The website is a secure site and is password protected.

## Due date

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FQs for all non-government schools and System/Diocese offices are to be submitted and declared electronically by **30 June 2017**.

*(Systemic schools should adhere to the return date set by their System/Diocese office. This date may be earlier than -30 June 2017 as the System office may need time to check the school's data before submitting it to the Department of Education and Training).*

## Reference period

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All information in the FQ must relate to the 12 calendar months which make up the 2016 school year (1 January 2016 to 31 December 2016).

## Structure of the FQ

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The FQ consists of the following data entry pages:

- School Contact and Auditor Details
- General Information
- Recurrent Income
- Capital Income
- Recurrent Expenditure
- Capital Expenditure
- Trading Activities
- Loans
- General Financial Information
- My School.

## Scope of the FQ

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The information submitted in the FQ must be drawn from independently audited accounts (financial statements) and should include all income received and expenditure incurred in operating the school or System office in providing educational activities for students.

## Audit of School Accounts

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Schools are required to have their financial records audited for the previous calendar year soon after 31 December to ensure the information provided in the Financial Questionnaire is based on audited accounts for that year.

Please refer to the instructions on page 14 of these instructions for information on how to upload the schools audited financial statements.

Schools incorporated under the *Corporations Act 2001* are required to use accrual accounting. Schools incorporated under State legislation or other Acts of Parliament (e.g. the relevant State Associations Incorporation Acts) should consider whether any other governing legislation exists that requires them to use a particular method of accounting. If in doubt, please talk to your accountant and/or auditor. Financial reporting requirements under the *Australian Charities and Not-for-profits Commission Act 2012* (the ACNC Act) should also be satisfied. There are transitional reporting arrangements available for financial reporting requirements. Please refer to the [ACNC](http://www.acnc.gov.au) website at: <http://www.acnc.gov.au/transitionalreporting>

If you consider yourself to be a Non Reporting Entity under Australian Accounting Standards, the minimum Accounting Standards to be used are set out in the Australian Securities & Investments Commission (ASIC) guide - Reporting Requirements for Non Reporting Entities which is available via the [ASIC](http://www.asic.gov.au) website at: <http://www.asic.gov.au/regulatory-resources/find-a-document/regulatory-guides/rg-85-reporting-requirements-for-non-reporting-entities/>

If you are unsure whether your entity is a registered charity with the ACNC, please visit the [ACNC](http://www.acnc.gov.au) website at: <http://www.acnc.gov.au/charityregister>

### Accuracy of data recorded in FQ

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Schools must ensure that values reported in the FQ clearly reconcile to the school's audited financial accounts. If the department's Chart of Accounts (CA) has been used to draw up the school's accounts, the CA can be used as a reconciliation tool to assist in completing the FQ.

Please note that Australian Government Grants *may* be withheld until the department is satisfied that the FQ data is satisfactory and a copy of the Audited Financial Statements has been uploaded onto the School Contact and Auditor Details page of the FQ.

Upon completion of the FQ, an authorised signatory, who is acting on behalf of the approved authority of the school, must declare the FQ data by stating that:

- The information provided in the FQ is true and correct and has been drawn from independently audited financial statements/accounts at either the school, entity or in the case of Systems, at the school, diocese or System level.
- The school has satisfactory internal accounting Systems, controls and procedures for records to be kept as set out Section 36 and 37 of the Regulation).
- The department will take into consideration the disclosed information in determining if the school meets the basic requirements as set out in Section 75 of the *Australian Education Act (2013)* (Cth) (the Act).
- An authorised signatory of the approved authority understands that giving false or misleading information is a serious offence.

For My School finance reports, the completion of the FQ declaration by the signatory confirms the school's FQ data is ready to be provided to ACARA for publication on the *My School* website.

The [FQ help](https://spsphelp.education.gov.au) website at:

<https://spsphelp.education.gov.au/financial-questionnaire>

contains a tool to assist schools to understand how their FQ data will be used to produce the 'Preliminary *My School* finance report'. The tool allows schools to enter figures from their FQ data in order to preview the preliminary *My School* finance report. The preliminary report is produced as a guide and will not include possible allocations of expenses incurred by third parties (i.e. AIS or BGA grants), which are required under the *My School* finance data collection methodology.

## Changes for this year

An additional display page has been incorporated into the 2017 (2016 data) FQ for schools that opted to report to the Australian Charities and Not-for-profits Commission (ACNC).

- o The page contains basic information on the ACNC reporting process;
- o The Australian Charities and Not for profits Commission – Preview page, will appear for schools (including systemic schools) that report directly to the ACNC;
- o For Systems that report to the ACNC on behalf of their member schools the Australian Charities and Not-for-profits Commission – Preview page, will appear at the system level which aggregates the data for member schools that are not individually registered with the ACNC. Note – this means the page will appear in the System or Diocese FQ and not in the school FQ;
- o For FQ items mapped to the ACNC, the school's FQ data will be provided for publication on the financial section of the 2016 Annual Information Statement;
- o The Australian Charities and Not for Profits Commission – Preview page will not appear for a non ACNC registered entity. However where an entity is registered with the ACNC but cannot view the Preview page, the ACNC will contact these entities directly for an alternative reporting solution.

## In Scope

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- Please note: When reporting current or non-current liabilities into the General Financial Information page, make sure all GST liabilities are included. These items are only found in the balance sheet within the audited financial statements.
- Report all income received and expenditure incurred in operating the school and providing activities for students.

*For the purposes of the FQ, 'activities for students' are those activities which meet any of the following criteria:*

- a) The activity is associated with any course of study undertaken at the school, irrespective of the time during the school year that the activity is held.
- b) The activity, whether voluntary or compulsory, is organised by the school (staff or students), or on behalf of the school, and is recognised by the school's community as a service or activity offered by the school for the educational, physical, personal, social or cultural development of its students, irrespective of the time that the activity is held.

*(This includes activities such as music tutoring, sport, school newsletters, formal graduation ceremonies, personal development and any self-defence activities).*

- c) All excursions and trips organised under the auspices of the school, by the school or any other individual or organisation, which are held:
  - during the school's designated term-time, either during or outside normal school hours; or
  - outside the school's designated term-time but which relate directly to courses of study offered at the school that contribute to the educational, physical, personal, social or cultural development of its students.

## Excursions

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For the scope of the FQ, most excursions qualify for inclusion in the questionnaire.

- If income for excursions is collected as part of school fees and is not separately identifiable, it should be reported under:
  - Item RI.010 – *Fees and Charges(excluding Overseas Students)*
  - Item RI.050 – *Total Income from Overseas Students.*
- If income for excursions is reported separately in your financial statements, it is to be reported under RI.020 - *Income from Excursions/Trips.*

In all instances expenditure on excursions is to be reported under Item *RE.080 – Operating Expenses.*

## Out of scope – Do not report

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- 1) Exclude GST amounts from the FQ, with the exception of GST liabilities owed to the Australian Tax Office (ATO) that should be entered into the General Financial Information page of the FQ.
- 2) Money which the school receives from, or on behalf of, its students and is passed on in full to a third party (i.e. where the school acts as an agent only) for the provision of goods or services which are not related to activities defined above, or are for the benefit of the third party. *(This may include banking for students, school photos, book clubs, students' insurance premiums, collections for missions or other recognised charitable organisations and donations to P&Fs, school building funds and foundations).*
- 3) Money the school receives from organisations, including government agencies, which the school passes on in full to third parties and does not benefit the school or fund its operations, for example, paid parental leave funds from the Family Assistance Office which are passed on in full to staff where the school is acting only as an agent.
- 4) Money held by the school on behalf of the parents of boarding students to cover costs incurred by the school in acting as the student's guardian (i.e. in loco parentis), including to cover the cost of recreational activities organised by the boarding house solely for boarders.
- 5) Costs associated with the replacement of a building, other school structure, furniture, fittings or equipment funded by a claim on an insurance policy are out of scope. The Exception is where monies received from the claim are insufficient to cover the full costs of the reconstruction. Include only the extra construction expenses/costs incurred in the FQ
- 6) Revaluations of land and buildings or other relevant capital items should not be reported as income or expenditure. Revaluations could be either an increase in the value of the asset or an impairment (decrease in value of the asset) and should be reported in the General Financial Information (GF) Section of the FQ and is obtained from the entity's balance sheet.

## Overseas students who are responsible for the cost of their own education

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All income and expenditure relating to eligible students must be reported.

Total income from overseas students should be entered at:

- Item RI.050 Total income from Overseas Students (if funds are for recurrent purposes); and
- Item CI.040 Capital funds received from Overseas Students (if funds are for capital purposes).

Overseas Students are responsible for the cost of their own education and do not attract Australian Government funding under the Act.

An Overseas Student holds or is included in a visa that permits the visa holder to travel to Australia for the purpose of undertaking a course provided by an educational establishment.

A student is reported as an overseas student in the school's census if they are on a visa that is specifically related to studying in Australia (or a bridging visa attached to a substantive visa with those provisions).

Only students who are the primary visa holder, or the dependent of a primary visa holder, where the visa is issued for the purposes of study are 'Overseas Students'.

Overseas student visa subclasses include 570, 571, 572, 573, 574, and 575.

Overseas students do not include:

- Dependents of a person who is receiving a full sponsorship or scholarship to one of the institutions mentioned in section 4(1) of the *Higher Education Support Act 2003*. The sponsorship or scholarship has to meet the full cost of the education component of the course, or
- A person or dependent of a person who is receiving a sponsorship or a scholarship from the Commonwealth, or
- Students who are studying in Australia under a properly registered student exchange program (Exchange Students).

If you require further information on the conditions of a visa sub-class (to determine if they meet the meaning of 'Overseas Student'), please refer to the [Department of Immigration and Border Protection](http://www.border.gov.au) website at: <http://www.border.gov.au>.

## Treatment for transfers of funds between Systems and their schools

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The purpose of this instruction is to ensure that data collected via the FQ **does not double count money** which passes between System offices and Systemic schools. This is especially important in the department's calculation of non-government per capita income and expenditure data for inclusion in the Annual National Report on Schooling (ANR) and for ACARA's calculation and preparation of *My School* finance reports.

*Systems are encouraged to liaise with their member schools so that the schools have a clear understanding of the funding that should be reported and that the funding is reported consistently across all member schools FQs.*

Systems and Dioceses should not double count funding that is collected in RI.070 to RI.120. Where Commonwealth and state funding is received by a System and allocated to a member school in full and a portion is levied back to the System, you should not report the levied amount in the System column.

### **For the System Office FQ**

For schools that are part of a system or a Catholic diocese, certain income is retained and spent by the system head entity for the benefit of their member schools. This income is required to be allocated to each school in the system to maximise comparability of the *My School* finance reports across school sectors.

To support *My School* finance reports, each System Office is required to allocate their and related entities' relevant income and expenditure to each school within their system in line with the agreed methodology for collecting finance data for *My School*. The System will need to keep a record of what the amounts reported in the system FQ relate to, in order for ACARA to confirm that the amounts should not be allocated to schools under the ACARA Finance Data Working Group Financial Data Reporting Methodology (the methodology).

Under the methodology, there are specific forms of system transactions that are out-of-scope and excluded for *My School* reporting but need to be reported in the FQ. These transactions are to be reported by the system in the system FQ return and not allocated to individual schools.

System transactions excluded for *My School* reporting are:

- boarding income for boarding schools
- interest received from Catholic capital grants program where the block grant authority has not determined the school recipient
- income earned on Long service leave funds
- costs for future schools such as land acquisitions and capital expenditure (until school is registered and title of land passes to school).

Further information on the methodology is available via the [ACARA](http://www.acara.edu.au/verve/_resources/Financial_Data_Reporting_Methodology_2015.pdf) website at:

[http://www.acara.edu.au/verve/\\_resources/Financial\\_Data\\_Reporting\\_Methodology\\_2015.pdf](http://www.acara.edu.au/verve/_resources/Financial_Data_Reporting_Methodology_2015.pdf)

For Catholic Systemic Schools, system allocations to each school's FQ must include transactions related to the administration of government capital programs by Catholic Systems operating as Block Grant Authorities.

**Each System office must keep records of the allocations made to schools in order for the school and system FQ returns to be verified against audited financial statements.**

## Financial Accountability and FQ

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For Systems completing the block allocation of Commonwealth Grant Funding, please ensure that amounts recorded in the FQ match the amounts allocated in each school's financial accountability.

Financial Accountability (FA) data should match FQ data. In some Systems, there may be a slight variation, but the department expects these variations to be minor.

## How Systems report transactions on behalf of their schools

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As per the ACARA requirements and in accordance with the Financial Data Reporting Methodology, all Systems (and Catholic Diocese in New South Wales and Queensland) must report income they have received and expenditure they have incurred on behalf of their member schools in the relevant school's FQ.

For all systemic schools, there is an additional column for the System to record the values of its centralised transactions. Centralised transactions relate to 'centralised expenditure and administration costs'. This allows for income and expenditure incurred by the school itself to be reported in the Tuition and (where applicable) the Boarding field column. Where the System has undertaken activities on behalf of the school and has additional income and/or expenditure, the System must record the information in the relevant fields in the System column.

For Catholic systemic schools in New South Wales and Queensland, there is an extra column to allow for transactions incurred at the Diocese level to be reported separately, if desired. Use of the Diocese fields is optional as alternatively those transactions may be included in the Systems column.

**Please ensure that funds are not double counted in any way between the school, the Diocese or the System.**

Across tuition and boarding (where applicable), the System and (where applicable) the Diocese fields, the amounts reported in the FQ for an individual school should reflect all of the income, expenditure and loans associated with the running of that school for the calendar year.

All of the data reported in the FQ must reconcile to the audited financial statements of the school and the system as a whole.

## FQ verification exercise

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**The department requires schools to declare their FQ information is accurate. For quality assurance purposes, the department conducts a verification exercise to confirm the accuracy of the FQ data provided by individual schools.**

Each year, the department selects a number of schools to verify the data they have provided in their FQ returns. The selected schools will have their financial questionnaires examined to check whether the data has been correctly drawn from the school's audited financial statements.

All schools are requested to prepare a reconciliation spreadsheet that balances items from their approved authority's audited financial statements to those reported in the FQ. The reconciliation spreadsheet should be prepared in line with the FQ Instructions to ensure that amounts have been recorded against the appropriate line items.

When a systemic school is selected for the FQ Verification Exercise, the System is required to provide a reconciliation spreadsheet of the allocations made to the school from the System's audited financial statements. This will be in addition to the reconciliation of FQ data entered from the school's audited financial statements.

Documentation used to prepare the reconciliation of items in the school's financial statements to those reported in the Financial Questionnaire should be kept for future reference and be made available to the department if required. If the FQ Verification Exercise shows that data reported in the FQ does not reconcile to the audited financial statements, the school will be required to explain the reasons for the difference(s) and/or amend the data.

**Note:** The school may also be selected again for the exercise the following year to ensure that correct procedures are being followed.

## Instructions for the Financial Questionnaire

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- All financial amounts should be shown to the nearest whole dollar. (Do not report cents)
- **Do not** include GST except for GST liabilities entered into the General Financial Information section i.e. GF.030 and GF.050.
- **Do not** net Income against Expenditure and vice versa. Report gross income received and gross expenditure incurred. This is particularly important when entering trading account activity data.
- **Do not** include accumulated amounts from previous years when reporting income and expenditure, this will prevent double counting of income and expenditure from previous years.
- **All Commonwealth Recurrent Grants should be reported in the FQ in the year the grants are received by the school. Refer to Item GI.010.**

## Contact information

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These details should include the name, position, telephone number, facsimile number and email address of the person nominated by your school to be the main contact for any FQ follow-up by the department.

The details for the contact person are displayed when you first log on to the FQ . This contact information is carried over from the previous year's FQ. Please update this information as necessary. If your signatories have changed, you will need to update the information through the [School Entry Point](https://schools.education.gov.au) website at: <https://schools.education.gov.au>

## Auditors' information

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The details for the auditor are displayed when you first log on to the FQ. This information has been carried over from the previous year's FQ. Please update this information if you have a new auditor or any of the auditor's details have changed.

Where required, please complete all information for the First Name and Family Name, Telephone Number, Name of Company, Membership Level and Registration Number and Qualifications of the Auditor.

## Manual upload of the Schools, Collectives, Diocese or System's audited financial statements

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From 2017 all Systems and Non-systemic schools and/or collectives are required to upload a copy of their audited financial statements for the period 1 January 2016 – 31 December 2016 in order to declare the school's FQ data.

On the '**School Contact and Auditor Details**' page, click the '**Attach Audited Financial Statements**' button. Browse for and select the file you wish to attach (PDF format) and upload the document. The document will appear above the upload button exactly as it has been saved on your computer. Please ensure the file is named appropriately, i.e. School's AGE ID number/School name.

If you wish to delete the attachment or upload a revised document, please contact the Financial Assurance Team on 1800 677 027 Option 2 or email [Financial Assurance Team](mailto:schoolsassurance@education.gov.au) at: [schoolsassurance@education.gov.au](mailto:schoolsassurance@education.gov.au)

### GI.010 –Accounting method used by your school or system

Please indicate the accounting method used by your School or System/Diocese office.

Answer either **cash** or **accrual** to this question depending on the accounting method you use.

**Note:** If your accounts were prepared and audited on an accrual basis, you must report using this method in the FQ. You must not report on a cash basis.

**The exception** is reporting of all Australian Government recurrent grants.

Australian Government recurrent grants should be counted in the FQ in the year the grants are received by the school. This treatment is for FQ *reporting* purposes only and all grants should be handled in line with the current accounting standards when preparing the audited financial statements.

The following information is provided for schools to identify whether they use either cash based or an accrual based accounting system.

- **Cash based accounting**

*A method of accounting that records transactions only when cash is received or paid. Under cash accounting, all transactions that result in an outflow of cash in the financial period are treated as expenses and all transactions that result in an inflow of cash in the financial period are treated as income.*

- **Accrual based accounting**

*Accrual accounting recognises revenues and expenses in the accounting records in the periods when goods and/or services are provided or consumed, rather than in periods when cash is received or paid. Accounts generally include Accounts Receivable, Accounts Payable, Provision for Doubtful Debts, Bad Debts, Amortisation and Depreciation. Some transactions will give rise to increases or decreases in assets and liabilities on the school's balance sheet. This method of accounting provides a complete picture of the school's finances.*

## Boarding schools only

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### GI.020 - Are separate accounts maintained for the Boarding School Activities?

The school should answer YES OR NO to this question. *(If you answer NO to this Item then amounts should be calculated using the Apportionment Method). It is a requirement for all non-government schools offering Boarding facilities to either provide separate tuition and boarding data or use an apportionment method that allows the reasonable separation of income and expenditure data before the data is entered into the FQ.*

This section should only be completed if the accounting system does not separately identify expenditure for the day (tuition) school and the boarding house.

**Note:** The maximum proportion of expenses to be allocated to Boarding is 60 per cent. If the proportion for boarding exceeds the 60 per cent upper limit, apportion the expenses as follows:

- Tuition: 40 per cent
- Boarding: 60 per cent

**The table provided below is an example of an Apportionment Method a school may choose to use.**

Formula for apportionment of income or expenses between tuition and boarding:

Proportion applicable to tuition =  $a / (a + b + c)$

where:

- a = total enrolments as at the 2016 Census date
- b = number of boarders as at the 2016 Census date
- c = average number of boarders actually accommodated in the boarding house over the last three years.

Example: a = 1200; b = 150; c = 160

Proportion applicable to day school (tuition):  $1200 / (1200 + 150 + 160) = 79$  per cent

Item	Total Expenditure (1)	Proportion for Tuition (2)	Expenditure Tuition (3) = (1) x (2)	Expenditure Boarding (4) = (1) - (3)
RI.060 – Other Private Income	\$15,000	79%	\$11,850	\$3,150
RE.080 - Other Operating Expenses	\$100,000	79%	\$79,000	\$21,000

## Year 1 Minus 2 (and lower)

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Note that Year 1 minus 1 is commonly known as foundation. For schools that provide activities for children at levels lower than Year 1 minus 1 (Foundation) (i.e. Year 1 minus 2, Year 1 minus 3, Year 1 minus 4, etc.) but cannot separate the income, expenses, and other financial amounts attributed to those activities from the financial operations of the rest of the school:

- If schools operate an early learning center for children at levels lower than Year 1 minus 1 (Foundation), schools must maintain separate accounts in relation to activities the school provides for these children. Schools should discuss this matter with their financial advisor or accountant so as to provide a satisfactory method to separate the school's income and expense data for Year 1 minus 2 and lower levels of operations from the school's students who attract Commonwealth recurrent grant funding.  
The department's preference is for schools to maintain separate accounts if they operate early learning center operations. Schools can choose to pro-rate their income and expenditure data as long as they are progressing toward the separation of school data and early learning operation data. Schools are required to keep a record of how their FQ data was pro-rated in choosing this method in order for the school FQ return to be verified against its audited financial statements.

Or

- If a school is unable to pro-rate its income and expenditure from its early learning center operations and the school's operations, the school can enter the full-time-equivalent (FTE) of their Year 1 minus 2 and lower student numbers into GI.030 and the FTE of student numbers enrolled between Year 1 minus 1 and Year 6 (or Year 7 if enrolled in South Australia) into GI.040.

Should schools be included in the FQ Verification Exercise (refer to page 13), schools will need to clearly set out details of any pro-rated amounts and how the amounts of income and expenditure were calculated in the reconciliation documentation provided to the department.

Please do not pro-rate data entered into the General Financial Information section. Data for this section should be reported in full as provided in the entity's Balance Sheet.

If you keep **separate accounts** for Year 1 minus 2 (and lower), please **do not** complete GI.030 or GI.040. Only schools with Year 1 minus 2 and lower operations which **cannot** separate (or pro-rate) all Year 1 minus 2 and lower income, expenditure and other financial amounts should answer the following items:

### GI.030 – Full Time Equivalent (FTE) of Year 1 minus 2 (and lower) Students

Enter the FTE of the number of Year 1 minus 2 and lower students into GI.030.

### GI.040 – Full Time Equivalent (FTE) of Primary Level Students

#### ***If you have entered data into GI.030 - Please also enter data into GI.040***

The FTE for both of these items must be as at the Census date, Friday 5 August 2016.

For the Census definitions please refer to the [Census help](https://ssphelp.education.gov.au/census) website at:  
<https://ssphelp.education.gov.au/census>

## Preliminary My School Finance page

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Schools that operate an Early Learning Centre (ELC) and cannot separate the income and expenditure for this operation should note that the department provides ACARA with the grossed up figures entered into the FQ.

**Note:** *The following instructions should be read in conjunction with the reference document, the 'Chart of Accounts' (CA) (which can be found in the [FQ help](#) website at: <https://ssphelp.education.gov.au/financial-questionnaire>*

*These documents are designed as a guide for the development of a non-government school's accounting and reporting structure and should be used to enable the school to provide the correct information.*

## Recurrent income

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Recurrent income is provided to schools for the purposes of the day to day operations of the school and supporting the provision of education to students. Other income is usually generated from school fees and charges, funds from private sources and other operating grants.

All recurrent income relating to Tuition (and Boarding if applicable) must be recorded for each school in either the Tuition or Boarding column. Schools operating a boarding facility must not enter data into the Tuition column only.

Systems (and Catholic Diocese in NSW and QLD) must report recurrent income related to their operations (excluding internal systemic transactions).

To support *My School* finance reporting, each System Office (and Catholic Diocese in NSW and QLD) must allocate its own (and any related entities') income and expenditure to each member school within their system. Certain income is normally retained and spent by the system head entity for the benefit of its member schools and such income should therefore be allocated to each school in the system in order to maximise comparability of the *My School* finance reports across school sectors. Any remaining amounts reported in the System Office FQ may be allocated to schools by ACARA in consultation with the system. Further information about this allocation is provided under the '*Treatment for transfers of funds between Systems and their schools*' section.

## School Fees

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### Item RI.010 Fees and Charges (excluding Overseas Students)

Note: This item will be used to calculate your *My School* finance report

Include all Fees and Charges **excluding**:

- overseas students which should be reported at Item RI.050
- fees allocated for capital purposes – which should be reported at CI.030

**Note:** *If income for excursions is included under these Items as part of School Fees do not report it again at RI.020. In all cases expenditure for excursions should be shown at Item RE.080.*

### Accrual accounting:

Include Gross fees and charges (including endowed scholarships) received or receivable for the year, minus discounts and concessions and fee (unendowed) scholarships.

#### Chart of Accounts Codes

##### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Gross tuition fees - Domestic Students (including those students on Australian visas)	0110	0210
<i>minus</i> Discounts and Concessions	<i>minus</i> 0130/0150	<i>minus</i> 0230/0240
<i>minus</i> Fee Scholarships	<i>minus</i> 0160	<i>minus</i> 0250

### Cash accounting:

Total fees actually received.

##### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Gross tuition fees	0110	0210

### Other fee related income

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#### Item RI.020 - Income from Excursions and Trips

**Note:** This item will be used to calculate your *My School* finance report.

Include income for all travel, accommodation, meals and entry fees uniquely associated with school excursions/trips that are considered activities for students during the normal school term and for any trips during school holidays which relate directly to subjects offered **at the school**.

If income for excursions is collected as part of school fees, it can be reported under RI.010. Expenditure on excursions must be reported under RE.080.

##### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Income for Excursions/Trips	0420	N/A

### Item RI.030 - Other receipts from students (including extra subject fees/charges/levies)

**Note:** This item will be used to calculate your *My School* finance report.

*Include income received from students to cover:*

- *Compulsory charges, e.g. magazine levy, library fees, standard sports levy etc.*
- *Activities, e.g. extracurricular activities such as sport and music, personal development, subject materials (other than through the bookshop), formal graduation ceremonies, revenue received to reimburse itinerant tutors engaged by the school for subject tutoring.*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Compulsory tuition/boarding charges	0120	0220
Receipts for Activities	0410	N/A

### Item RI.040 - ABSTUDY allowances paid direct to school

**Note:** This item will be used to calculate your *My School* finance report.

*Include all ABSTUDY allowances paid to the school by the Australian Government.*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Includes codes ABSTUDY Allowances	0115	0115

### Item RI.050 - Total income from Overseas Students

**Note:** This item will be used to calculate your *My School* finance report.

*Recurrent income attributed solely to overseas student enrolments.*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Fees from Overseas Students	0310	0350
Other recurrent income from Overseas Students	0340	0360

## Private income

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### Item RI.060 – Private income

Note: This item will be used to calculate your *My School* finance report.

*Include all other recurrent income that has not been reported elsewhere.*

*Note: Gross income from **trading accounts**, e.g. bookshop, canteen, uniform shop, can be reported as ‘other income’ against this item or can be reported in the Trading Activities section. Please ensure this income is not double counted.*

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Income from Telephone Calls	0425	0430
Income for Photocopying	0435	0440
Non-refundable enrolment & application fees	0450	N/A
Revenue from supporting groups (e.g. Church/Parish)	0710	N/A
Rents for school facilities	0510	0520
Interest/dividends	0550/0570	N/A
Donations for recurrent purposes (including income from fund raising)	0720	N/A
Liabilities forgiven	0740	N/A
Miscellaneous Boarding School income	N/A	0455
Other income	0910	N/A
Bad debts recovered	0915	0915

*Where a profit is derived from any activity that is outside the scope of the FQ and the profits are for use by the school at its discretion, include those profits here as other income (CA code 0910).*

## State government recurrent grants

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### Item RI.070 - State government Recurrent Grants

**Note:** This item will be used to calculate your *My School* finance report.

*Include all grants (other than education allowances and the interest subsidy) from the state government for recurrent purposes.*

**Note:**

- Every school should show an amount against RI.070.
- System (and Catholic Dioceses in NSW and QLD) Offices should only report, in the office FQ, the portion of grants retained in accordance with the exclusions set out in the FDWG Financial Data Reporting Methodology (refer to page 11 for more details).

Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Per capita and needs based grants and other grants	0660 to 0669	N/A

### Item RI.080 – State government Education Allowances

**Note:** This item will be used to calculate your *My School* finance report.

*Education allowances received specifically for the purchase and/or hire of text books may be included under the bookshop trading account instead of in this section and reported against the Trading Activities items. (Refer to TA.010 or TA.020)*

Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
State government education allowances	0670 to 0674	N/A

### Item RI.090 – State government Interest Subsidy

**Note:** This item will be used to calculate your *My School* finance report.

*Include income from the state government for interest subsidies.*

Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
State government Interest subsidies	0675	0675

## Commonwealth Government Recurrent Grants

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**Important:** For the purposes of the FQ, Australian Government funding is reported on a cash basis. This means you report the funding income that was received in a given a year. Do not exclude any funding that has been offset or recovered in other years.

This ruling applies to all schools, whether your school operates on an accrual or on a cash basis.

Note: All general recurrent grants should be managed in line with Australian accounting standards when preparing the entity's financial statements.

**Note:** Systemic schools should seek advice from their System Office prior to completing these items.

### Item RI.100 – Commonwealth Government General Recurrent Grants Program

**Note:** This item will be used to calculate your *My School* finance report.

All recurrent funding received by the school's approved authority under the Act will be entered here.

Including:

- *General Recurrent – Schooling Resource Standard (Base SRS funding amount)*
- *General Recurrent – Student with disability loading*
- *General Recurrent – Aboriginal and Torres Strait Islander loading*
- *General Recurrent – Low-socioeconomic status student loading*
- *General Recurrent – Low English proficiency loading*
- *General Recurrent – Location loading*
- *General Recurrent – Size loading*
- *General Recurrent – Other funding for schools – includes special circumstances and funding in prescribed circumstances*
- *Indigenous Boarding Initiative*
- *Additional funding for students with disability (Cth)*
- *Special Circumstances funding.*

**Note:**

- *Every school should show an amount entered against RI.100.*
- *For non-systemic schools the figure entered into RI.100 should balance with the amount acquitted by the school entities accountant/auditor.*
- *For systemic schools this figure should match the block allocated amount plus any special circumstances and funding in prescribed circumstances.*
- *System (and Catholic Dioceses in NSW and QLD) Offices should only report in the office FQ, the portion of grants retained in accordance with the exclusions set out in the FDWG Financial Data Reporting Methodology (refer to page 11 for more details).*

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Schooling Resource Standard (SRS) plus loadings	0600 to 0609	N/A

### Item RI.110. – Indigenous Education Grants (please do not include grants paid under the Act here)

Only report Indigenous recurrent grant funding received from other Commonwealth Departments here.

**Note:** This item will be used to calculate your *My School* finance report.

**Note:** This excludes funding for the following grants which are to be reported at Item RI.100. General Recurrent – Aboriginal and Torres Strait Islander loading and Indigenous Boarding Initiative funding

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Indigenous Education Grants (Other Commonwealth Agencies only). <b>(Indigenous grants paid under the Australian Education Act 2013 should be reported in RI.100)</b>	0610 to 0640	N/A

### Item RI.120. – All other Commonwealth Recurrent Grants (excluding those grants already included in RI.100 and RI.110)

**Note:** This item will be used to calculate your *My School* finance report.

Please enter all other recurrent general purpose operating funds received from other Commonwealth agencies that are not entered into RI.100 and RI.110.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Other Australian Government Recurrent Grants	0610 to 0640	N/A

**Note:** Commonwealth Government capital grants received should be reported in item CI.010.

## Totals

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As the sum is automatically calculated, you do not have to enter an amount here.

### Item RI.130T – Total Recurrent Income - Tuition

This is the sum of amounts reported at Items RI.010T to RI.120T.

### Item RI.130B – Total Recurrent Income - Boarding

This is the sum of amounts reported at Items RI.010B to RI.120B. Schools operating a boarding facility must enter relevant boarding school data into the Boarding column of the FQ.

*Please check these totals to ensure you have entered all relevant items.*

## Capital income

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Schools and Systems receive capital income for the express purpose of supporting the costs of land and buildings, plant and equipment and the purchase of other assets. This may include monies sourced from capital fees, capital donations, building funds, and Commonwealth and state government capital grants.

All capital income relating to Tuition (and Boarding if applicable) must be recorded for each school.

- Capital grant income should be entered into the FQ in the year it is received by the school.

Discretion can be used for private income. For example income received from the Commonwealth, a building fund or trust should be reported into the FQ in the year it is received. If income is entered into the FQ in a year but not expensed, do not enter the income again in a later year.

Systems (and Catholic Dioceses in NSW and QLD) must report capital income related to their operations (excluding internal systemic transactions).

To support *My School* finance reporting, each System Office (and Catholic Diocese in NSW and QLD) must allocate its own (and any related entity's) income and expenditure to each member school within their system. Certain income is normally retained and spent by the System Authority for the benefit of its member schools and such income should therefore be allocated to each school in the system in order to maximise comparability of the *My School* finance reports across school sectors. Any remaining amounts reported in the System Office FQ may be allocated to schools by ACARA in consultation with the system. Further information about this allocation is provided under the '*Treatment for transfers of funds between Systems and their schools*' section.

## Government Capital Grants

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### Item CI.010 - Commonwealth Government Capital Grants

*Include all Australian Government grants paid to Schools or System Offices for Capital purposes.*

*Including but not limited to:*

- *Australian Government Capital Grants*
- *Attorney General's Department Schools Security Program grants*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Commonwealth Capital Grants	0680 to 0689	0680 to 0689

### Item CI.020 - State government Capital Grants

*Include all state government grants paid to Schools or System Offices for Capital purposes.*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
State government Capital Grants	0690 to 0699	0690 to 0699

## Capital fees and levies

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### Item CI.030 - Student Fees/Levies allocated for capital purposes

**Note:** This item will be used to calculate your *My School* finance report.

*Include any amount of school fees allocated for capital purposes and consequently **excluded** from RI.010.*

**Do not** include in this item monies paid into the building fund.

*Contributions from a building fund should appear at Item CI.050 in the year that monies are drawn from the fund.*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Student Fees/levies allocated for capital purposes(Excluding Overseas Students)	0925	0925

### Item CI.040 - Capital funds received from Overseas Students

**Note:** This item will be used to calculate your *My School* finance report.

*Include Capital funds received from Overseas Students allocated for capital purposes.*

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Capital Fees/levies from Overseas Students	0930	0930

## Other capital income

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### Item CI.050 – Other capital income

**Note:** This item will be used to calculate your *My School* finance report

- *Include monies received for capital purposes not reported elsewhere under Capital Income*
- *Include donations, gains from the sale of fixed assets, interest, dividends and other capital receipts;*
- *Include amounts received from capital trusts and building funds etc;*
- *For Catholic system offices and Dioceses include the relevant allocation of diocesan capital funds to each school's FQ return.*

**Note:** Do not offset losses on the sale of fixed assets against any profits.

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Cash donations for capital purposes	0730	0730
Other Capital Receipts	0920	0920
Gain on sale of land	0810	0810
Gain on sale of buildings	0815	0815
Gain on sale of plant & equipment	0820	0820
Gain on sale of shares	0825	0825
Gain on sale of other investments	0830	0830
Gain on sale of other assets	0835	0835

## Totals

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The sum is automatically calculated – you are not required to enter an amount here.

### Item CI.060T – Total Capital Income - Tuition

This is the sum of amounts reported at Items CI.010T to CI.050T.

### Item CI.060B – Total Capital Income - Boarding

This is the sum of amounts reported at Items CI.010B to CI.050B.

*Please check these totals to ensure you have entered all relevant items.*

## Recurrent Expenditure

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Recurrent expenditure is incurred for the general day to day operations of the school and for the provision of education to students. Broadly this covers salaries, wages and related costs, administrative expenses, repairs and maintenance, finance costs, depreciation, amortisation and provisions such as staff leave and bad debts.

All recurrent expenditure relating to Tuition (and Boarding if applicable) must be recorded for each school.

Systems (and Catholic Dioceses in NSW and QLD) must report recurrent expenditure related to their operations (excluding internal systemic transactions).

To support *My School* finance reporting, each System Office (and Catholic Dioceses in NSW and QLD) must allocate its own (and any related entities') income and expenditure to each member school within their system. Certain income is normally retained and spent by the system head entity for the benefit of its member schools and such income should therefore be allocated to each school in the system in order to maximise comparability of the *My School* finance reports across school sectors. Any remaining amounts reported in the System Office FQ may be allocated to schools by ACARA in consultation with the system. Further information about this allocation is provided under the '*Treatment for transfers of funds between Systems and their schools*' section.

## Salaries and allowances

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Report all Salary Packages less any compulsory employer superannuation.

**Note:** The **total** value of Salary Packages less compulsory employer superannuation should be reported (for example, include any fringe benefits but exclude fringe benefits tax which should be reported under RE.050). Include all Salary sacrificed amounts here.

**Do not** include the employer Superannuation contribution here. This must be recorded against Item RE.060.

Include salaries paid to all staff including the executive staff and inspectors/superintendents (System Office only) principal, deputy principal, relieving teachers and staff on leave (other than those on long service leave or other extended leave, who are paid from a provisions account).

Include payments made to itinerant teachers/tutors (casual teachers/tutors) who are engaged by the school for subject tutoring which is under the direction of the school.

The allocation of salaries at Items RE.010 and RE.020 (System offices only) RE.030 and RE.040 (schools and Systems) should be consistent with the staff data entered into the 2016 Census of Non-government schools (Friday 5 August 2016 Census).

If a non-government school provides a service to another school, e.g. shared staff, the provider of the staff should report all expenses, such as salary, superannuation and fringe benefits, as normal in the school's FQ. If the school receiving the service is invoiced by another school for the combined services provided, the school receiving the service should enter those expenses into 'Other Operating Expenses' i.e. RE.080. The school providing the services should enter the corresponding income received into 'Other Private Income' i.e. RI.060.

(Systemic schools should seek guidance from their System or Diocese office for the reporting of salaries).

### Item RE.010 Executive - Senior Executive Staff *(Systems only)*

Include all Salaries and Wages **(including salary packages)** paid/payable to those staff generally undertaking functions of a senior executive role such as Directors or Chief Executives.

This Item should only be completed by a System or Diocese office.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition
Salary/wages - Permanent Senior Executives	1010
Salary/wages – Temporary Senior Executives	1110
Value of Fringe Benefits – Permanent Senior Executives	1310
Value of Fringe Benefits – Temporary Senior Executives	1410
Overtime - Permanent Senior Executives	1510
Overtime - Temporary Senior Executives	1610

### Item RE.020 Executive Inspectors and Superintendents *(Systems only)*

Include all Salaries and Wages **(including salary packages)** paid/payable to those staff generally undertaking functions of a senior administration role such as Inspectors and Superintendents.

This account should only be completed by a System or Diocese office.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition
Salary/wages - Permanent Inspectors/Superintendents	1020
Salary/wages – Temporary Inspectors/Superintendents	1120
Value of Fringe Benefits – Permanent Inspectors/Superintendents	1320
Value of Fringe Benefits – Temporary Inspectors/Superintendents	1420
Overtime - Permanent Inspectors/Superintendents	1520
Overtime - Temporary Inspectors/Superintendents	1620

### Item RE.030 – Principal, General teaching staff – lay and religious

Include all Salaries and Wages **(including salary packages)** paid/payable to general teaching staff that includes principals, lay and religious teachers, relief teachers and librarians.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Salary/wages – Permanent Teaching Staff	1030	1060
Salary/wages – Temporary Teaching Staff	1130	1160
Wages – Casual Teaching Staff	1210	1240
Value of Fringe Benefits - Permanent Teaching Staff	1330	1360
Value of Fringe Benefits - Temporary Teaching Staff	1430	1460
Overtime - Permanent Teaching Staff	1530	1560
Overtime - Temporary Teaching Staff	1630	1660

#### Item RE.040 – Salaries all other staff

Include all Salaries and Wages (**including salary packages**) paid/payable to any other staff such as Specialist Support Staff, Aides & Assistants, Administrative & Clerical Staff, Buildings & Grounds Staff, Caretaking & Cleaning\* Staff (non-contract).

**\*Do not** show payments to Contract Cleaners under this item. These expenses should be shown against item RE.090.

##### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Salary/wages – Permanent Other Staff	1040	1070
Salary/wages – Temporary Other Staff	1140	1170
Wages – Casual Other Staff	1220	1250
Value of Fringe Benefits - Permanent Other Staff	1340	1370
Value of Fringe Benefits - Temporary Other Staff	1440	1470
Overtime - Permanent Other Staff	1540	1570
Overtime - Temporary Other Staff	1640	1670

#### Salary related expenses

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#### Item RE.050 – Other staff related expenses

Include Workers Compensation Insurance, Fringe Benefits Tax, Payroll Tax (if applicable) and other leave provisions (if not shown elsewhere in the FQ). Include all Employee redundancy payments.

##### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Other Leave	1820	1840
Fringe Benefits Tax	1950	1960
Payroll Tax	1955	1965
Workers Compensation Insurance	1970	1970
All employee redundancy payments	1985	1985

**Item RE.060 – Superannuation (Employer Contribution only)**

Include amounts which represent **employer contributions** (including superannuation guarantee payments) made to superannuation funds for staff.

Note:

- Do not include members’ contributions, which are deducted from staff salaries and paid directly to their fund of choice. These are often referred to as “Salary Sacrificed” contributions and are treated as part of salaries.

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Superannuation (employer contribution)	1910	1920

**Item RE.070 - Long Service Leave (Expense/Provision for Long Service Leave and Annual Leave)**

Include the provision allocated or provided for long service and annual leave for 2016.

**Note:** This amount can normally be found in the Statement of Financial Performance (Profit and Loss) segment of the audited financial statements. **DO NOT** report the accumulated amount normally found in the Statement of Financial Position (Balance Sheet).

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Annual Leave	1810	1830
Long Service Leave	1850	1860

**Office and administrative expenses**

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**Item RE.080 – Operating Expenses**

Include expenses that are of a general administrative nature.

Note:

- The amount reported for expenditure on excursions which relate directly to courses of study offered at the school.
- Do not include salary related expenses which are included in other Items within the FQ.
- Do not include expenditure on utility expenses, maintenance and operations for buildings and grounds. (These expenses should be reported in RE.090).

**Refer to the table on the next page**

Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Staff Allowances	1710	1720
Staff Training	1975	1975
Other Staff Expenses	1980	1980
Motor Vehicle Expenses (non FBT)	2110	2125
Motor Vehicle Expenses (with FBT)	2115	2130
Transport Costs (non FBT)	2120	2135
Travel Expenses (non FBT)	2155	2165
Travel Expenses (with FBT)	2160	2170
Computer Expenses	2210	2220
Telephones	2310	2320
Teaching Stationery & Materials	2410	N/A
Library Consumables	2415	N/A
Departmental/Faculty Expenses	2420	N/A
School Magazine	2425	N/A
Prizes & Graduation Expenses	2430	N/A
Office Printing & Stationery	2435	2510
Postage	2440	2515
Bank Charges	2445	2520
Cartage & Freight	2450	2525
Subscriptions & Memberships	2455	N/A
Copyright Fees	2456	N/A
Catering for Functions (non FBT)	2465	N/A
Catering for Functions (FBT)	2470	N/A
Catering – Boarding House	N/A	2530
Boarding House Replacements – Linen etc	N/A	2535
Boarding Hospital/Nursing Expenses	N/A	2540
Boarding Laundry Expenses	N/A	2545
Boarding Other Expenses	N/A	2550
Miscellaneous Expenses	2480	N/A
Advertising	2610	2610
Loss on Sale of Fixed Assets	2810	N/A
Loss on Sale of Investments	2820	N/A
Diminution in value of Investments Expense	2830	N/A
Excursion Expenditure	2950	N/A
Other Tuition Expenses	2960	N/A
Insurance – General	2965	2965
Audit Fees	2970	2970
Accounting Fees	2975	2975
Legal Expenses	2980	2980

## Property and building expenses

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### Item RE.090 – Buildings and grounds - operations, building and equipment maintenance

Include expenditure relating to operations and maintenance of building and grounds.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Buildings & Equipment – Contracts	2010	2010
Buildings & Equipment – Expenses, Materials & Replacements	2015	2015
Gardens & Grounds – Contracts	2020	2020
Gardens & Grounds – Expenses & Materials	2025	2025
Caretaking & Cleaning – Contracts	2030	2030
Caretaking & Cleaning – Expenses & Materials	2035	2035
Caretaking & Cleaning – Security & Other Services	2040	2040
Electricity & Gas	2045	2045
Water & Sewerage	2050	2050
Waste Disposal	2055	2055
Rent	2060	2060
Council Rates	2065	2065
Operating lease payments	2460	2555

## Interest expenses

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### Item RE.100 – Interest for Bank overdraft and Recurrent loans

Only enter interest expenses relating to bank overdrafts and/or recurrent loans here

#### Note:

- This interest expense should correlate with loans specified at LN.030 – LN.040.
- Do not *net* government interest subsidies received against any interest expenses incurred.
- Do not report any principal loan repayments here.
- Do not report overdraft limits. (Report only the total amount of interest paid for the calendar year).

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Interest – Bank overdraft	2910	2910
Interest – Recurrent loans	2930	2930

## Item RE.110 - Interest – Capital, Bridging loans and Finance leases

**Note:** This item will be used to calculate your *My School* finance report

Include Interest expense relating to any capital or bridging loans

**Note:**

- The interest expense should correlate only with capital/bridging loans or finance leases specified at LN.050 – LN.080
- Do not net interest subsidies received against interest expenses incurred.
- Do not report any principal loan repayments here. (Refer principal loan repayments to LN.060)

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Interest – Capital and Bridging loans	2920	2920
Interest – Finance Leases	2940	2940

## Depreciation and Amortisation

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### Item RE.120 - Amortisation – leasehold land and buildings and assets under finance leases and hire purchase agreements

**(Accrual Accounting Only** – schools using cash accounting should leave this item blank)

Include amortisation of leased assets including assets under finance leases, hire purchase agreements and leasehold land and buildings.

This amount is normally found in the profit and loss (Statement of Financial Performance) segment of the audited financial statements.

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Amortisation – Finance leases	2750	2750
Amortisation – Leasehold and Buildings	2760	2760

### Item RE.130 – Depreciation

**(Accrual Accounting Only** – schools using cash accounting should leave this item blank)

Include the depreciation expense of the school's fixed assets. Note: You may consider establishing an assets and disposals register which should include an additions table. Please seek the advice of your accountant.

The depreciation amount is normally found in the expenses section of the profit and loss (Statement of Financial Performance) segment of the audited financial statements.

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Depreciation – Buildings	2710	2710
Depreciation – Furniture and Fittings	2720	2720
Depreciation – Plant & Equipment	2730	2730
Depreciation – Motor Vehicles	2740	2740

Item RE.140 – Total Bad and Doubtful Debt Expenses

(Accrual Accounting Only – schools using cash accounting should leave this item blank)

Include all amounts expensed to provide for any school fees that may not be collected. This amount is normally found in the profit and loss segment of the audited financial statements.

Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Bad & Doubtful Debts Expense	2840	2840

Totals

---

The sum is automatically calculated – you are not required to enter an amount here.

Item RE.150T – Total Recurrent Expenditure - Tuition

This is the sum of Items RE.010T to RE.140T.

Item RE.150B – Total Recurrent Expenditure - Boarding

This is the sum of Items RE.010B to RE.140B.

*Please check these totals to ensure you have entered all relevant amounts.*

## Capital Expenditure

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Capital expenditure is the amount spent by the school during the year on capital assets.

Capital expenditure is incurred because school's need to:

- acquire an additional asset and prepare it for its proposed use by the school;
- replace an existing major asset;
- substantially improve or upgrade an existing asset; or
- make substantial additions to an existing asset.

**Cash Accounting:** the capital expenditure should **equal the amount** recorded in the relevant capital expenditure accounts in the school's financial statements.

**Accrual Accounting:** the amounts disclosed for capital expenditure in the financial statements may be set out under the 'additions and disposals' headings in the Property, Plant and Equipment Section of the balance sheet.

Where capital expenditure for a year is not shown as 'additions' it will need to be calculated. The following example demonstrates how to calculate capital expenditure based on the school's non-current asset accounts:

<i>Ending account balance at cost or valuation</i>	<i>\$1,500,000</i>
<i>Less: opening account balance at cost or valuation</i>	<i>(\$500,000)</i>
<i>Less: revaluation increments during the year</i>	<i>(\$500,000)</i>
<i>Plus: revaluation decrements during the year</i>	<i>0</i>
<i>Plus: assets disposed at cost or valuation</i>	<i>\$250,000</i>
<i>Capital Expenditure</i>	<i>=\$750,000</i>

Expenditure on individual items of furniture, fittings, equipment and machinery which, as a guide, is less than \$1000 per item may be omitted from capital expenditure and included as recurrent expenditure. This is discretionary and dependent on a proper assessment by the school and the school's accountant/auditor.

Expenditure on library books that extend, increase or upgrade the existing stock of library books can be treated as **capital** expenditure.

Expenditure on purchasing books that replace existing books with the same or very similar titles should be included as **recurrent** expenditure.

Normal expenditure on library materials of a 'short-lived' nature e.g. magazines, periodicals, soft-bound books, consumables, can also be classified as recurrent expenditure and be included at Item RE.080.

To support *My School* finance reporting, each System Office (and Catholic Diocese in NSW and QLD) must allocate its own (and any related entities') income and expenditure to each member school within their system. Certain income is normally retained and spent by the system head entity for the benefit of its member schools and such income should therefore be allocated to each school in the system in order to maximise comparability of the *My School* finance reports across school sectors. Any remaining amounts reported in the System Office FQ may be allocated to schools by ACARA in consultation with the system. Further information about this allocation is provided under the '*Treatment for transfers of funds between Systems and their schools*' section.

## Item CE.010 – Land, Buildings and Improvements

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*Include all capital expenditure on land, buildings and improvements*

### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Land - acquisitions	5010	5010
Building – additions	5110	5110
Improvements which extends the life of existing buildings or changes the nature of the building	5150	5150

## Item CE.020 – Other Capital Expenditure

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*Include all capital expenditure on:*

- *Furniture and Fittings*
- *Plant & Equipment*
- *Motor Vehicles*
- *Leased Assets (including hire purchase)*
- *All other fixed assets not including land & buildings*

*Note: At the commencement of the lease term, lessees shall recognise finance leases and liabilities in their statements of financial position (Balance Sheet) at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease.*

*In any case reporting on leases should comply with AASB 117 Leases.*

### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Furniture and Fittings - additions	5210	5210
Plant & Equipment - additions	5310	5310
Motor Vehicles - additions	5410	5410
Leased Assets – (including hire purchase)	5510	5510

## Totals

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As the sum is automatically calculated, you do not need enter an amount here.

### Item CE.030T – Total Capital Expenditure - Tuition

**Note:** This item will be used to calculate your *My School* finance report.

This is the sum of Items CE.010T to CE.020T.

### Item CE.030B – Total Capital Expenditure - Boarding

This is the sum of Items CE.010B to CE.020B.

## Trading activities

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Trading Activities are classified as other school operations and are generally extra services the school provides for the school community and are in some cases operated in conjunction with businesses that operate at arm's length to the schools operations. Some of these activities operate profitably with the school benefitting from the alternative income stream generated.

The department expects the school to use separate trading accounts for the following activities:

- Provision of Transport for Students to and from the School (School Bus)
- Performances and displays by the school to the community
- Bookshop, Canteen/Tuck shop or Uniform shops
- Before & After school child minding

Where the school itself provides the service, gross income and/or expenditure should be reported in the Trading account section of the FQ at TA.010 or TA.020;

Where the service is provided by a third party, and generates a surplus which is passed onto the school, the amount received should be recorded as private income in RI.060 and/or CI.050 by the school; and

Activity completely at arm's length with the service provided by a third party is out of scope and should not be reported in the FQ.

If the school is unsure whether an activity in which it engages and which is not listed above should be included in operations, included in trading activities or excluded from the FQ, the school can telephone the FQ Helpline on 1800 677 027 - Option 2 for assistance.

**Please ensure you do not report the school's overall income or expenditure from the school's Statement of Financial Performance (Profit and Loss Statement) in this section.**

To support *My School* finance reporting, each System Office (and Catholic Diocese in NSW and QLD) must allocate its own (and any related entities') income and expenditure to each member school within their system. Certain income is normally retained and spent by the system head entity for the benefit of its member schools and such income should therefore be allocated to each school in the system in order to maximise comparability of the *My School* finance reports across school sectors. Any remaining amounts reported in the System Office FQ may be allocated to schools by ACARA in consultation with the system. Further information about this allocation is provided under the '*Treatment for transfers of funds between Systems and their schools*' section.

## Income from Trading Activities

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### Item TA.010 – Trading Activities Income

**Note:** This item will be used to calculate your *My School* finance report

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Income from transporting students to and from school	0415	N/A
Income from public performances & displays by the school	0445	N/A
Income from bookshop sales	0460	N/A
Income from canteen/tuck shop sales	0465	N/A
Income from uniform shop sales	0470	N/A
Income from before and after school child minding -	0475	N/A

## Expenses from Trading Activities

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### Item TA.020 – Trading Activities Expenditure

**Note:** This item will be used to calculate your *My School* finance report.

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Trading Activities Salaries & Wages – Permanent Staff	1050	N/A
Trading Activities Salaries & Wages – Temporary Staff	1150	N/A
Trading Activities Salaries & Wages – Casual Staff	1230	N/A
Trading Activities Fringe Benefits – Permanent Staff	1350	N/A
Trading Activities Fringe Benefits – Temporary Staff	1450	N/A
Trading Activities Overtime – Permanent Staff	1550	N/A
Trading Activities Overtime – Temporary Staff	1650	N/A
Expenses from transporting students to and from school	2485	N/A
Expenses from public performances & displays by the school	2486	N/A
Expenses from bookshop sales	2487	N/A
Expenses from canteen/tuck shop sales	2488	N/A
Expenses from uniform shop sales	2489	N/A
Expenses from before and after school child minding	2490	N/A

## Loans

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This section records the principal component of opening and closing balances of any loans made to the school as well as refundable enrolment deposits held on behalf of parents.

**Do not** report interest payments here.

Schools using Cash Accounting may find that outstanding loan balances will not be recorded in their financial statements, therefore it may be necessary to obtain the values from other documentation, e.g. loan statements for loans with commercial lending bodies or a register of deposits received and redeemed for refundable enrolment deposits.

Where more than one loan is held for each category, report the aggregate value only.

**Important:** Schools should allocate loans in the FQ according to the purpose for which they are used rather than as current or non-current liabilities. Where a single loan facility is used for multiple purposes, the school should ensure that the appropriate proportion of the loan is allocated to each section of the FQ as required.

## Refundable Enrolment Deposits

---

### Item LN.010 –Opening Balance

*Report the balance of refundable enrolment deposits as at the beginning of the calendar year*

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Refundable Enrolment Deposits Opening Balance – Current	8105	8105
Refundable Enrolment Deposits Opening Balance – Non-Current	8605	8605

### Item LN.020 - Closing Balance

*Report the balance of refundable enrolment deposits as at the end of the calendar year*

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Refundable Enrolment Deposits Closing Balance – Current	8110	8110
Refundable Enrolment Deposits Closing Balance – Non-Current	8610	8610

## Loans for Recurrent purposes

---

### Item LN.030 –Opening Balance

*Report the balance of recurrent loans as at the beginning of the calendar year*

*Do not report the **credit** balance of your **overdraft** account*

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Bank Overdraft Opening Balance - Current	8010	8010
Bank Loan for Recurrent Purposes Opening Balance - Current	8050	8050
Bank Loan for Recurrent Purposes Opening Balance – Non-Current	8550	8550
Other Loan for Recurrent Purposes Opening Balance – Current	8070	8070
Other Loan for Recurrent Purposes Opening Balance – Non-Current	8570	8570

### Item LN.040 - Closing Balance

*Report the balance of recurrent loans as at the end of the calendar year*

*Do not report the **credit** balance of your **overdraft** account*

#### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Bank Overdraft Closing Balance - Current	8015	8015
Bank Loan for Recurrent Purposes Closing Balance - Current	8055	8055
Bank Loan for Recurrent Purposes Closing Balance – Non-Current	8555	8555
Other Loan for Recurrent Purposes Closing Balance – Current	8075	8075
Other Loan for Recurrent Purposes Closing Balance – Non-Current	8575	8575

Please note: The loans entered into LN.030 – LN.040 are for recurrent purposes only, e.g. overdrafts and other loans used for ongoing school administration or operations.

## Loans for Capital purposes and Finance Lease Liabilities

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### Item LN.050 – Opening Balance

Report the balance of capital and bridging loans and finance leases as at the beginning of the calendar year.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Bank Loan for Capital Purposes Opening Balance – Current	8060	8060
Bank Loan for Capital Purposes Opening Balance – Non-Current	8560	8560
Other Loan for Capital Purposes Opening Balance– Current	8080	8080
Other Loan for Capital Purposes Opening Balance – Non-Current	8580	8580
Bridging Loan for Capital Purposes Opening Balance – Current	8090	8090
Bridging Loan for Capital Purposes Opening Balance – Non-Current	8590	8590
Finance Lease Liability Opening Balance – Current	8150	8150
Finance Lease Liability Opening Balance – Non-Current	8710	8710

### Item LN.060 – Capital and Bridging Loans Principal Repayments

Note: This item will be used to calculate your *My School* finance report.

Include all principal repayments related to loans reported under Items LN.050 to LN.080.

#### Chart of Accounts Codes

Account/Transaction Description	Tuition	Boarding
Principal Repayments – Bank Loans	9520	9520
Principal Repayments – All other Loans	9530	9530
Principal Repayments – Bridging Loans	9540	9540
Principal Repayments – Finance Lease Liabilities	9550	9550

### Item LN.070 – Capital and Bridging Loans Drawdowns

Include amount of borrowings drawn for new capital loans and redrawn from the schools existing capital loans facility and reported under Items LN.050 and LN.080. Note: Funds drawn down at LN.070 will generate an edit at MS.090 if data is not entered into MS.090.

These amounts may not easily be found in the financial statements and / or chart of accounts. The amount for drawdowns should be identified on other source documents such as loan statements.

## Item LN.080 - Closing Balance

*Report the balance of capital and bridging loans and finance leases as at the end of the calendar year*

### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Bank Loans for Capital Purposes Closing Balance – Current	8065	8065
Bank Loans for Capital Purposes Closing Balance – Non-Current	8565	8565
All other Loans for Capital Purposes Closing Balance– Current	8085	8085
All other Loans for Capital Purposes Closing Balance – Non-Current	8585	8585
Bridging Loans for Capital Purposes Closing Balance – Current	8095	8095
Bridging Loans for Capital Purposes Closing Balance – Non-Current	8595	8595
Finance Lease Liabilities Closing Balance – Current	8155	8155
Finance Lease Liabilities Closing Balance – Non-Current	8715	8715

*Bridging finance should include the full amount of loans raised or received during the 2016 calendar year for capital purposes pending either the negotiation of long-term loans or the receipt of other funds which will be used to offset the cost of capital works, e.g. finance raised against the collateral of the anticipated receipt of an Australian Government capital grant.*

**General financial information**

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This section records the closing balances for current and non-current assets and liabilities at the approved authority or entity level.

The amounts reported here should be drawn from the approved authority’s or entity’s balance sheet in the case of an entity responsible for several independent schools (A Collective) which forms part of the financial statements of the entity that operates the school.

Approved Authorities that have these amounts shown on their balance sheet, (or statement of financial position) must enter these items into the General financial information section of the FQ.

Exception: Approved Authorities with audited financial statements that do not include amounts for these items (e.g. those using Cash Accounting) may enter zero values.

**Item GF.010 – Cash and Cash Equivalents**

---

The amount to be reported at this item is found in the Statement of Financial Position or the Balance sheet under the heading ‘Cash or Cash Equivalents’ and represents cash on hand and/or cash at bank.

**Note:**

Reference should also be made to the Statement of Cash Flows if available to check the amount of cash and cash equivalents available at the end of the year. If the figure is negative, it means the entity has an overdraft. In most cases GF.010 should show zero (0) and the overdraft component should be reported as a liability in GF.030. The overdraft component should also be entered into the loans section of the FQ either in LN.030 (opening loan balance) and LN.040 (closing balance) or in both LN.030 and LN.040. There is often a note referring to an overdraft in the financial statements.

**Chart of Accounts Codes**

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Petty Cash	6010	N/A
General Account	6110	N/A
Trust Fund Account	6150	N/A
Term Deposits	6400	N/A

## Item GF.020 – Total Current Assets

---

The amount to be reported at this item is found in the Statement of Financial Position or the Balance sheet under the heading 'Total Current Assets' and represents cash or other assets that can be converted to cash, sold or consumed within 12 months. Some examples are listed below

### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Petty Cash	6010	N/A
General Account	6110	N/A
Trust Fund Account	6150	N/A
Provision for Doubtful Debts	6250	6250
Inventories	6300	6300
Term Deposits	6400	N/A
Government & Semi Government Bonds	7000	N/A
Debentures	7100	N/A
Shares	7200	N/A
Other Investments	7900	N/A
Trade Debtors	6200	6200
Sundry Receivables	6270	6270
Accrued Interest Receivable	6500	N/A
Prepayments – Rates	6610	6610
Prepayments – Rent	6620	6620
Prepayments – Insurance	6630	6630
Prepaid Motor Vehicle Costs	6640	6640
Prepaid Software License	6650	6650
Other Prepayments	6660	6660
Land Available for Sale	6710	6710
Buildings Available for Sale	6720	6720
Furniture & Equipment Available for Sale	6730	6730
Plant & Machinery Available for Sale	6740	6740

## Item GF.030 – Total Current Liabilities

---

The amount to be reported at this item is found in the Statement of Financial Position or the Balance sheet under the heading 'Total Current Liabilities' and represents obligations that are reasonably expected in the ordinary course of business to be paid or settled within the next 12 months. Some examples are listed below

### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Bank Overdraft	8015	8015
Bank Loan Recurrent	8055	8055
Bank Loan Capital	8065	8065
Other Loan Recurrent	8075	8075
Other Loan Capital	8085	8085
Bridging Finance	8095	8095
Finance Lease Liability	8155	8155
Trade Creditors	8200	8200
Sundry Creditors	8205	8205
Accrued Expenses	8210	8210
Accrued Wages & Salaries	8360	8360
Accrued Allowances	8370	8370
Accrued Overtime	8380	8380
Accrued Salary – Other	8390	8390
Accrued Long Service Leave	8300	8300
Accrued Annual Leave	8340	8340
Fringe Benefits Tax Payable	8350	8350
Accrued Payroll Tax (if applicable)	8351	8351
PAYG Payable	8352	8352
Withholding Tax Payable	8353	8353
Fees in Advance	8100	8100
Refundable Deposits – Parents	8110	8110
Deposits Held on Behalf of Boarders	N/A	8115
Deposits Held on Behalf of Third Party	8116	8116
Non Refundable Enrolment Deposits	8120	8120

## Item GF.040 – Total Non-Current Assets

---

The amount to be reported at this item is found in the Statement of Financial Position or the Balance sheet under the heading 'Total Non-Current Assets' and represents assets which are not easily converted to cash or not expected to become cash.

### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Land – closing balance	5030	5030
Buildings – closing balance	5160	5160
Furniture & Equipment – closing balance	5230	5230
Plant & Machinery – closing balance	5330	5330
Motor Vehicles – closing balance	5430	5430
Leased Assets – closing balance	5530	5530

## Item GF.050 – Total Non-Current Liabilities

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The amount to be reported at this item is found in the Statement of Financial Position or the Balance sheet under the heading 'Total Non-Current Liabilities' and represents obligations that are not required to be paid or settled within 12 months.

### Chart of Accounts Codes

<b>Account/Transaction Description</b>	<b>Tuition</b>	<b>Boarding</b>
Trade Creditors - Non Current	8820	8820
Sundry Creditors – Non Current	8830	8830
Accrued Annual Leave – Non Current	8810	8810
Provision for Long Service Leave	8800	8800
Bank Loan (for recurrent purposes)	8555	8555
Bank loan (for capital purposes)	8565	8565
Other Loan (for recurrent purposes)	8575	8575
Other Loan (for capital purposes)	8585	8585
Bridging Finance	8595	8595
Refundable Deposits – Parents	8610	8610
Non-refundable Enrolment Deposits	8620	8620
Finance Lease Liabilities	8715	8715
Unearned Revenue – General Non-Current	8720	8720
Other Non-Current Liabilities	8730	8730

## My School items - overview

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Some of the data collected through the FQ is drawn upon to create the *My School* finance report. After completing the section below, and prior to arriving at the FQ declaration page, you will have the opportunity to preview a preliminary *My School* finance report for your school.

In calculating *My School* finance reports, income and expenditure relating to the boarding function of boarding schools are disregarded as they are out of scope for *My School* reporting purposes.

Systems (and Catholic Diocese in NSW and QLD) must report recurrent income related to their operations (excluding internal systemic transactions).

To support *My School* finance reporting, each System Office (and Catholic Diocese in NSW and QLD) must allocate its own (and any related entity's) income and expenditure to each member school within their system. Certain income is normally retained and spent by the system head entity for the benefit of its member schools and such income should therefore be allocated to each school in the system in order to maximise comparability of the *My School* finance reports across school sectors.

Any remaining amounts reported in the System Office FQ may be allocated to schools by ACARA in consultation with the system. Further information about this allocation is provided under the '*Treatment for transfers of funds between Systems and their schools*' section.

## Australian Government Grants

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This section is used to identify the portion of total capital expenditure (that was reported at CE.030) funded by Australian Government Capital Grants.

**Note:** This amount will be reported under capital expenditure in the *My School* finance report.

**Item MS.010 - Australian Government Capital Grants received in the 2016 Program year (identified at CI.010) that were spent and recorded as capital expenditure in the 2016 Program year.**

**Note:** This item will be used to calculate your *My School* finance report.

*Include here the amount of Australian Government capital grants (reported at CI.010) that were spent/recorded as capital expenditure (at CE.030) within the 2016 Program year. This may be the same value as the amount entered at CI.010 or it may be a lesser amount.*

**Item MS.020 - Australian Government Capital Grants spent and recorded as capital expenditure in the 2016 Program year where the grant was received in a year other than the 2016 Program year.**

**Note:** This item will be used to calculate your *My School* finance report.

*Include here the amount of Australian Government capital grants that were received in a year other than the 2016 Program year (i.e. that were not reported at CI.010) and that were spent/recorded as capital expenditure (at CE.030) by the school, within the 2016 Program year.*

## State government Grants

---

This section is used to identify the portion of total capital expenditure (that was reported at CE.030) funded by State government Capital Grants.

**Note:** This amount will be reported under capital expenditure in the *My School* finance report.

Item MS.030 – State government Capital Grants received in 2016 Program year (identified at CI.020) that were spent and recorded as capital expenditure in the 2016 Program year.

**Note:** This item will be used to calculate your *My School* finance report.

*Include here the amount of State/Territory Government capital grants (reported at CI.020) that were spent/recorded as capital expenditure (at CE.030) within the 2016 Program year. This may be the same amount as entered at CI.020 or it may be a lesser amount.*

Item MS.040 – State government Capital Grants spent and recorded as capital expenditure in the 2016 Program year where the grant was received in a year other than the 2016 Program year.

**Note:** This item will be used to calculate your *My School* finance report.

*Include here the amount of State government capital grants that were earned/received in a year other than the 2016 Program year (i.e. not reported at CI.020) and that were spent/recorded as capital expenditure (at CE.030) by the school within the 2016 Program year.*

## Capital Fees and Levies and Other Capital Income

---

This section is used to identify the allocation and expenditure of private capital income earned/received by the school in 2016. These amounts are used to identify relevant deductions from gross income in the *My School* finance report.

**Note:** For the *My School* finance report, the total deductions from gross income (calculated as MS.050 + MS.060 + RE.110 + LN.060 - MS.100) should not exceed the school's privately sourced income (calculated as CI.030 + CI.040 + CI.050) unless the school has documentation that shows it is able to use government recurrent grants for capital purposes.

**Note:** all private capital income must be allocated across MS.050, MS.060 and MS.070 and MS.080. That is, the sum of CI.030 and CI.040 and CI.050 must equal the sum of MS.050, MS.060 and MS.070 and MS.080.

**Item MS.050 – Amount of private capital income (a component of the sum of CI.030, CI.040, and CI.050) spent on capital expenditure in the current year and reported at CE.030.**

**Note:** This item will be used to calculate your *My School* finance report.

*Include the amount of private capital income earned/received by the school in 2016 and reported at CI.030, CI.040 and CI.050 that was spent/recorded as capital expenditure (and reported at CE.030) in 2016.*

**Do not include** in MS.050 amounts of CI.030, CI.040 and CI.050 that were spent in 2016 on debt servicing or recurrent expenses.

**Item MS.060 - Amount of private capital income (a component of the sum of CI.030, CI.040, and CI.050) allocated to capital expenditure in future years.**

**Note:** This item will be used to calculate your *My School* finance report.

*Include the amount of private capital income earned/received by the school in 2016 that has been allocated to a capital purpose in a future year.*

*For Catholic system offices and Diocese include the relevant allocation of diocesan capital funds to each school's FQ return reported at CI.050.*

**Item MS.070 - Amount of private capital income (a component of the sum of CI.030, CI.040, and CI.050) used for debt servicing of capital loans (reported through RE.110 and LN.060).**

*Include the amount of private capital income earned/received by the school in 2016 that was used for debt servicing of capital loans (reported through RE.110 and LN.060).*

**Note:** This item is not used to calculate your *My School* finance report but is included in the FQ to provide a data quality control to ensure the accuracy of amounts reported at MS.050 and MS.060.

Item MS.080 - Amount of private capital income (a component of the sum of CI.030, CI.040, and CI.050) used for recurrent expenditure or other purposes in the current year.

*Include the amount of private capital income earned/received by the school in 2016 that was used for recurrent expenditure or other purposes in the current year.*

**Note:** This item is not used to calculate your *My School* finance report but is included in the FQ to provide a data quality control to ensure the accuracy of amounts reported at MS.050 and MS.060.

### Capital Expenditure Funded through Capital Loans

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Item MS.090 – Amount of capital expenditure in the 2016 Program year that was funded by drawdowns (identified at LN.070) from Capital Loans.

**Note:** This item will be used to calculate your *My School* finance report.

*Include the amount of capital expenditure in the 2016 year reported at CE.030 that was funded by capital loan drawdowns in the current year (reported at LN.070).*

*If appropriate also include the amount funded by drawdowns from other years that have not been previously reported.*

## Principal and Interest Repayments

Item MS.100 – Amount of principal and interest repayments (identified at LN.060 and RE.110) funded from proceeds from sale of assets (excluding gains), loan refinancing, cash reserves and/or government capital grants.

**Note:** This item will be used to calculate your *My School* finance report.

**Purpose** - The purpose of this item is to identify funds from sources other than income used to make principal and interest payments for capital loans that are not reported elsewhere in the current year's FQ. The amount you report here will be deducted from the '*Income allocated to capital debt servicing*' on the *My School* finance report.

**IMPORTANT** – The *My School* calculations will automatically allocate income to debt servicing as a deduction in the first instance. If amounts are not reported here or at Item MS.070 the deduction may result in overall net recurrent income displayed on the school's finance page being lower than expected.

*Include the portion of principal and interest payments for capital loans in 2016 (reported at RE.110 and LN.060) that were paid from a source **not** recorded elsewhere in the FQ as Recurrent Income (RI section) or Private Capital Income (CI.030, CI.040 and CI.050) in 2016.*

*Include the portion of principal and interest payments for capital loans made in the current Program year that you reported at RE.110 and LN.060 that were funded from any of the following:*

- *proceeds from the sale of assets (excluding gains)*
- *loan refinancing*
- *cash reserves*
- *government capital grants.*

Example:

2016 FQ RE.110	\$250	
2016 FQ LN.060	\$1,000	+
<b>Total debt servicing expenses for capital loans</b>	<b>\$1,250</b>	=
Income reported in the FQ that was used for capital loan debt servicing in 2016	\$500	-
<b>Amount not covered by income MS.100</b>	<b>\$750</b>	=
This amount is the balance of funds from non-income sources used for capital loan debt servicing in 2016	\$750	

This amount needs to be identified because schools can draw on funds from sources other than direct income, such as cash reserves, funds not recorded as recurrent income or private capital income in the FQ (loan refinancing and proceeds from the sale of assets excluding gains) or funds not included as income on *My School* (government capital grants) to cover principal and interest repayments.

These funds are not reported as gross school income for *My School* finance reports and therefore must be excluded from the '*Income allocated to capital debt servicing (including principal repayments and interest on loans)*' deduction to calculate an accurate net recurrent income amount for reporting on *My School*.

## Source of Funds used for Capital Expenditure in the year excluding Recurrent Income and Retained Earnings

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Item MS.110 – The funds used for capital expenditure in the year excluding recurrent income and retained earnings.

The totals in MS.110 are automatically summed – you are not required to enter an amount here.

This is the sum of amounts reported at Items MS.010 + MS.020 + MS.030 + MS.040 +MS.050 + MS.090.

*Please check these totals to ensure you have entered all relevant items.*

## Preliminary My School Finance Report

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This preliminary report is populated with the responses from your 2016 FQ data collection. Only the amounts reported for tuition (and system and diocese where applicable) are included. Boarding is excluded under the *My School* finance data collection methodology.

This preliminary report is provided as a guide only. **It may not include possible allocations of expenditure incurred by third parties, which are required under the methodology, such as those incurred by Block Grant Authorities** for administering government capital grant Programs to schools for Catholic independent, non-Catholic systemic and non-systemic independent schools. ACARA will include these amounts prior to publishing the finance report on the *My School* website.

Per student amounts are calculated using the number of FTE from the Friday 5 August 2016 school census.

Total deductions from gross income should not exceed the school's privately sourced income unless the school has documentation that shows it is able to use government grants for capital purposes. For further information, refer to the note under MS.100 in these instructions.

## FQ items mapped to *My School* finance reports

The table below maps individual FQ items that relate to each *My School* reporting category as shown in the preliminary *My School* report.

### Recurrent Income

<b><i>My School</i> reporting categories</b>	<b>2016 FQ Items included in calculations for the 2016 reporting year</b>
Commonwealth Government recurrent funding (R1)	<ul style="list-style-type: none"> <li>• +RI.100 (Commonwealth Government General Recurrent Grants Program made under the <i>Australian Education Act 2013</i>)</li> <li>• +RI.110 (Indigenous Education Grants from other Commonwealth Agencies)</li> <li>• +RI.120 (All other Commonwealth Government Recurrent Grants)</li> </ul>
State/Territory Government recurrent funding (R2)	<ul style="list-style-type: none"> <li>• +RI.070 (State/Territory Government recurrent grants)</li> <li>• +RI.080 (State/Territory Government Education Allowances)</li> <li>• +RI.090 (State/Territory Government Interest subsidy)</li> </ul>
Fees, charges and parent contributions (R3)	<ul style="list-style-type: none"> <li>• +RI.010 (Fees and Charges (excluding Overseas Students))</li> <li>• +RI.020 (Income from excursions/trips)</li> <li>• +RI.030 (Other receipts from students)</li> <li>• +RI.040 (ABSTUDY Allowances Paid Direct to School)</li> <li>• +RI.050 (Total income from overseas students)</li> <li>• +CI.030 (Fees/levis allocated for capital purposes)</li> <li>• +CI.040 (Capital funds received from overseas students)</li> </ul>
Other private sources (R4)	<ul style="list-style-type: none"> <li>• +TA.010 (Income on trading activities)</li> <li>• -TA.020 (Expenditure on trading activities)</li> <li>• = If less than 0, use 0. If greater than or equal to 0, use the result</li> <li>• +RI.060 (Private income)</li> <li>• +CI.050 (Other capital income)</li> </ul> <p>As described in the above calculation, only the profit component of 'Trading activities' is added to 'Private income' and 'Other capital income' for the calculation of the <i>My School</i> reporting category 'Other private sources'.</p>
Total gross income (excluding income from government capital grants) (RG)	<ul style="list-style-type: none"> <li>• <math>RG = (R1+R2+R3+R4)</math></li> </ul>

## Deductions

<b>My School reporting categories</b>	<b>2016 FQ Items included in calculations for 2016 reporting year</b>
Income allocated to current capital projects (D1)	<ul style="list-style-type: none"> <li>+ MS.050 (Amount of private capital income (a component of the sum of CI.030, CI.040 and CI.050) spent on capital expenditure in the current year and reported at CE.030)</li> </ul>
Income allocated to future capital projects and diocesan capital funds (D2)	<ul style="list-style-type: none"> <li>+MS.060 (Amount of private capital income (a component of the sum of CI.030, CI.040 and CI.050) allocated to capital expenditure in future years)</li> </ul>
Income allocated to capital debt servicing (including principal repayments and interest on loans) (D3)	<ul style="list-style-type: none"> <li>+RE.110 (Interest – Capital and bridging loans and finance leases)</li> <li>+LN.060 (Principal repayments on capital loans)</li> <li>-MS.100 (Amount of principal and interest repayments for capital purposes (identified at LN.060, RE.110) funded from gains on sale of assets, loan refinancing, cash reserves and/or government capital grants)</li> </ul>
Total net recurrent income (RN)	<ul style="list-style-type: none"> <li>RN = RG-D1-D2-D3</li> </ul>

## Capital Expenditure

<b>My School reporting categories</b>	<b>2016 FQ Items included in calculations for 2016 reporting year</b>
Australian Government capital expenditure (C1)	<ul style="list-style-type: none"> <li>+MS.010 (Commonwealth Government capital grants received in the 2016 Program year (identified at CI.010) that were spent and recorded as capital expenditure in the 2016 Program year)</li> <li>+MS.020 (Commonwealth Government capital grants spent and recorded as capital expenditure in the 2016 Program year where the grant was received in a year other than the 2016 Program year)</li> </ul>
State/Territory Government capital expenditure (C2)	<ul style="list-style-type: none"> <li>+MS.030 (State/Territory Government capital grants received in the 2016 Program year (identified at CI.020) that were spent and recorded as capital expenditure in the 2016 Program year)</li> <li>+MS.040 (State/Territory Government capital grants spent and recorded as capital expenditure in the 2016 Program year where the grant was received in a year other than the 2016 Program year)</li> </ul>
New school loans (C3)	<ul style="list-style-type: none"> <li>+MS.090 (Amount of capital expenditure in the 2016 Program year that was funded by drawdowns (identified at LN.070) from capital loans)</li> </ul>
Income allocation to current capital projects (C4)	<ul style="list-style-type: none"> <li>As per D1</li> </ul>
Other (C5)	<ul style="list-style-type: none"> <li>C5 = CE.030-C1-C2-C3-C4</li> </ul>
Total capital expenditure (CE)	<ul style="list-style-type: none"> <li>CE.030 (Total Capital Expenditure)</li> </ul>

Note: Two additional questions (MS.070 and MS.080) are also included in the FQ to provide a data quality control measure to ensure the accuracy of amounts reported at MS.050 and MS.060.

## FQ items mapped to the Australian Charities and Not for profits Commission - Preview page

The table below, maps individual FQ items that relate to the relevant ACNC financial information category as shown in the Australian Charities and Not for Profits Commission – Preview page.

### COMPREHENSIVE INCOME STATEMENT SUMMARY

<b>ACNC financial information categories</b>	The following items will be calculated for each ACNC Category
<b>Gross income</b>	
<b>a: Government grants</b>	RI.070 & RI.070B – State government recurrent grants RI.080 – State government education allowances RI.090 & RI.090B – State government interest subsidy RI.100 - Commonwealth government general recurrent grants program RI.110 & RI.110B – Indigenous education grants RI.120 & RI.120B – All other Commonwealth government recurrent grants CI.010 & CI.10B – Commonwealth government capital grants CI.020 & CI.020B – State government capital grants
<b>c: All other revenue</b>	RI.010 & RI.010B – Fees & charges RI.020 & RI.020B – Income from trips & excursions RI.030 & RI.030B – Other receipts from students RI.040 & RI.040B – ABSTUDY Allowances paid direct to the school RI.050 & RI.050B – Total income from overseas students RI.060 & RI.060B – Private income CI.030 & CI.030B – Fee/levies associated for capital purposes CI.040 & CI.040B – Capital funds received from overseas students CI.050 & CI.050B – Other capital income TA.010 & TA.010B – Trading activities income

**Expenses**

<b>g. Employee expenses</b>	RE.010 – Executive – Senior executive staff salaries RE.020 – Executive – Inspectors & Superintendents RE.030 & RE.030B – Principal, General teaching staff – lay & religious RE.040 & RE.040B – Salaries all other staff RE.050 & RE.050B – Other staff related expenses RE.060 & RE.060B – Superannuation (Employer contribution only) RE.070 & RE.070B – Long service leave
<b>h. Interest expenses</b>	RE.100 & RE.100B – Interest – Bank overdraft & recurrent loans RE.110 & RE.110B – Capital & bridging loans & finance leases
<b>k. All other expenses</b>	RE.080 & RE.80B – Operating Expenses RE.090 & RE.090B – Buildings and grounds – operations, building & equipment maintenance RE.120 & RE.120B – Amortisation – Leasehold land & building & & assets RE.130 & RE.130B – Depreciation RE.140 & RE.140B – Total bad & doubtful debts expense TA.020 & TA.020B – Trading activity expenditure

**BALANCE SHEET EXTRACT****Assets**

<b>p. Total current assets</b>	GF.020 – Total current assets (including data from GF.010)
<b>s. Total non-current assets</b>	GF.040 – Total non-current assets

**Liabilities**

<b>u. Total current liabilities</b>	GF.030 – Total current liabilities
<b>x. Total non-current liabilities</b>	GF.050 – Total non-current liabilities