



SchoolsHUB Financial Accountability

User guide for Qualified Accountants

Who should read this guide and why?

This user guide is to assist Qualified Accountants to submit an Acquittal Certificate in SchoolsHUB.

Read this user guide in conjunction with the SchoolsHUB Access Guide, available in [Using SchoolsHUB](#).

What does this guide help me do?

- Confirm your professional qualifications
- Access the Acquittal Certificate
- Submit the Acquittal Certificate

What role do I need?

To submit the Acquittal Certificate, you will need Qualified Accountant access at the Approved Authority level.

What is the Acquittal Certificate?

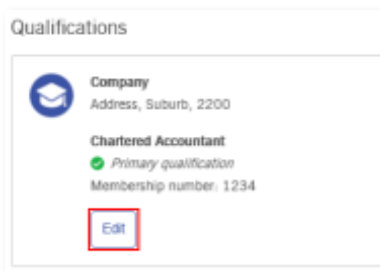
The Acquittal Certificate is where a qualified person confirms the amount of funding received by the Approved Authority from the Australian Government and certifies that the funding was spent or committed to be spent for the purpose of providing school education.

Confirm your professional qualifications

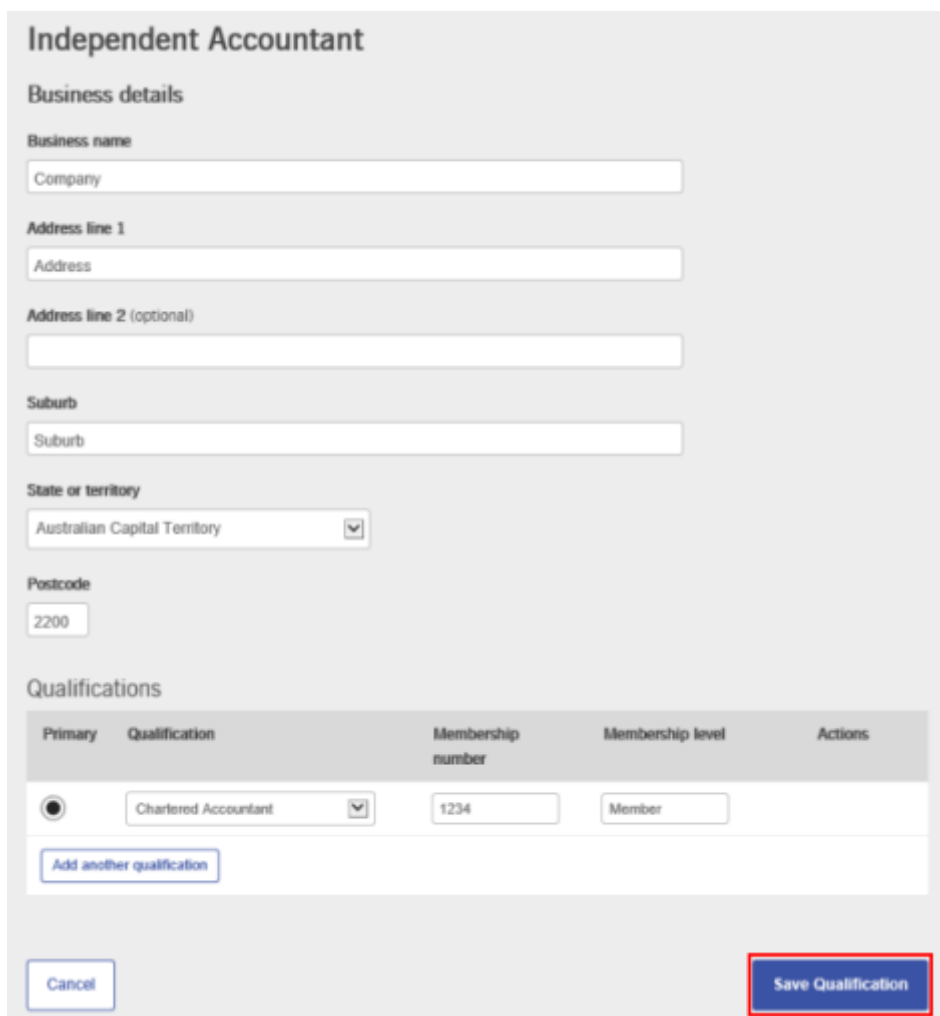
To confirm your current professional qualifications follow these three steps.

Step 1: Sign into SchoolsHUB using your email or username and password.

Step 2: Click on the **Profile** icon at the top of the page. This navigates to the **My Profile** page, which shows your personal details, qualifications and the organisations and roles your SchoolsHUB account is linked to. Under the **Qualifications** table click on **Edit**.



Step 3: Review and update your business details and qualifications as required, then click on **Save Qualification**. If you have multiple qualifications you can nominate the primary qualification you want to be pre-populated on the Acquittal Certificate.



The screenshot shows the 'Independent Accountant' form. The 'Business details' section includes fields for Business name (Company), Address line 1 (Address), Address line 2 (optional), Suburb (Suburb), State or territory (Australian Capital Territory), and Postcode (2200). The 'Qualifications' section is a table with columns for Primary, Qualification, Membership number, Membership level, and Actions. The 'Chartered Accountant' qualification is selected as primary. A red box highlights the 'Save Qualification' button at the bottom right.

Primary	Qualification	Membership number	Membership level	Actions
<input checked="" type="radio"/>	Chartered Accountant	1234	Member	

Access the Acquittal Certificate

To access the Acquittal Certificate follow these 4 steps.

Step 1: Sign into SchoolsHUB using your email or username and password.

Step 2: On your user dashboard is the **Data collection progress** table. This table outlines the collections you have access to, the collections due date and the collections progress status. To access the Acquittal Certificate, click on the **Financial Accountability** data collection.

Note: If the **Financial Accountability** data collection is not visible on your dashboard, select **Data collection** on the left hand menu to access all the data collections under your SchoolsHUB account.

Data collection	Due date	Not started	In progress	Declared	Finalised
Financial Accountability	30 Jun 2021				View collection for details

Step 3: The Acquittal Summary table lists current and historical acquittal information for Approved Authorities linked to your SchoolsHUB account where the Acquittal Certificate has been started. The list shows the:

- Action – options include **view, edit or start**
- Name of the Approved Authority
- Acquittal – year and type of Acquittal Certificate
- Status – not started, draft (started but not submitted), acquittal pending (submitted to department), and finalised (accepted by the department)
- GST exclusive total payment amount
- GST for payment
- GST inclusive total payment amount
- Payments made to the Approved Authority during the calendar year

Action	Approved Authority	Currently sorted according to	Status	GST excl	GST	Total	Payments
View	0000 - Organisation Name	2017 System	Finalised	\$1,750,000	\$175,000	\$1,925,000	View Payments
View	0000 - Organisation Name	2018 System	Finalised	\$2,000,000	\$200,000	\$2,200,000	View Payments
View	0000 - Organisation Name	2019 System	Finalised	\$2,250,000	\$225,000	\$2,475,000	View Payments
View	0000 - Organisation Name	2020 System	Finalised	\$2,500,000	\$250,000	\$2,750,000	View Payments

Step 4: Open the Acquittal Certificate for editing by clicking on the **Start** or **Edit** link.

Submit the Acquittal Certificate

To submit the Acquittal Certificate follow these 5 steps.

Step 1: Confirm the total amount of funding received in the calendar year.

The Summary Table shows payments made to the Approved Authority's nominated bank account for the calendar year (1-Jan to 31-Dec) under three payment types. The payment types are:

- Recurrent Assistance (section 25 of the Act)
- Special Circumstances funding (section 69 of the Act)
- Prescribed Circumstances funding (section 69A or 69B of the Act)

Default totals are pre-filled for each payment type based on the Department's calculations.

To confirm the total funding amounts, you must **submit** the Acquittal Certificate. Before you submit the Acquittal Certificate you must read through the Declaration and Qualified Person's Certification.

Note: Special Circumstances and Prescribed Circumstances appear in the Summary Table if payments were made that year, or if there is unspent funding from an earlier year. Refunds and Offsets only appear when funding has been recovered against payments made during the year.

Funding received	Amount ex GST
The amount of funding provided under the Act in 2020	
Recurrent Funding received (excl. GST)	
Base amount	\$ 969,490.99
Student with disability loading	\$ 165,871.00
Aboriginal and Torres Strait Islander loading	\$ 15,546.01
Socio-educational disadvantage loading	\$ 97,820.00
Low English proficiency loading	\$ 0.00
Location loading	\$ 0.00
Size loading	\$ 219,007.00
Total Recurrent Funding received in 2020 (excl. GST)	\$ 1,467,735.00
Special Circumstances Funding	\$ 2,225.00
Prescribed Circumstances or Transitional Adjustment Funding received (excl. GST)	
Adjustment funding for low-growth non-government schools in 2019	\$ 0.00
Transition Assistance for low growth non-government schools in 2018	\$ 0.00
Additional Assistance for 2016 census data arrangements	\$ 0.00
Local Schools Community Fund	\$ 18,750.00
Total Prescribed Circumstances and Transitional Adjustments Funding received in 2020 (excl. GST)	\$ 18,750.00
Total Funding received in 2020	\$ 1,488,710.00
GST	\$ 148,871.00
Total Funding received in 2020 (Incl. GST)	\$ 1,637,581.00

Step 2: Confirm the funding spent for each payment type

Use the data entry tables to confirm how much funding was spent by the Approved Authority during the calendar year. All amounts are exclusive of GST.

The Special Circumstances and Prescribed Circumstances data tables are available for data entry where the Approved Authority received funding in the calendar year or has unspent funding from an earlier year. There are separate tables for each type of Prescribed Circumstances funding.

Negative values are not allowed and a figure must be recorded in each table. Zero values are only allowed for Prescribed Circumstances funding tables.

2020 Recurrent Grant Funding	
The amount of Recurrent Grant Funding received in 2020 under s25 of the Act	
Total Recurrent Grant Funding received in 2020	\$ 1,467,735.00
Recurrent Funding received and spent, or committed to be spent, in 2020*	<input type="text" value=""/> \$ 0.00

Special Circumstances Funding	
The amount of Special Circumstance received in 2020 under s69(1) of the Act	
Total Special Circumstance Funding received in 2020	\$ 2,225.00
Special Circumstance received and spent, or committed to be spent, in 2020*	<input type="text" value=""/> \$ 0.00

Adjustment funding for low-growth non-government schools in 2019	
The amount of 2019 funding received and spent for the purpose of providing school education at a school : purpose of providing school approved in accordance with clause 10 of Schedule 1 and section 29 of the Australian Education Regulation 2013	
Funding received in previous years	\$ 170,186.59
Funding received in 2020	\$ 0.00
Total funding received for low growth independent schools in 2019	\$ 170,186.59
Funding spent in previous years	\$ 0.01
Funding spent in 2020*	<input type="text" value=""/> \$ 0.00
Funding remaining to be spent, or committed to be spent, by 31 December 2022	\$ 170,186.58

Note: the department is aware of projects approved under the Local Schools Community Fund that were affected by the COVID-19 pandemic and prevented this funding from being spent by 1 January 2021. Confirm the full amount of funding was spent in 2020, even if part or all of the funding was spent in 2021.

Step 3: Review the Declaration

The Declaration outlines your roles and responsibilities when completing the Acquittal Certificate. By submitting this declaration, you are complying with Australian Accounting Standards and Australian Audit Standards. The Declaration reflects what financial accountability obligations under the Act and Regulation are satisfied by submitting the Acquittal Certificate.

Your professional details (name, organisation and professional qualifications) are pre-filled in the Acquittal Certificate from your user account details. In cases where more than one professional qualification is entered, your primary qualification will be used.

Before submitting the Acquittal Certificate, please ensure your personal and professional details are correct. Confirm this under the My Profile tab.

Declaration

Certificate prepared and certified by an independent qualified accountant as required by section 34 of the *Australian Education Regulation 2013* (Cth)

I, [REDACTED] of [REDACTED] having the following qualification [REDACTED] confirm I am an independent qualified person of [REDACTED] as required by section 34 of the *Australian Education Regulation 2013* (Cth).

Preparation and certification of this Certificate by an independent qualified accountant will satisfy [REDACTED] financial reporting obligations under section 34 of the *Australian Education Regulation 2013* (the Regulation) by certifying:

- the amount of financial assistance paid to the authority in accordance with the Act in 2020 that has been spent in accordance with section 29 or a provision of Schedule 1 (as the case requires); and
- the amount of financial assistance paid to the authority in accordance with the Act in 2020 that has been committed to be spent (as defined in section 4 of the Act) in accordance with section 29 or a provision of Schedule 1 (as the case requires); and
- that the interest earned on financial assistance paid to the authority in accordance with the Act has been spent, or committed to be spent, in 2020 in accordance with section 29 or a provision of Schedule 1 (as the case requires); and
- the amount of financial assistance paid to the authority in accordance with the Act in a previous year that has been spent, or committed to be spent, in 2020 in accordance with section 29 or a provision of Schedule 1 (as the case requires), including any amounts of such financial assistance committed in a previous year but spent in the current year.

For the avoidance of doubt, the requirement for the certificate to be 'certified' means that an independent qualified accountant has undertaken a reasonable assurance engagement on the authority's compliance on spending financial assistance in accordance with the Act.

Step 4: Review the Qualified Person's Certification

The Qualified Person's Certification requires you to certify that funding received by the Approved Authority from the Australian Government under the Act has been spent, or committed to be spent, in accordance with relevant provisions of the Act and Regulation.

By submitting the Acquittal Certificate you are agreeing to all statements contained in the Declaration and Qualified Person's Certification.

All certificates require certification that funding was spent in accordance with the Act and that any GST was dealt with according to relevant Australian Taxation Office regulations.

Qualified Person's certification

I certify, as at 31 December 2020 that, to the best of my knowledge and after undertaking a reasonable assurance engagement on the authority's compliance on spending financial assistance in accordance with the Act:

(a) the amounts of funding specified in the Tables of this Certificate have been spent or committed to be spent in accordance with the *Australian Education Regulation 2013*; and

(b) interest earned in 2020 on any funding specified in the Tables, has been spent or committed to be spent in accordance with the same requirements under the *Australian Education Regulation 2013* that applies to the funding.

(c) where the total amount received by the Approved Authority, [REDACTED], under the Act includes an amount to take account of GST payable by the Approved Authority, [REDACTED], on a Taxable Supply made to the Commonwealth under the agreements, the Approved Authority, [REDACTED], has paid to the Australian Taxation Office the relevant amount of GST.

I understand that the Department of Education, Skills and Employment (the Department) may use and disclose any information contained in this Certificate, including any personal information, for the purposes of:

- assessing [REDACTED] compliance with the *Australian Education Act 2013* and *Australian Education Regulation 2013*;
- any departmental reporting, including publically available reporting, on funding provided under the *Australian Education Act 2013*;
- assisting the non-government representative body (NGRB) for the [REDACTED] in its work as an NGRB;
- any other purpose authorised or required by law (see for example, section 65 of the *Australian Education Regulation 2013*).

I understand that giving false or misleading information is a serious offence.

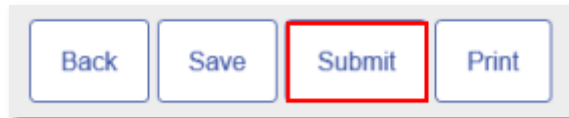
Signature of Qualified Accountant: [REDACTED]

Date: 11 March 2021

Step 5: Submit the Acquittal Certificate

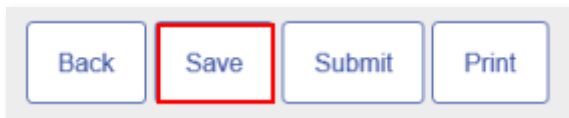
Submit to confirm the total funding amount and the funding spent for each payment type. The option to submit is listed at the bottom of each submission. Once submitted the status of the Acquittal Certificate change status to Confirmed or Finalised.

The Acquittal Certificate can't be changed after it has been submitted. Please contact us if you need to make a correction.



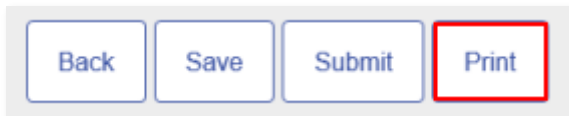
Save

Save your work regularly. SchoolsHUB has a sign in expiry period of 20 minutes, if you are signed out any unsaved work will be lost. The option to save is listed at the bottom of each submission.



Print

Print a copy of your Acquittal Certificate. The option to print is listed at the bottom of each submission.



Need help?

We are here to help. Contact us by:

- email: schoolsassurance@dese.gov.au
- phone: 1800 677 027
- submit: a new support request online from our Help and Support centre