



# SchoolsHUB Financial Accountability

## User guide

## Who should read this guide and why?

This user guide is to assist Qualified Accountants and Finance Officers to complete the Financial Accountability (FA) reporting in SchoolsHUB. The FA consists of two process, the Acquittal Certificate and Block Allocation Summary.

Read this user guide in conjunction with the SchoolsHUB Access Guides (for either new users or recent SEP users), available in the [Using SchoolsHUB](#) tab.

## What does this guide help me do?

This step-by-step guide assists Qualified Accountants and Finance Officers to:

- Confirm and update your Financial Accountability access
- Access the Financial Accountability collection
- Access and submit an Acquittal Certificate
- Access and submit a Block Allocation Summary

## What role do I need?

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

To submit the Block Allocation Summary, you will need Data reporter or Authorised Representative access at the Approved Authority level.

To read/view Payment Advices, you will need Finance Officer access to your organisations.

## Changes from the last FA?

### Independent qualified accountants:

From 2019, the Acquittal Certificate may only be confirmed by an independent qualified accountant. A statement about the qualified accountant's independence from the approved authority has been added to the Acquittal Certificate declaration.

### Prescribed Circumstances or transitional adjustment funding

In 2018, some Approved Authorities received Prescribed Circumstances or transitional adjustment funding in addition to their recurrent funding. Individual Prescribed Circumstances funding have different reporting and acquittal requirements for the Approved Authority. For example, the ability to carry funding over into future years.

The Acquittal Certificate has been updated for Approved Authorities in receipt of the Prescribed Circumstances or transitional adjustment funding in line with these new reporting requirements. When completing Acquittal Certificates, qualified accountants will need to ensure that any funding received under Prescribed Circumstances or transitional adjustment is correctly captured and reported in the areas Acquittal Certificate.

For Approved System Authorities who received the Prescribed Circumstances payment – additional financial assistance for system weighted average SES schools for 2018, a manual Block Allocation Summary will be used to capture the distribution of funding in line with your needs based funding model.

The department will separately contact the Approved System Authorities who received this payment with the document to complete.

## What is the Acquittal Certificate?

The Acquittal Certificate is where a qualified person confirms the total amount of recurrent 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.

## What is the Block Allocation Summary?

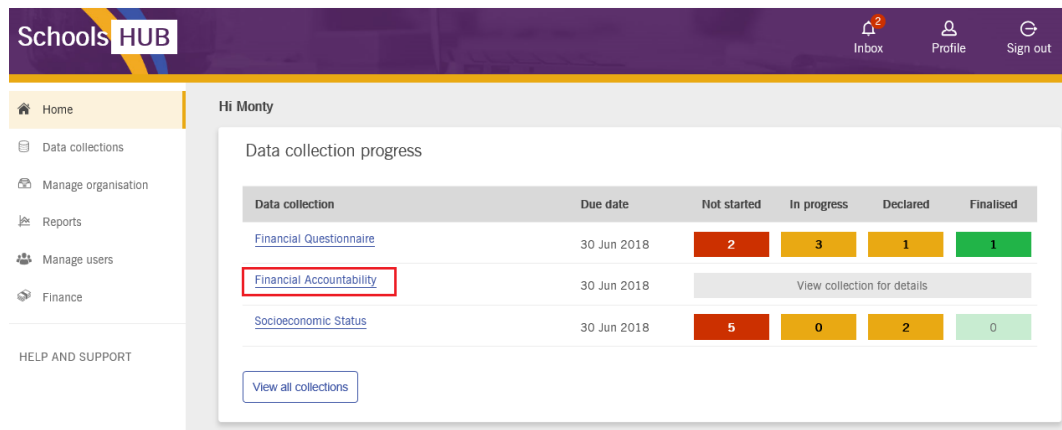
The Block Allocation Summary is where an Approved Authority that operates more than one school reports on how funding was distributed to each school.

## Accessing the Acquittal Certificate

To access the Financial Accountability collections Acquittal Certificate, follow these 3 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.



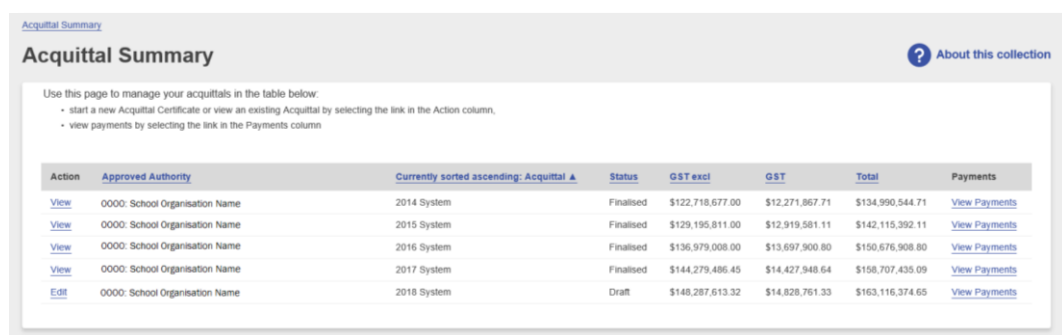
The screenshot shows the SchoolsHUB interface. The top navigation bar includes 'Inbox', 'Profile', and 'Sign out'. The left sidebar lists 'Home', 'Data collections', 'Manage organisation', 'Reports', 'Manage users', 'Finance', and 'HELP AND SUPPORT'. The main content area, titled 'Hi Monty', displays the 'Data collection progress' table. The table has columns for 'Data collection', 'Due date', 'Not started', 'In progress', 'Declared', and 'Finalised'. Three data collections are listed: 'Financial Questionnaire', 'Financial Accountability' (highlighted with a red box), and 'Socioeconomic Status'. The 'Financial Accountability' row shows 2 'Not started', 3 'In progress', 1 'Declared', and 1 'Finalised' item. A 'View collection for details' button is present for this row. A 'View all collections' button is at the bottom of the table.

Data collection	Due date	Not started	In progress	Declared	Finalised
<a href="#">Financial Questionnaire</a>	30 Jun 2018	2	3	1	1
<a href="#">Financial Accountability</a>	30 Jun 2018				
View collection for details					
<a href="#">Socioeconomic Status</a>	30 Jun 2018	5	0	2	0

[View all collections](#)

**Step 3:** The Acquittal Summary table lists the:

- Action – options include **view, edit or start**
- Name of the Approved Authority
- Acquittal title – **year level**
- 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 total for payment
- GST inclusive total payment amount



The screenshot shows the 'Acquittal Summary' page. It includes a header with 'Acquittal Summary' and a link 'About this collection'. Below the header is a table with columns: 'Action', 'Approved Authority', 'Currently sorted ascending: Acquittal', 'Status', 'GST excl', 'GST', 'Total', and 'Payments'. The table lists four rows of acquittals for the years 2014, 2015, 2016, and 2017. The 2018 row is marked as 'Draft'. Each row has a 'View' or 'Edit' link in the 'Action' column and a 'View Payments' link in the 'Payments' column.

Action	Approved Authority	Currently sorted ascending: Acquittal	Status	GST excl	GST	Total	Payments
<a href="#">View</a>	0000: School Organisation Name	2014 System	Finalised	\$122,718,677.00	\$12,271,867.71	\$134,990,544.71	<a href="#">View Payments</a>
<a href="#">View</a>	0000: School Organisation Name	2015 System	Finalised	\$129,195,811.00	\$12,919,581.11	\$142,115,392.11	<a href="#">View Payments</a>
<a href="#">View</a>	0000: School Organisation Name	2016 System	Finalised	\$136,979,008.00	\$13,697,900.80	\$150,676,908.80	<a href="#">View Payments</a>
<a href="#">View</a>	0000: School Organisation Name	2017 System	Finalised	\$144,279,486.45	\$14,427,948.64	\$158,707,435.09	<a href="#">View Payments</a>
<a href="#">Edit</a>	0000: School Organisation Name	2018 System	Draft	\$148,287,613.32	\$14,828,761.33	\$163,116,374.65	<a href="#">View Payments</a>

## Submitting the Acquittal Certificate

To submit the Acquittal Certificate, you must confirm:

- the total amount of funding received by the Approved Authority for the program year (for example, 1 January to 31 December for the year being submitted)
- each funding type (where a payment was made)
- for Prescribed Circumstances of transitional adjustment funding, how much of the funding was spent in the program year.

### Step 1: Confirming grants

The Acquittal Certificate shows payments made to the Approved Authority's nominated bank account under three payment types. The payment types are:

- recurrent grant funding (section 25 of the Act)
- Special Circumstances funding (section 69 of the Act)
- Prescribed Circumstances or transitional adjustment funding (section 69A of the Act)

Default totals are pre-filled for each payment type based on the Department's calculations. Fields may be overwritten, with a detailed explanation, if the amount entered is lower than the pre-filled totals.

Confirm only the **total** amount of recurrent funding, not the separate amounts displayed on the certificate for the base and loadings. For Approved Authorities for more than one school, the total amount will be the sum of the funding made in respect to all schools.

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

**Note:** Special Circumstances, Prescribed Circumstances and Refunds will only appear on the Acquittal Certificate if they apply to that payment.

Corporation of the Schools Association of XXXXX	
* Indicates a required field	
Base SRS funding amount	\$ 829,662,855.93
Student with disability loading	\$ 69,759,993.19
Aboriginal and Torres Strait loading	\$ 14,365,570.81
Low socioeconomic status student loading	\$ 85,486,558.01
Low English proficiency loading	\$ 698,712.92
Location loading	\$ 43,089,011.07
Size loading	\$ 13,896,464.07
Funding unassigned to loading	-\$ 2,003,302.40
Total recurrent grant funding under s25 of the Act	\$ 1,054,955,863.60
Amount confirmed for recurrent grant funding under s25 of the Act	\$ 1,054,955,863.60
Funding provided under the previous Act (Sections 39 41 44 48 50 54 60 62 68 70 87 or 100 of the previous Act)	\$ 420,397.60
Amount confirmed for funding provided under the previous Act (various provisions)	\$ 420,397.60
Prescribed Circumstances Funding	\$ 1,019,412.00
Amount confirmed for Prescribed Circumstances funding under s69A of the Act	\$ 1,019,412.00
Refunded amounts - Recurrent Grants payments under the Act	-\$ 579,087.00
Total Funding Provided	\$ 1,055,816,586.20
GST	\$ 105,581,658.63
Amount Confirmed for total funding provided (Incl. GST)	\$ 1,161,398,244.83

## Step 2: 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

Recurrent grant funding for participating schools is payable by the Commonwealth each year under section 25 of the Australian Education Act 2013 (Cth) (the Act). The Act legislates Commonwealth funding to schools in Australia and sets out the rights and responsibilities of organisations in order for them to receive Commonwealth funding for the purpose of school education.

A breakdown of the recurrent grant funding provided by the Commonwealth to Corporation of the Schools Association of XXX under the Act during 2014 is at the table above. Please note that the amount shown is the amount that was paid to the nominated bank account of Corporation of the Schools Association of XXX. The table above also includes funding made in 2014 under the Schools Assistance Act 2008 (Cth) (the previous Act).

Please note that payments made by the Commonwealth for capital funding are not included in the table above and do not form part of this Certificate.

Completion of this Certificate by a qualified person will satisfy the Corporation of the Schools Association of XXX financial accountability obligations under section 34 of the Australian Education Regulation 2013 (Cth) by certifying that financial assistance paid by the Commonwealth in 2014 in accordance with the Act has been spent, or committed to be spent, in accordance with the relevant provisions under the Act.

Completion of this Certificate by a qualified person will satisfy the financial accountability obligations under section 23 of the previous Act.

For non-government schools, a qualified person is a qualified accountant. A qualified accountant is defined under s34 of the Act to include: (a) a qualified accountant within the meaning of the Corporations Act 2001; or (b) a person registered (or taken to be registered) as an auditor under the Corporations Act 2001; or (c) a person approved by the Minister as a qualified accountant.

### Certificate by a qualified person as required by section 34 of the Australian Education Regulation 2013 (Cth)

I, Name of Company Pty Ltd having the following qualification Registered Company Auditor confirm I am a qualified person as required by section 34 of the Australian Education Regulation 2013 (Cth). qualified person as required by section 34 of the Australian Education Regulation 2013 (Cth).

### Report on the Statement of Grant Income and Expenditure

I/We have audited the Statement of Grant Income and Expenditure (the Statement) relating to funding for recurrent grants and prescribed circumstances made under the Act and funding provided under the previous Act received by the Approved Authority, Corporation of the Schools Association of XXX pursuant to section(s) 25 and 69A of the Act and the sections of the previous Act identified in Table above, for the period from 1 January 2014 to 31 December 2014.

### Responsibility of the Board for the Statement of Grant Income and Expenditure

The Board of the Approved Authority, Corporation of the Schools Association of XXX, is responsible for the preparation and fair presentation of the Statement in accordance with applicable Australian Accounting Standards. The Board's responsibilities include establishing and maintaining internal controls relevant to the preparation and fair presentation of the Statement that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

### Step 3: Qualified Person's Opinion

The Qualified Person's Opinion section 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 Opinion.

Statements are pre-filled by the system based on the acquitted payment types. Different text will appear in the Qualified Person's Opinion for each Approved Authority, depending on the payment type under which funding was received. (for example, if the Approved Authority did not receive Prescribed Circumstances funding, there will be no clarification required in relation to that section of the Act.

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

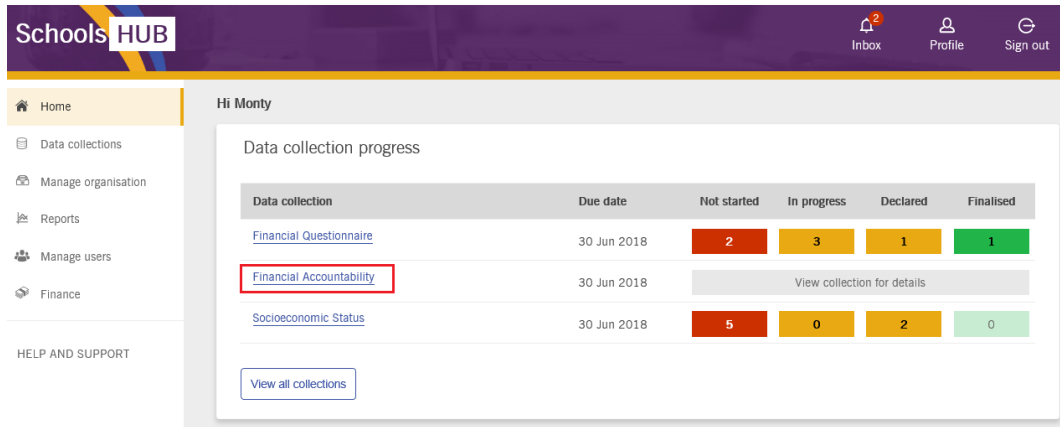
<p><b>Qualified person's opinion</b></p> <p>In my/our opinion, as at 31 December 2014:</p> <ul style="list-style-type: none"><li>• the Approved Authority, _____ has spent, or has committed to spend, in the period 1 January 2014 to 31 December 2014, an amount equal to the amount it was paid by the Commonwealth pursuant to section 25 of the Act during that year, for the purpose of providing school education and implementing national policy initiatives for school education in accordance with the Act and in accordance with subsections 29(1), (3) and (7) of the Australian Education Regulation 2013 (Cth).</li><li>• The Approved Authority, _____, has spent, or has committed to spend, in the period 1 January 2014 to 31 December 2014, an amount equal to the amount it was paid by the Commonwealth pursuant to sections 39, 41, 44, 48, 50, 54, 60, 62, 66, 68, 70, 87 or 100 of the previous Act during that year and in accordance with the conditions specified in any relevant agreement between the Approved Authority and the Commonwealth that was made under the previous Act.</li><li>• the Approved Authority, _____, has spent, or has committed to spend, in the period 1 January 2014 to 31 December 2014, an amount equal to the amount it was paid by the Commonwealth pursuant to s69A of the Act during that year, in compliance with subsection 29(4) of the Australian Education Regulation 2013 (Cth) and in accordance with any written determinations of the Minister.</li><li>• where the total amount received by the Approved Authority, _____, under the Act includes an amount to take account of GST payable by the Approved Authority, _____, on a Taxable Supply made to the Commonwealth under the Act, the Approved Authority, _____, has paid to the Australian Taxation Office the relevant amount of GST.</li></ul> <p>I understand that the Commonwealth may disclose any information to other Commonwealth, State or Territory agencies as required by law.</p> <p>I understand that giving false or misleading information is a serious offence.</p> <p>Signature of qualified person: Individuals Name</p> <p>Date:</p> <p>Comments and additional qualifications:</p>
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## Accessing the Block Allocation

To access the Financial Accountability collections Block Allocation, follow these 3 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 Block Allocation Summary, click on the **Financial Accountability** data collection.



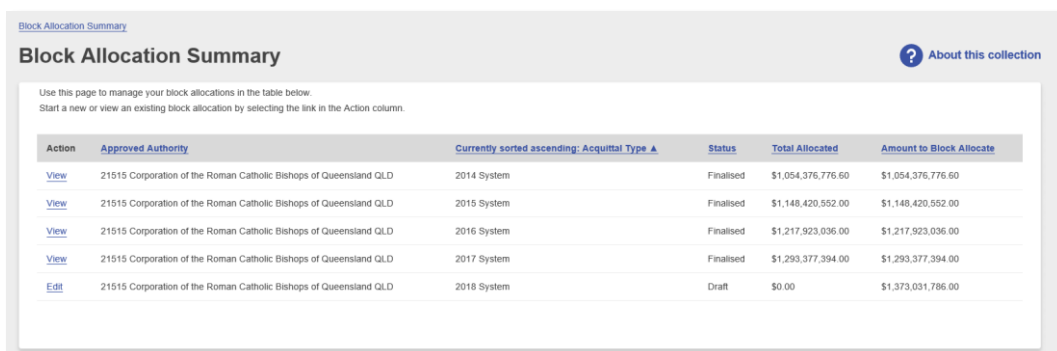
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Data collection	Due date	Not started	In progress	Declared	Finalised
<a href="#">Financial Questionnaire</a>	30 Jun 2018	2	3	1	1
<a href="#">Financial Accountability</a>	30 Jun 2018				
<a href="#">View collection for details</a>					
<a href="#">Socioeconomic Status</a>	30 Jun 2018	5	0	2	0

[View all collections](#)

**Step 3:** The Block Allocation Summary table will list all Approved Authorities your user account is linked to where the Acquittal Certificate has been started. The lists shows the:

- Action – options include **view**, **edit** or **start**
- Name of the Approved Authority
- Acquittal title – by **year** then **level**
- Status – not started, draft (started but not submitted) and finalised (accepted by the department)
- Total Allocated (to the Approved System Authority)
- Amount to Block Allocate (to Schools within the Approved System Authority)



The screenshot shows the 'Block Allocation Summary' page. It includes a header with 'Block Allocation Summary' and a link 'About this collection'. Below the header is a table with columns: 'Action', 'Approved Authority', 'Currently sorted ascending: Acquittal Type ▲', 'Status', 'Total Allocated', and 'Amount to Block Allocate'. The table lists five entries for the '21515 Corporation of the Roman Catholic Bishops of Queensland QLD' for the years 2014 to 2018. The 2014-2017 entries are 'Finalised', and the 2018 entry is 'Draft'.

Action	Approved Authority	Currently sorted ascending: Acquittal Type ▲	Status	Total Allocated	Amount to Block Allocate
<a href="#">View</a>	21515 Corporation of the Roman Catholic Bishops of Queensland QLD	2014 System	Finalised	\$1,054,376,776.60	\$1,054,376,776.60
<a href="#">View</a>	21515 Corporation of the Roman Catholic Bishops of Queensland QLD	2015 System	Finalised	\$1,148,420,552.00	\$1,148,420,552.00
<a href="#">View</a>	21515 Corporation of the Roman Catholic Bishops of Queensland QLD	2016 System	Finalised	\$1,217,923,036.00	\$1,217,923,036.00
<a href="#">View</a>	21515 Corporation of the Roman Catholic Bishops of Queensland QLD	2017 System	Finalised	\$1,293,377,394.00	\$1,293,377,394.00
<a href="#">Edit</a>	21515 Corporation of the Roman Catholic Bishops of Queensland QLD	2018 System	Draft	\$0.00	\$1,373,031,786.00

## Submitting the Block Allocation Summary – Approved Authority Collectives

Approved Authority Collectives must distribute funding to the schools they manage in the same way as the funding for each school was calculated by the Australian Government. An Approved Authority Collective cannot allocate funds between its schools or edit the prefilled school-level details in the Block Allocation table (base and loadings).

By submitting the Block Allocation, you are making a declaration verifying that funding paid under the Act was passed on to schools in the manner outlined.

To submit the Block Allocation Summary for an Approved Authority Collective:

### Step 1: Review the pre-filled Block Allocation data.

Block Allocation Summary » Block Allocation

### Block Allocation

Block Allocation amounts can be entered in the tables below or by downloading this to a spreadsheet and then uploading. Your work can be saved at any time and return at a later date to complete the table. You will only be able to submit when the 'Currently Not Block Allocated' amount is zero. For further information refer the guidelines available from the previous page. Complete the Statement, then click on 'Submit' button to finalise the Block Allocation.

Please Save your work every 20 minutes using the Save button at the bottom of the page or your session will expire and any work done will be lost.

Approved Authority: AGEID: APPROVED AUTHORITY NAME

Amount to Block Allocate	Currently Block Allocated	Administrative Costs	Centralised Expenditure	Currently Not Block Allocated
\$ 1,925,061,405.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 1,925,061,405.00

AGEID	School Name	Base Amount	SWD	Indigenous	Low SES	ELP	Location	Size	Other 1	Other 2	Other 3	Total
792	School 1	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00
809	School 2	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00
909	School 3	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00
927	School 4	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00
1009	School 5	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00
1010	School 6	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00
1042	School 7	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 0.00

### Step 2: Read the Declaration statement.

### Declaration

**STATEMENT** as required by subsections 36(1)(a) and 36(1)(g) of the Australian Education Regulation 2013

This report has been prepared in accordance with my instructions. I understand that the department may use or disclose any information provided herein in accordance with section 65 of the Regulation.

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

I am authorised by the Approved Authority to make this declaration. By signing this statement I declare that the Commonwealth recurrent grant funding provided under the Australian Education Act 2013 has been distributed to schools within the system in line with the needs based funding model provided to the department for this year

### Step 3: Enter your Position title.

Position :

### Step 4: Finalise by clicking **Submit**.



## Submitting the Block Allocation Summary – Approved System Authorities

Approved System Authorities can distribute funding to the schools they manage as per the needs based funding arrangements agreed between the Department and the System. An Approved System Authority may allocate funds between its schools and edit the prefilled the school-level details in the Block Allocation table (base and loadings).

The Block Allocation also captures funding reserved for administration and centralised expenditure.

- “Administrative costs” refers to any grant funding retained by the System to cover expenditure incurred specifically in relation to the administration of the grant on behalf of the schools in the system.
- “Centralised Expenditure” refers to any grant funding either retained by the System Authority or levied back from schools to cover expenditure that is centrally handled by the System Authority on behalf of its schools. This includes costs such as superannuation, relief teachers, long service leave etc.

### Step 1: Enter system-level funding details

Record any funding allocated at the **system level** for administrative costs or centralised expenditure. Fields default to \$0.00 but are editable, do not change from \$0 if no funding is allocated at the **system level**.

Block Allocation Summary » Block Allocation

### Block Allocation

Block Allocation amounts can be entered in the tables below or by downloading this to a spreadsheet and then uploading. Your work can be saved at any time and return at a later date to complete the table. You will only be able to submit when the 'Currently Not Block Allocated' amount is zero. For further information refer the guidelines available from the previous page. Complete the Statement, then click on 'Submit' button to finalise the Block Allocation.

Please Save your work every 20 minutes using the Save button at the bottom of the page or your session will expire and any work done will be lost.

Approved Authority: AGEID: APPROVED AUTHORITY NAME

Amount to Block Allocate	Currently Block Allocated	Administrative Costs	Centralised Expenditure	Currently Not Block Allocated
\$ 1,925,061,405.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 1,925,061,405.00

### Step 2: Save

Once you have recorded the **system level** funding, click **Save** (located at the bottom of the page).

Saving will automatically update the figure under “Currently Not Block Allocated”.

Saving the administrative costs and centralised expenditure will update the “Currently Not Block Allocated”. It will now reflect how much funding needs allocating at the school-level.

Block Allocation Summary » Block Allocation

### Block Allocation

Block Allocation amounts can be entered in the tables below or by downloading this to a spreadsheet and then uploading. Your work can be saved at any time and return at a later date to complete the table. You will only be able to submit when the 'Currently Not Block Allocated' amount is zero. For further information refer the guidelines available from the previous page. Complete the Statement, then click on 'Submit' button to finalise the Block Allocation.

Please Save your work every 20 minutes using the Save button at the bottom of the page or your session will expire and any work done will be lost.

Approved Authority: AGEID: APPROVED AUTHORITY NAME

Amount to Block Allocate	Currently Block Allocated	Administrative Costs	Centralised Expenditure	Currently Not Block Allocated
\$ 1,925,061,405.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	\$ 1,925,061,405.00

### Step 3: Enter school-level funding details

Report the funding allocated as the 'base amount' and each of the six 'loadings' **for each school**. You must enter an amount for the base and each loading for **every school**. If no funding was provided to a school under a particular loading, the figure for that column should stay as \$0.

If your approved needs-based funding arrangement uses loadings additional to the six outlined in the Act, 'Other' columns are listed for each school. When using the 'Other' columns, state in the comments section (below the table) what the loading is (for example, 'Other 1' = air conditioning loading).

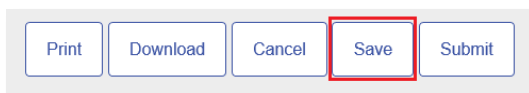
You can record these allocations in two ways.

#### Option 1: Manual Input

Input and review the individual figures for each school listed to your approved authority.

AGEID	School Name	Base Amount	SWD	Indigenous	Low SES	ELP	Location	Size	Other 1	Other 2	Other 3	Total
792	School 1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
809	School 2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
909	School 3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
927	School 4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1009	School 5	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1010	School 6	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1042	School 7	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

When inputting individual figures, remember to save regularly. The system has a sign in expiry period of 20 minutes, if you are signed out any unsaved work will be lost.



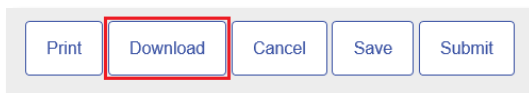
#### Option 2: Bulk Upload

Download an excel CVS file and enter the figures for an all schools bulk upload.

The bulk upload function prevents the loss of data due to sign in expiry whilst working on the school-level Block Allocation details offline.

Uploading will overwrite any figures previously entered into the school-level table. If there are any field errors, you will be able to amend figures once uploading.

- 2.1: To obtain the excel csv file, click **Download** (located at the bottom of the page).



- 2.2: A notification will pop up at the bottom of the screen, click **Save**.



- 2.3: A second notification will pop up at the bottom of the screen, Click **Open**.



- **2.4:** The downloaded excel spreadsheet (csv format) will list each School and their AGEID under the system. Enter the base amount and loadings for each school.

When using the spreadsheet, remember not to edit the headings or the change the order of columns or rows. Making these changes will prevent some fields from linking during the file upload.

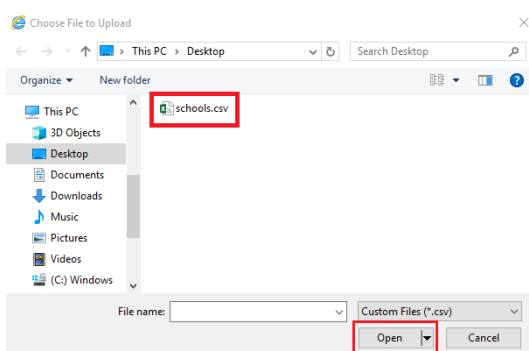
AGEID	School Name	Base SRS	SWD	Indigenous	Low SES	ELP	Location	Size	Other 1	Other 2	Other 3	Diocese
0001	School Example 1	0	0	0	0	0	0	0	0	0	0	
0002	School Example 2	0	0	0	0	0	0	0	0	0	0	
0003	School Example 3	0	0	0	0	0	0	0	0	0	0	
0004	School Example 4	0	0	0	0	0	0	0	0	0	0	
0005	School Example 5	0	0	0	0	0	0	0	0	0	0	
0006	School Example 6	0	0	0	0	0	0	0	0	0	0	
0007	School Example 7	0	0	0	0	0	0	0	0	0	0	
0008	School Example 8	0	0	0	0	0	0	0	0	0	0	
0009	School Example 9	0	0	0	0	0	0	0	0	0	0	
0010	School Example 10	0	0	0	0	0	0	0	0	0	0	
0011	School Example 11	0	0	0	0	0	0	0	0	0	0	
0012	School Example 12	0	0	0	0	0	0	0	0	0	0	
0013	School Example 13	0	0	0	0	0	0	0	0	0	0	
0014	School Example 14	0	0	0	0	0	0	0	0	0	0	
0015	School Example 15	0	0	0	0	0	0	0	0	0	0	
0016	School Example 16	0	0	0	0	0	0	0	0	0	0	
0017	School Example 17	0	0	0	0	0	0	0	0	0	0	
0018	School Example 18	0	0	0	0	0	0	0	0	0	0	
0019	School Example 19	0	0	0	0	0	0	0	0	0	0	
0020	School Example 20	0	0	0	0	0	0	0	0	0	0	

- **2.5:** Check your reported figures and save your updated excel spreadsheet (csv format).
- **2.6:** To upload your figures to SchoolsHUB, click **Browse** (under comments) to search for your file.

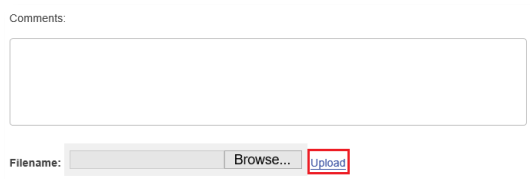
Comments:

Filename:  Browse... [Upload](#)

- **2.7:** Choose your completed schools.csv file, click Open.



- **2.8:** Filename will appear as linked, click upload.



Comments:

Filename:

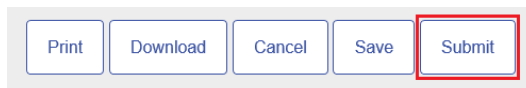
- **2.9:** If there are any reporting errors in your upload, you will receive a warning.

**Step 4:** Enter your Position title.



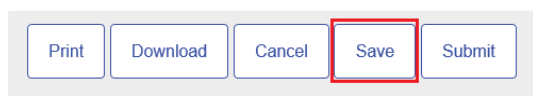
Position :

**Step 5:** Finalise by clicking **Submit**.



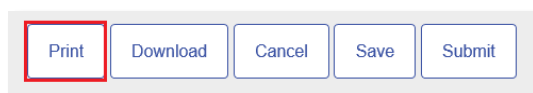
## Saving

**Save** your work regularly. The system 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



## Printing

**Print** a copy of either your Acquittal Certificate or Block Allocation Summary at any time. The option to print is listed at the bottom of each submission.



## Need more help?

We are here to help. Contact us by:

- email at [schools@education.gov.au](mailto:schools@education.gov.au)
- phone on 1800 677 027
- submitting a new support request online from our Help and Support centre