



Financial Questionnaire Data Reporting Guide

Who Should Read This Guide and Why?

This data reporting guide is to assist SchoolsHUB users with Financial Questionnaire (FQ) data reporting.

For assistance on how to access or submit the FQ, read this user guide in conjunction with the [Financial Questionnaire User Guide](#).

To apply for SchoolsHUB access, read this guide in conjunction with the SchoolsHUB Access Guide.

What Does This Guide Help Me Do?

This document will assist users in gathering their reporting data. This document includes the information provided in the FQ help (?) icon information available inside the SchoolsHUB system.

What has changed this year?

There are two changes to the 2021 Financial Questionnaire (2020 data).

- **RI.115 JobKeeper income** has been added
- **RE.020 Salaries and Wages - Executive - Inspectors and Superintendents** has been removed

Updates to this guidance

This guide has been updated to provide clarification on the following topics:

- Reporting the Australian Government Cashflow Boost at RI.120.
- Reporting Choice and Affordability Fund income at RI.120.
- Reporting of Local Schools Community Fund and School Hygiene Assistance Fund income at RI.100.
- Clarification that operating lease liabilities recognised as a result of the adoption of AASB16 Leases, are not to be reported in the loans (LN) section of the FQ.
- Clarification that contract staff expenses are reported at operating expenses (RE.080) rather than salary and wages.
- Clarification that term deposits are to be reported on the same basis as reported in the GF section of the FQ on the same basis as reported in your entity financial statements.

Guidance for lease accounting

The Department of Education, Skills and Employment (the Department) is aware that additional approved authorities will be adopting the accounting standard, AASB 16 Leases, for in their audited financial statements for 2020. Approved authorities should seek appropriate accounting advice and consult with their auditors on the application of the standard.

- Where AASB 16 Leases is not applied in 2020, include property operating lease rental expense at RE.095 and other assets operating rental expense at RE.080 or RE.090 as applicable. In this case no loan (LN) items are reported for the lease arrangement.
- Where the AASB 16 Lease standard has been adopted, operating leases will require recognition of a right of use asset and a corresponding lease liability.
 - Include the closing balance of the right of use asset at GF.040 (or GF.020 where a current asset).
 - Include the closing lease liability balance at GF.050 (or GF.030 where a current liability).
 - The lease payments during the year will include an interest component and the right to use leased asset will be depreciated:
 - The interest component is recurrent expenditure to be reported at RE.110.
 - The depreciation of the right to use leased asset will be reported at RE.120.
 - The application of AASB 16 Leases to operating leases does not result in additional capital expenditure.
 - Lease liabilities recognised for arrangements that were previously referred to as operating lease liabilities are not borrowing arrangements therefore do not report in the loans (LN) section of the FQ.
 - Lease liabilities recognised for arrangements that were previously referred to as finance lease liabilities are borrowing arrangements, therefore should be reported in the loans (LN) section of the FQ.
 - Please note that where the lease is assessed as short-term or low value (under the requirements of the lease standard), include the property lease rental expenses at RE.095 and other assets rental expenses at RE.080 or RE.090 as applicable.
 - Please note that loan (LN) opening balances reported in the 2020 FQ that do not match the loan (LN) closing balances reported in the 2019 FQ will trigger a FQ warning message. Where the change of the loan balance is a result of the adoption of the lease standard, please acknowledge and disregard the warning message.

Choice and Affordability Fund (CAF) and Non-government Reform Support Fund (NGRSF) Funding

Choice and Affordability Fund (CAF) and Non-government Reform Support Fund (NGRSF) funding is provided to Non-Government Representative Bodies (NGRB). Some of the NGRBs are approved authorities for schools.

For school system NGRBs:

- CAF and NGRSF funding should be reported as income and expenses for schools.

- As an example, where a school system NGRB received \$2,000,000 last year and spent \$500,000 on projects to assist all schools and distributed \$100,000 to a specific school for a specific purpose under the funding guidelines.
 - Allocate the \$500,000 to schools in the system on a logical basis (for example, enrolments). Include in the FQ system column at RI.120 – All other Commonwealth recurrent grants and report as an expense for the same amount against an appropriate FQ recurrent expense line in the system column for each school.
 - Report the \$100,000 against RI.120 the school in the tuition column and report the spending against an appropriate expense line.
 - Do not report the remaining \$1,400,000 against schools.
 - The approved system authority FQ reporting for the funding received should match the income recognition methodology applied in the approved system authorities audited financial statements. Please contact the Department via schoolsassurance@dese.gov.au or phone on 1800 677 027 (option 2) to discuss specific reporting issues.

For independent schools that have received CAF or NGRSF funding from a NGRB:

- Report the \$100,000 against RI.120 the school in the tuition column and report the spending against an appropriate expense line.

Table of Contents

Who Should Read This Guide and Why?.....	1
What Does This Guide Help Me Do?.....	1
What has changed this year?.....	1
Updates to this guidance	1
Guidance for lease accounting.....	2
Choice and Affordability Fund (CAF) and Non-government Reform Support Fund (NGRSF) Funding ...	2
2. Getting Started.....	5
3a. Recurrent Income.....	8
3b. Recurrent Expenditure.....	15
3c. Capital Income.....	24
3d. Capital Expenditure.....	27
3e. Trading Activities.....	30
3f. Loans.....	33
3g. General Financial Items.....	37
3h. MySchool	42
Need Help?.....	44

2. Getting Started

Q.1 Which accounting method are you using?

Confirm your school/school system accounting method as either Cash or Accrual.

Cash

The **Cash accounting** method recognises income at the time of cash receipt and expenses at the time of cash payment.

Accrual

The **Accrual accounting** method matches revenues to the period when the revenue is earned and expenses to the period where the services are received, which is sometimes in a different period to when the cash receipt or cash payment occurs.

Accrual accounts include:

- Accounts receivable
- Accounts payable
- Provision for doubtful debts
- Bad debts
- Amortisation
- Depreciation

Reminder

Accounts prepared and audited on an accrual basis must be reported on an accrual method, except for recurrent government grants (For example, Commonwealth Recurrent Grants at RI.100), which are to be reported on a cash basis in the FQ. This exception for schools using accrual reporting in the FQ is to ensure that the actual cash funding provided to a school for a year is presented in the MySchool financial data.

Q.2 Was your school a boarding school at any stage during last calendar year?

Boarding schools

Confirm whether your school was a boarding school at any stage during last year.

Q.2b Do you maintain separate financial statements for boarding school activities?

Reporting activities

Schools operating boarding facilities will receive additional activity reporting fields and must not enter the cost of boarding into the tuition column.

All non-government schools offering boarding facilities must provide separate tuition and boarding data, or use an apportionment method so that tuition and boarding income and expenses are separated.

If your school **does not** maintain separate data for its boarding school activities, the apportionment method reasonably separates income and expenditure between tuition and boarding activities.

The maximum proportion of expenses that can be allocated to boarding is 60 per cent.

Apportionment Formula

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

- a = total enrolments as reported in last year's Census
- b = number of boarders as reported in last year's Census
- c = average number of boarders accommodated in the boarding house over the last three years.

Q.3 Does your school facilitate students below foundation (year 1 minus 1)?

Confirm if your school provided services for students below foundation last year and if separate financial data for those students was maintained.

Q.3b Do you maintain separate financial statements for below foundation (year 1 minus 1)?

If you do not cater for students before foundation select Not Applicable.

Q.3c/d Full-time equivalent of primary students as at last year's Census (excluding students lower than foundation)

If you do not cater for students before foundation select Not Applicable.

Foundation (year 1 minus 1)?

Foundation means the year of schooling immediately before year 1.

Definition: The following table highlights the current naming structure of schools in each State and Territory. The FQ collects information from Foundation (Year 1 minus 1) only.

Year Level	NSW, ACT	VIC, TAS, QLD	WA	SA	NT
Foundation					
Year 1 minus 1(a)	Kindergarten	Preparatory	Pre-primary	Reception	Transition
Year 1 minus 2(b)	Pre-school	Kindergarten	Kindergarten	Kindergarten	Pre-school

Full-time equivalent (FTE) of students below foundation (year 1 minus 2 level and lower)

If your school **does not** maintain separate financial accounts, identifying the amount used specifically to carry out foundation to year 12 operations, please answer the additional questions to pro-rata the financial information.

Foundation level students receive Commonwealth funding under the *Australian Education Act 2013* (the Act) however Year 1 minus 2 students do not receive Commonwealth funding under the Act.

FTE of students below Foundation (year 1 minus 2 level)

This question only appears if you have indicated that your school does not maintain separate financial accounts for students below foundation.

Report the exact number of FTE students classified as below foundation enrolled at the school as at the previous calendar years census date.

FTE of primary students as at last year's Census (excluding students lower than foundation)

This question only appears if you have indicated that your school does not maintain separate financial accounts for students below foundation.

Report the number of FTE primary students classified as in or above foundation as in last year's Non-government Schools Census.

3a. Recurrent Income

Recurrent income provides funding for a school's day to day operations to support the delivery of education to students. Income is generated from school fees and charges, private sources, and public funding.

Recurrent income should be reported using the same accounting methodology (cash or accrual) as applied in your audited financial statements (except for Commonwealth recurrent financial assistance funding which must be reported on a cash basis at RI.100).

All **Recurrent income** items are used to calculate your MySchool finance report.

Recurrent Income					
Recurrent Income					
Item	Description	Tuition	System	Diocese	Help
RI.010	Fees and Charges (excluding Overseas Students)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.020	Income from excursions/trips	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.030	Other receipts from students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.040	ABSTUDY Allowances Paid Direct to School	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.050	Total Income from Overseas Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.060	Private Income (excluding items RI.061 and RI.065)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.061	Investment Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.065	Donations	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.070	State Government Recurrent Grants	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.080	State Government Education Allowances	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.090	State Government Interest Subsidy	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.100	Commonwealth Government Recurrent Funding	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.110	Indigenous Education Grants (excluding grants paid under the Australian Education Act 2013)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.115	Jobkeeper payments from the Australian Taxation Office	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.120	All other Commonwealth Government Recurrent Grants (excluding those grants already included in RI.100 and RI.110)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.130	Total Recurrent Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?

RI.010 Fees and Charges (excluding Overseas Students)

Report all income from fees and charges.

Include

- **Cash Method** – Total fees actually received
- **Accrual Method** – All fees and charges (including endowed scholarships) minus discounts, concessions, fee remission and fee (unendowed) scholarships.

Exclude

- Overseas students (report in item RI.050).
- Fees charged or allocated for capital purposes (report in item CI.030).

Cash

Account/Transaction Description	Tuition	Boarding
Gross tuition fees	0110	0210

Accrual

Account/Transaction Description	Tuition	Boarding
Gross tuition fees - Domestic students (including those students on Australian Visas)	0110	0210
minus Discounts and concessions	minus 0130/0150	minus 0230/0240
minus Fee scholarships	minus 0160	minus 0250

RI.020 Income from Excursions/Trips

Report income for all excursions/trips relating to student activities for subjects offered at your school. This includes excursions/trips during the normal school term and during school holidays.

Include

- Travel
- Accommodation
- Meals
- Entry fees

Exclude

- Excursions/trip income received as Fees and Charges. (report in item RI.010)
- Expenditure on excursions. (report in item RE.080)

Account/Transaction Description	Tuition	Boarding
Income for excursions/trips	0420	N/A

RI.030 Other Receipts from Students

Report income received from students to cover compulsory charges and extracurricular activities.

Include

- Compulsory charges
- Magazine levy
- Library fees
- Standard sports levy
- Extracurricular activities
 - Sport and music
 - Personal development
 - Subject materials (other than through the bookshop)
 - Formal graduation ceremonies
- Revenue received to reimburse temporary tutors engaged by the school for subject tutoring.

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

RI.040 ABSTUDY Allowances Paid Direct to School

Report all ABSTUDY allowances paid to the school by the Australian Government.

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

RI.050 Total Income from Overseas Students

Report recurrent income received specifically from overseas student enrolments.

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

RI.060 Private Income (excluding items RI.061 and RI.065)

Report all other recurrent income not reflected elsewhere. For example, if not reported in Trading Activities.

Include

- All items listed in the Private Income table below
- Other income
- Bookshop
- Canteen
- Uniform shop

Note

Report gross income from trading accounts against this item as other income **OR** in the Trading Activities section. Please ensure this income is not double reported.

Account/Transaction Description	Tuition	Boarding
Income from telephone calls	0425	0430
Income for photocopying	0435	0440
Enrolment and application fees	0450	N/A
Revenue from supporting groups (e.g. Church/Parish)	0710	N/A
Renting of school facilities	0510	0520
Liabilities forgiven	0740	N/A
Miscellaneous boarding school income	N/A	0455

Account/Transaction Description	Tuition	Boarding
Other income	0910	N/A

RI.061 Investment income

Report all school income generated through investment activities for use to provide educational services.

Account/Transaction Description	Tuition	Boarding
Investment Income	0715	N/A
Interest/Dividends	0550/0570	N/A

RI.065 Donations

Report all donations and income received from fundraising.

Exclude

- Donations for capital purposes (report in item CI.055).

Account/Transaction Description	Tuition	Boarding
Donations and contributions for recurrent purposes (including income from fundraising)	0720	N/A

RI.070 State Government Recurrent Grants

Report all grants received from the state government for recurrent purposes. Every school should report an amount against RI.070.

Exclude

- Education allowances. (report in item RI.080)
- Interest subsidy. (report in item RI.090)

Systems/Diocese

Report also the portion of grants retained in accordance with the exclusions set out in the ACARA FDWG Financial Data Reporting Methodology (the methodology).

For further information about the methodology, visit the [ACARA website](#).

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

RI.080 State Government Education Allowances

Report all education allowances received.

Some state/territories may prefer to include the purchase or hire of textbooks through the bookshop in their trading accounts. Report this in TA.010 or TA.020.

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

RI.090 State Government Interest Subsidy

Report income received from the state government for interest subsidies.

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

RI.100 Commonwealth Government Recurrent Funding

Report all Commonwealth recurrent and special circumstances funding received last year by the school's approved authority according to the payment advices. Use a cash accounting methodology for reporting RI.100.

This includes School Hygiene Assistance Funding and Drought Relief Funding provided through the special circumstances fund. Payment advices can be accessed through the SchoolsHUB finance tab.

Report all prescribed circumstances funding received by schools last year distributed from their approved authority according to their acquittal certificate and block allocation report. This includes funding provided through one or more of the following measures:

- System weighted average
- System weighted benefit
- Low growth
- ACT independence assistance
- 2016 census data arrangements; and
- Local Schools Community Fund (LSCF).

The LSCF may have been used for capital purposes, however, in recognition that amounts may be below some organisations capitalisation thresholds the Department has specified RI.100 rather than inclusion as capital income.

Do not exclude any funding that has been offset or recovered from other calendar years.

Every school should report an amount against RI.100.

Non-systemic schools

This figure should match the amount acquitted by an independent qualified accountant. For the purposes of the FQ, Australian government funding must be reported on a cash basis.

Systemic schools

It is recommended that you seek advice from your System Office prior to completing this item. This figure should match the block allocated amount plus any special circumstances and funding for prescribed circumstances spent or committed to be spent last year.

Systems/Diocese

Report also the portion of grants retained in accordance with the Financial Data Reporting Methodology (the methodology) available from ACARA.

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

RI.110 Indigenous Education Grants (excluding grants paid under the *Australian Education Act 2013*)

Report Indigenous recurrent grant funding received from other Commonwealth departments.

Exclude

- Indigenous loading paid under the Commonwealth Recurrent Assistance. (reported in item RI.100)

Systemic schools

It is recommended that you seek advice from your System Office prior to completing this item.

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

RI.115 JobKeeper income

Report JobKeeper income on the same accounting methodology (cash or accrual) that is used in your audited financial statements.

Account/Transaction Description	Tuition	Boarding
JobKeeper income	0641	0641

RI.120 All other Commonwealth Government Recurrent Grants (excluding those grants already included in RI.100, RI.115 and RI.110)

Report all other funding received from other Commonwealth agencies using the same accounting methodology (cash or accrual) as applied in your audited financial statements.

Include

- Australian Government Cashflow Boost income
- Choice and Affordability Fund (CAF) income received by the school
- Non-government Reform Support Fund (NGRSF) income received by the school.

Exclude

- Local Schools Community Fund (LSCF) income (report at RI.100)
- Commonwealth Government Recurrent Financial Assistance Funding for Schools (report at RI.100)
- Indigenous Education Grants (reported in item RI.110)
- Jobkeeper income (reported in item RI.115)
- Commonwealth Government capital grants (report at CI.010).

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

RI.130 Total Recurrent Income

This is the automatically calculated sum of all reported recurrent income items (RI.010 – RI.120).

Please check the accuracy these totals carefully. Ensure all relevant items have been entered and no duplicate reporting has occurred.

Note: Block Grant Authority (BGA) administration costs attributable to non-government schools

The spread of BGA administration costs reflects the administrative and project support services that BGAs provide to their member schools.

BGA administration costs for independent schools are allocated by the AGDESE, whereas BGA administration costs for Catholic schools are allocated by individual state and territory Catholic offices. Both allocation processes are under the endorsed approach agreed by Catholic and independent authorities through the ACARA Financial Data Working Group.

From the 2020 reporting year, the entire amounts are included as recurrent income, whereas in previous reporting years 50 per cent was included in recurrent income and 50 per cent in capital expenditure.

3b. Recurrent Expenditure

Recurrent expenditure is incurred in the general day to day operations of the school and to support the provision of education to students. Expenditure includes:

- Salaries, wages, allowances and related costs
- Administrative expenses
- Repairs and maintenance expense
- Interest expenses
- Depreciation expenses
- Amortisation expenses
- Expenses for provisions such as staff leave and bad debts

All recurrent expenditure must be recorded for each school.

Systems/Diocese office

Systems/Diocese office must report recurrent expenditure related to their operations (excluding internal systemic transactions).

System authorities normally retain certain income to be spent for the benefit of its member schools. To maximise comparability of the MySchool finance reports across school sectors, such income is to be allocated to each school in the system.

Any remaining amounts reported in the FQ may be allocated to schools by ACARA in consultation with the system.

For further information about this allocation, visit the [ACARA website](#).

Recurrent Expenditure			
Item	Description	Tuition	Help
RE.010	Salaries and Wages - Executive - Senior Executive Staff	\$ <input type="text" value="0"/>	?
RE.030	Salaries and Wages - Principal, General Teaching Staff - lay and religious	\$ <input type="text" value="0"/>	?
RE.040	Salaries and Wages - All other staff	\$ <input type="text" value="0"/>	?
RE.050	Other Staff Related Expenses	\$ <input type="text" value="0"/>	?
RE.060	Superannuation (Employer Contribution only)	\$ <input type="text" value="0"/>	?
RE.070	Long Service Leave (Expense/Provision for Long Service Leave and Annual Leave)	\$ <input type="text" value="0"/>	?
RE.080	Operating Expenses	\$ <input type="text" value="0"/>	?
RE.085	External Management Fees	\$ <input type="text" value="0"/>	?
RE.090	Buildings and grounds - operations, building and equipment - maintenance	\$ <input type="text" value="0"/>	?
RE.095	Rent and Lease Expenses	\$ <input type="text" value="0"/>	?
RE.100	Interest – Bank overdraft and recurrent loans	\$ <input type="text" value="0"/>	?
RE.110	Interest – Capital and bridging loans and leases	\$ <input type="text" value="0"/>	?
RE.120	Depreciation - Leasehold Land and Buildings and assets under leases and hire purchase agreements	\$ <input type="text" value="0"/>	?
RE.130	Depreciation	\$ <input type="text" value="0"/>	?
RE.140	Total Bad and Doubtful Debt Expense	\$ <input type="text" value="0"/>	?
RE.150	Total Recurrent Expenditure	\$ <input type="text" value="0"/>	?

RE.010 Salaries and Wages - Executive - Senior Executive Staff

Report all salary and wage expenses (including salary packaging) for staff undertaking the functions of a senior executive role. The allocation of salaries should be consistent with the staff data entered into the Non-government Schools Census (completed in the relevant year).

Note: This item should only be completed by systems/dioceses.

Include (Example)

- Directors
- Chief executives
- Inspectors and superintendents

Exclude

- Employer superannuation contributions (report in item RE.060)
- Contract staff (report at RE.080)

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

RE.020 Salaries and Wages - Executive - Inspectors and Superintendents (Question removed)

RE.020 has been removed. Report inspectors and superintendent salary and wages at RE.010. The removal of this question is consistent with removal of the inspector and superintendent employee data reporting category as part of the School Census data collection.

RE.030 Salaries and Wages - Principal, General Teaching Staff - lay and religious

Report all salary and wage expenses (including salary packaging) for general teaching staff. This allocation of salaries should be consistent with the staff data entered into the Non-government Schools Census (completed in the relevant year)

Include (Example)

- Principals
- Lay and religious teachers
- Relief teachers
- Librarians
- Temporary or casual teachers and tutors

Exclude

- Employer superannuation contributions. (report in item RE.060)
- Contract staff (report at RE.080)

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

RE.040 Salaries and Wages - All other staff

Report all salary and wage expense (including salary packaging) for all other staff. This allocation of salaries should be consistent with the staff data entered into the Non-government Schools Census (completed in the relevant year)

Include

- Specialist support staff
- Aides and assistants
- Administrative and clerical staff
- Buildings and grounds staff
- Caretaking and cleaning staff (non-contract)

Exclude

- Contract cleaners. (report in item RE.090)
- Employer superannuation expenses. (report in item RE.060)
- Contract staff (report at RE.080)

Account/Transaction Description	Tuition	Boarding
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

RE.050 Other Staff Related Expenses

Report the total value of other staff related expenses (excluding compulsory employer superannuation).

Include

- Workers compensation insurance
- Fringe benefits tax expense
- Payroll tax (if applicable)
- Other leave provisions (if not shown elsewhere)
- Employee redundancy payment expenses

Exclude

- Employer superannuation contributions (report in item RE.060)
- Staff on long service leave or other extended leave where paid from leave provision account.
- Contract staff costs (report at RE.080)

Account/Transaction Description	Tuition	Boarding
Other leave	1820	1840
Fringe benefits tax	1950	1960
Payroll tax	1955	1965
Workers compensation insurance	1970	1970
Employee redundancy payment expense	1985	1985

RE.060 Superannuation (Employer Contribution only)

Report amount which represent employer contribution expenses. A negative value may be entered if an adjustment has been made to the audited financial statements for an over-accrued superannuation expense in the previous year.

Include

- Superannuation contributions and superannuation guarantee payments

Exclude

- Staff salary sacrificed contributions (report as wages/salary).

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

RE.070 Long Service Leave and Annual Leave

Report expenses for long service and annual leave including any leave loading for the reporting calendar year. A negative value may be entered if an adjustment has been made to the audited financial statements for the overprovision of leave in the previous year.

Note: This is the expense amount normally reflected in the Statement of Profit or Loss. Do not report the liability balance found in the Statement of Financial Position (Balance Sheet).

Account/Transaction Description	Tuition	Boarding
Annual leave expense	1810	1830
Long service leave expense	1850	1860

RE.080 Operating Expenses

Report expenses that are of a general administrative nature.

Include

- All items listed in the table below.

Exclude

- Salary related expenses. (report in items RE.010 – RE.070)
- External management fees. (report in item RE.085)
- Utility expenses, maintenance and operations for buildings and grounds. (report in items RE.090)
- Disposal of a non-material asset that results in a loss or a gain can be netted.
- If the netted amount results in a loss, report in item RE.080.
- If the netted amount results in a gain, report in item CI.050.

Account/Transaction Description	Tuition	Boarding
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 and materials	2410	N/A
Library consumables	2415	N/A
Departmental/faculty expenses	2420	N/A
School magazine	2425	N/A
Prizes and graduation expenses	2430	N/A
Office printing & stationery	2435	2510
Postage	2440	2515
Bank charges	2445	2520
Cartage and freight	2450	2525
Subscriptions and memberships	2455	N/A
Copyright fees	2456	N/A

Account/Transaction Description	Tuition	Boarding
Catering for functions (non FBT)	2465	N/A
Catering for functions (FBT)	2470	N/A
Contract staff expenses (not employees)	2475	2476
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
Internal management fees	2955	2955
Other tuition expenses	2960	N/A
Insurance – General	2965	2965
Audit fees	2970	2970
Accounting fees	2975	2975
Legal expenses	2980	2980

RE.085 External Management Fees

Report fees relating to management services provided to the school by another entity, whether related or unrelated.

Include (Example)

- Fees paid to assist a school with the management of its operations.

Exclude

- Costs relating to administering capital projects that are eligible for capitalisation. Report capitalised project administration fees under (CE.010 or CE.020).

Account/Transaction Description	Tuition	Boarding
Fees for providing management services	2990	2990
Fees for capital project services	2995	2995

RE.090 Buildings and Grounds - Operations, Building and Equipment - Maintenance

Report all expenditure relating to operations and maintenance of building and grounds.

Include

- All items listed in the table below.

Exclude

- Property lease expenses (refer to specific leasing guidance)

Account/Transaction Description	Tuition	Boarding
Buildings and equipment – Contracts	2010	2010
Buildings and equipment – Expenses, materials and replacements	2015	2015
Gardens and grounds – Contracts	2020	2020
Gardens and grounds – Expenses and materials	2025	2025
Caretaking and cleaning – Contracts	2030	2030
Caretaking and cleaning – Expenses and materials	2035	2035
Caretaking and cleaning – Security & other services	2040	2040
Electricity and gas	2045	2045
Water and sewerage	2050	2050
Waste disposal	2055	2055
Council rates	2065	2065
Operating lease payments for equipment (refer specific lease accounting guidance)	2460	2555

RE.095 Rent and Lease Expenses

Report rent and lease expenses paid for land and buildings used by the school.

Exclude

- Rent and lease of other assets. (report in item RE.080 or RE.090 as applicable)
- Rent and lease expenses for operating leases where the lease asset/liabilities have been recognised in accordance with the accounting standard on leases.

Account/Transaction Description	Tuition	Boarding
Rent or lease expense for the land the school uses	2060	2060
Rent or lease expense for buildings the school uses	2062	2062

RE.100 Interest – Bank overdraft and recurrent loans

Report only interest expenses related to bank overdrafts or recurrent loans. This interest expense should correlate with loans specified at LN.030 & LN.040.

Include

- Bank overdraft
- Recurrent loans

Exclude

- Principal loan repayments
- Overdraft limits (report only the total amount of interest paid on these loans during the calendar year)

Note: Do not net government interest subsidies received against any interest expenses incurred.

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

RE.110 Interest on Capital, bridging loans and leases

Report interest expenses relating to capital, bridging loans and both operating leases and finance leases.

Exclude

- The principal part of loan repayments.

Note: Do not net interest subsidies received against interest expenses incurred.

Account/Transaction Description	Tuition	Boarding
Interest – Capital and bridging loans	2920	2920
Interest – Finance and operating leases	2940	2940

RE.120 Depreciation - Leasehold Land and Buildings and Assets Under Lease and Hire Purchase Agreements

Accrual accounting only – schools using cash accounting should leave this item blank.

Report the depreciation expense on right to use leased assets.

Include

- Depreciation expenses for assets under finance and operating leases
- Depreciation expenses for assets under hire purchase agreements
- Depreciation expenses for leasehold land and building assets

Note: This amount is found in the Statement of Profit and Loss section of the audited financial statements.

Account/Transaction Description	Tuition	Boarding
Depreciation – Finance lease assets	2750	2750
Depreciation – Operating lease assets	2760	2760

RE.130 Depreciation

Accrual accounting only – schools using cash accounting should leave this item blank.

Report the depreciation expense of the school's non-leased fixed assets.

Include

- Depreciation expenses for building assets
- Depreciation expenses for furniture and fitting assets
- Depreciation expenses for plant and equipment assets
- Depreciation expenses for motor vehicle assets

Account/Transaction Description	Tuition	Boarding
Depreciation – Buildings	2710	2710
Depreciation – Furniture and fittings	2720	2720
Depreciation – Plant and equipment	2730	2730
Depreciation – Motor vehicles	2740	2740

RE.140 Total Bad and Doubtful Debt Expense

Accrual accounting only – schools using cash accounting should leave this item blank.

Report expenses relating to bad debt provisions for any uncollected school fees. A negative value may be entered if an adjustment needs to be made to the audited financial statements for the overprovision of bad and doubtful debts in the previous year.

Account/Transaction Description	Tuition	Boarding
Bad and doubtful debts expense	2840	2840

RE.150 Total Recurrent Expenditure

This is the automatically calculated sum of all reported recurrent income items (RE.010 – RE.140).

Please check these totals carefully. Ensure all relevant items are entered and no duplicate reporting has occurred.

3c. Capital Income

Schools/systems receive capital income for supporting the costs of land and buildings, plant and equipment and the purchase of other assets. Capital income is sourced from the following:

- Capital fees
- Capital donations
- Building funds
- Commonwealth and state government capital grants

Schools

Schools must record all capital income relating to tuition (or boarding if applicable) in the year it was received. If the capital income is not expensed within that year, do not enter the income again in a later year.

Systems/Diocese office

Systems/Diocese office must report capital income related to their operations (excluding internal systemic transactions).

System authorities normally retain certain income to be spent for the benefit of its member schools. To maximise comparability of the MySchool finance reports across school sectors, such income is to be allocated to each school in the system.

Any remaining amounts reported in the FQ may be allocated to schools by ACARA in consultation with the system.

For further information about this allocation, visit the [ACARA website](#).

Item	Description	Tuition	System	Diocese	Help
CI.010	Commonwealth Government Capital Grants	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CI.020	State Government Capital Grants	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CI.030	Fee/levies allocated for capital purposes	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CI.040	Capital funds received from Overseas Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CI.050	Other Capital Income (excluding item CI.055)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CI.055	Donations for Capital Purposes	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CI.060	Total Capital Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?

CI.010 Commonwealth Government Capital Grants

Report all Australian government grants paid to school/systems for capital purposes.

Including (but not limited to)

- Australian Government Capital Grants
- Australian Government Schools Security Program grants

Account/Transaction Description	Tuition	Boarding
Commonwealth capital grants	0680 to 0689	0680 to 0689

CI.020 State Government Capital Grants

Report all state government grants paid to school/systems for capital purposes.

Account/Transaction Description	Tuition	Boarding
State government capital grants	0690 to 0699	0690 to 0699

CI.030 Fee/levies allocated for capital purposes

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

Exclude

- Money paid to the building fund and treated as contributions. (report building fund contributions in item CI.050)

Account/Transaction Description	Tuition	Boarding
Student fees/levies allocated for capital purposes (excluding Overseas students)	0925	0925

CI.040 Capital funds received from Overseas Students

Report capital funds received from overseas students allocated for capital purposes and consequently **excluded** from RI.050.

Account/Transaction Description	Tuition	Boarding
Capital fees/levies from Overseas students	0930	0930

CI.050 Other Capital Income

Report all income received for capital purposes not reported elsewhere under the Capital Income section.

Include

- Gains from the sale of fixed assets, interest, dividends and other capital receipts
- Amounts received from capital trusts and building funds

Exclude

- Donations for capital purposes. (report in item CI.055)
- Disposal of non-material assets. Do not offset losses on the sale of fixed assets against any profits. Refer to RE.080 for the disposal of non-material assets.

Systems/Catholic diocese offices

Include the relevant allocation of diocesan capital funds to each school's FQ return.

Account/Transaction Description	Tuition	Boarding
Other capital receipts	0920	0920
Gain on sale of land	0810	0810
Gain on sale of buildings	0815	0815

Account/Transaction Description	Tuition	Boarding
Gain on sale of plant and 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

CI.055 Donations for Capital Purposes

Report all school donations and income from fundraising for capital purposes not reported elsewhere under capital income.

Account/Transaction Description	Tuition	Boarding
Cash donations for capital purposes	0730	0730

CI.060 Total Capital Income

This is the automatically calculated sum of all reported capital income items (CI.010 to CI.055).

Please check these totals carefully. Ensure all relevant items are entered and no duplicate reporting has occurred.

3d. Capital Expenditure

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

Capital expenditure can be 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
- 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:

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

Systems/Diocese office

System authorities normally retain certain income to be spent for the benefit of its member schools. To maximise comparability of the MySchool finance reports across school sectors, any income should be allocated to each school within the system.

Any remaining amounts reported in the FQ may be allocated to schools by ACARA in consultation with the system. For further information about this allocation, visit the [ACARA website](#).



Item	Description	Tuition	System	Diocese	Help
CE.010	Land, Buildings and Improvements	\$ 0	\$ 0	\$ 0	?
CE.020	Other Capital Expenditure	\$ 0	\$ 0	\$ 0	?
CE.030	Total Capital Expenditure	\$ 0	\$ 0	\$ 0	?

CE.010 Land, Buildings and Improvements

Report all capital expenditure on land, buildings and improvements.

Include

- Land – acquisitions
- Building – additions
- Improvements which extends the life of existing buildings or changes the nature of the building

Exclude

- Recognition or additions to right to use leased assets.

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

CE.020 Other Capital Expenditure

Report all capital expenditure not already reported in CE.010.

Include

- Furniture and fittings
- Plant and equipment
- Motor vehicles
- Finance leased assets (including hire purchase) but not operating lease assets.
- All other fixed assets not including land and buildings
- Library books that extend, increase or upgrade the existing stock of library books

Exclude

- Recognition or additions to right to use assets recognised for operating lease assets.
- Books purchased to replace existing books with the same or very similar titles. Report under the Recurrent Expenditure section (RE.080).
- Library materials of a 'short-lived' nature e.g. magazines, periodicals, soft-bound books, consumables. Report under the Recurrent Expenditure section (RE.080).
- Expenditure on individual items of furniture, fittings, equipment, and machinery which are expensed because the expenditure is below the approved authority's asset capitalisation threshold. For example, capital purchases less than \$1,000 may be expensed (apply entity accounting policy thresholds).

Account/Transaction Description	Tuition	Boarding
Furniture and fittings – additions	5210	5210
Plants and equipment – additions	5310	5310
Motor vehicles – additions	5410	5410
Finance leased asset additions – (including hire purchase but excluding operating lease assets)	5510	5510

CE.030 Total Capital Expenditure

This is the automatically calculated sum of all reported capital expenditure items (CE.010 to CE.020).

Please check these totals carefully. Ensure all relevant items are entered and no duplicate reporting has occurred.

3e. Trading Activities

Trading activities are other operations and extra services the school provides for the school's community. The school may collaborate with other businesses that conducts a business activity at arm's length to the school's operations. Some activities produce a surplus resulting in the school benefitting from the alternative income stream generated.

Report school organised trading activities at TA.010 and TA.020. Examples may include:

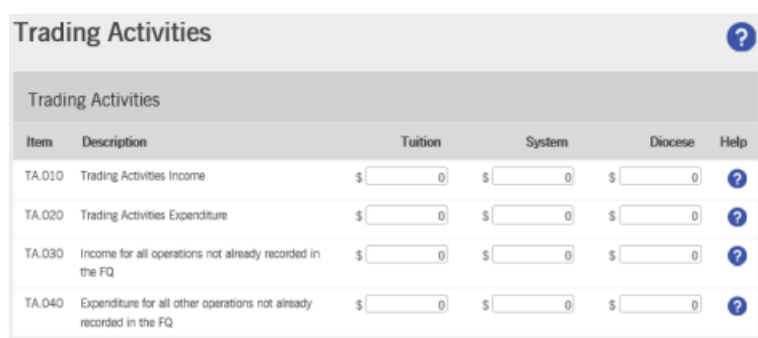
- Student transport to and from school (school bus)
- Performances and displays by the school to the community
- Bookshop, canteen/tuck shop or uniform shops
- Before and after school childminding

Where the service is provided by a third party and generates a surplus which is passed onto the school. Report under the Private Income section (RI.060) or under the Capital fees and levies section (CI.050 - CI.055 if it is deemed a capital donation).

The approved authority for the school may conduct other (non-school) trading activities such as early learning centres, childcare centres, aged care, or disability support services. Report non-school trading in TA.030 and TA.040. This information is provided to the Australian Charities and Not-for-profits Commission (ACNC) to populate the Annual Information Statement (AIS) where the approved authority has opted to provide financial information through the FQ collection.

Please ensure you do not report the school's overall income or expenditure from the school's Statement of Profit and Loss under trading activities.

Items reported under the school related **trading activities** (TA.010 and TA.020) section are used to calculate your MySchool finance report.



Item	Description	Tuition	System	Diocese	Help
TA.010	Trading Activities Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
TA.020	Trading Activities Expenditure	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
TA.030	Income for all operations not already recorded in the FQ	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
TA.040	Expenditure for all other operations not already recorded in the FQ	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?

TA.010 Trading Activities Income

Report all trading activities income where the school itself arranges/operates the service.

Include

- Student transport to and from school (school bus)
- Public performances and displays by the school
- Bookshop sales
- Canteen/tuck shop sales
- Uniform shop sales
- Before and after-hours school child minding

Account/Transaction Description	Tuition	Boarding
Income from transporting students to and from school	0415	N/A
Income from public performances and 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

TA.020 Trading Activities Expenditure

Report all trading activities expenditure where the school itself provides the service.

Include

- Salaries and wages – Permanent/Temporary/Casual staff
- Fringe benefits tax – Permanent/Temporary/Casual staff
- Overtime – Permanent/Temporary staff
- Expenses incurred for transporting students to and from school (school bus)
- Expenses incurred for public performances and displays by held the school
- Expenses incurred from bookshop sales
- Expenses associated with operating canteen/tuck shop sales
- Expenses associated with operating uniform shop sales
- Expenses associated with operating a before and after school child minding service

Account/Transaction Description	Tuition	Boarding
Trading activities salaries and wages – Permanent staff	1050	N/A
Trading activities salaries and wages – Temporary staff	1150	N/A
Trading activities salaries and 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 and 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

TA.030 Income for All Operations Not Already Recorded in the FQ

Report all other non-school related income generated by the approved authority (not captured by other questions) but included in the audited financial statements.

Include

- Non-school related income for the approved authority entity.

Exclude

- Income for other legal entities.
- Income reported in another FQ question.

Account/Transaction Description	Tuition	Boarding
Other entity income not already entered in the FQ	0480	N/A

TA.040 Expenditure for All Other Operations Not Already Recorded in the FQ

Report all non-school related expenditure (not captured by other questions) that is included in the entity audited financial statements.

Include

- Non-school related expenditure by the approved authority entity.

Exclude

- Expenses for other legal entities.
- Expenditure reported in another FQ question.

Account/Transaction Description	Tuition	Boarding
Other entity expenditure that has not already been entered into the FQ.	2500	N/A

3f. Loans

The Loans section records the opening and closing balances of any loans made to the school, as well as recording enrolment deposits held on behalf of parents.

Do not report interest payments here.

Schools using the cash accounting method may find that outstanding loan balances are not in their financial statements, it may therefore be necessary to obtain the values from other documentation. For example, loan statements for loans with commercial lending bodies or a register of deposits received and redeemed for enrolment deposits.

Where there is more than one loan in each category, report the aggregate value only.

Schools

Schools should allocate loans under guidance from their accountant or auditor. Sometimes loans used for capital purposes are short term because the arrangements need to be renegotiated with their financier. Allocate loans according to their purpose of use rather than as current or non-current liabilities. If a single loan facility has multiple purposes, ensure the appropriate percentage of the loan is allocated to each section of the FQ as required.

Item	Description	Tuition	System	Diocese	Help
LN.010	Enrolment Deposits - Opening Balance	\$ 0	\$ 0	\$ 0	?
LN.020	Enrolment Deposits - Closing Balance	\$ 0	\$ 0	\$ 0	?
LN.030	Loans for Recurrent Purposes - Opening Balance	\$ 0	\$ 0	\$ 0	?
LN.040	Loans for Recurrent Purposes - Closing Balance	\$ 0	\$ 0	\$ 0	?
LN.050	Loans for Capital Purposes - Opening Balance	\$ 0	\$ 0	\$ 0	?
LN.060	Principal Repayments	\$ 0	\$ 0	\$ 0	?
LN.070	Drawdowns and increases to lease liabilities	\$ 0	\$ 0	\$ 0	?
LN.080	Loans for Capital Purposes - Closing Balance	\$ 0	\$ 0	\$ 0	?

LN.010 Enrolment Deposits - Opening Balance

Report the balance of enrolment deposits as at the beginning of the calendar year.

Do not report the credit balance of your overdraft account.

Account/Transaction Description	Tuition	Boarding
Enrolment deposits opening balance – Current	8105	8105
Enrolment deposits opening balance – Non-current	8605	8605

LN.020 Enrolment Deposits - Closing Balance

Report the balance of enrolment deposits as at the end of the calendar year.

Do not report the credit balance of your overdraft account.

Account/Transaction Description	Tuition	Boarding
Enrolment deposits closing balance – Current	8110	8110
Enrolment deposits closing balance – Non-current	8610	8610

LN.030 Loans for Recurrent Purposes - 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. This should be accurately reflected in the closing balance for last calendar year.

Note: Loans entered in LN.030 and LN.040 are for recurrent purposes only. For example, overdrafts and other loans used for ongoing school administration of operations.

Account/Transaction Description	Tuition	Boarding
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

LN.040 Loans for Recurrent Purposes - 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.

Note: Loans entered into LN.030 and LN.040 are for recurrent purposes only. For example, overdrafts and other loans used for ongoing school administration of operations.

Account/Transaction Description	Tuition	Boarding
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

LN.050 Loans for Capital Purposes - Opening Balance

Report the balance of capital and bridging loans and finance leases as at the beginning of the calendar year. This should accurately reflect the closing balance for last calendar year.

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

Account/Transaction Description	Tuition	Boarding
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

LN.060 Principal Repayments

Report all principal repayments related to loans reported under items LN.050 and LN.080.

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

LN.070 Drawdowns and Increases to Finance Lease Liabilities

Report the amount of borrowings drawn for new capital loans, increases to finance lease liabilities or redraws from the schools existing loans facility that is currently reported under items LN.050 and LN.080.

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

Note: Funds drawn down at LN.070 will generate an edit in MS.090 if data is not entered into MS.090.

LN.080 Loans for Capital Purposes - Closing Balance

Report the balance of capital, bridging loans and finance leases at the end of the calendar year.

Bridging finance should include the full amount of loans raised or received during last year for capital purposes pending the negotiation of long-term loans for the capital project.

Account/Transaction Description	Tuition	Boarding
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

Account/Transaction Description	Tuition	Boarding
Bridging loans for capital purposes closing balance – Non-current	8595	8595
Finance lease liability closing balance – Current	8155	8155
Finance lease liability closing balance – Non-current	8715	8715

3g. General Financial Items

The General financial items section records the closing balances for current and non-current assets and liabilities at the approved authority or entity level. Reported amounts are to be obtained from the approved authority’s balance sheet reported in the audited financial statements.

Exception: Approved authorities with audited financial statements that do not include amounts for these items (for example, those using cash accounting) may enter zero values.

Approved authorities that operate more than one school as part of the same entity

From 2019, all approved authorities responsible for the operation of more than one school have been required to complete a financial questionnaire for the approved authority.

General Financial information (GF) can be entered at the approved authority level or for each school. The total amount reported for schools and the approved authority for each GF item should add up to the balance reported in the approved authority balance sheet.

Item	Description	Tuition	Help
GF.010	Cash and Cash Equivalents	\$ <input type="text" value="0"/>	?
GF.020	Total Current Assets (includes figures at GF.010)	\$ <input type="text" value="0"/>	?
GF.030	Total Current Liabilities	\$ <input type="text" value="0"/>	?
GF.035	Non-Current Loans Receivable (Assets)	\$ <input type="text" value="0"/>	?
GF.040	Total Non-Current Assets	\$ <input type="text" value="0"/>	?
GF.045	Non-Current Loans Payable (Liabilities)	\$ <input type="text" value="0"/>	?
GF.050	Total Non-Current Liabilities	\$ <input type="text" value="0"/>	?

GF.010 Cash and Cash Equivalents

Report the amount as reflected in the ‘cash or cash equivalents’ section of the statement of financial position or balance sheet. This figure represents cash on hand and available cash in the bank.

Term deposits are to be reported on the same basis as reported in the GF section of the FQ on the same basis as reported in your entity financial statements:

- Where reported as Cash or Cash Equivalent in your audited financial statements include at GF.010 – Cash and Cash Equivalents and also include in GF.020 - Total Current Assets..
- Where not reported as Cash or Cash Equivalent in your audited financial statements do not include at GF.010 – Cash and Cash Equivalents. Include in GF.020 - Total Current Assets or GF.040 – Total Non-Current Assets as appropriate.

If the cash or cash equivalent figure is negative, it normally means the entity is in overdraft. If you have an overdraft, GF.010 should show zero (0) and the overdraft component reported as a liability in GF.030. The overdraft component needs to be reported under the **Loans (LN)** section.

Account/Transaction Description	Tuition	Boarding
Petty cash	6010	N/A
General account	6110	N/A

Account/Transaction Description	Tuition	Boarding
Trust fund account	6150	N/A
Term Deposits (only where reported as Cash in the audited financial statements)	6400	N/A

GF.020 Total Current Assets (includes figures at GF.010)

Report the amount listed under the 'Total Current Assets' section of the statement of financial position or balance sheet. This figure represents cash and other assets convertible to cash that can be sold or consumed within 12 months. Some examples are listed in the chart of accounts below.

Account/Transaction Description	Tuition	Boarding
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 and 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 and equipment available for sale	6730	6730
Plant and machinery available for sale	6740	6740

GF.030 Total Current Liabilities

Report the amount listed under the 'Total Non-Current Liabilities' section of the statement of financial position or balance sheet. This figure represents obligations that within the ordinary course of business are expected to be paid or settled within the next 12 months. Some examples are listed in the chart of accounts below.

Account/Transaction Description	Tuition	Boarding
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 liabilities	8155	8155
Operating lease liabilities	8156	8156
Trade creditors	8200	8200
Sundry creditors	8205	8205
Accrued expenses	8210	8210
Accrued wages and 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
Deposits held under a deposit scheme	8110	8110
Deposits held on behalf of boarders	N/A	8115
Deposits held on behalf of third party	8116	8116

GF.035 Non-Current Loans Receivable (Assets)

Report any loans provided where repayment in full is not expected within the next 12 months.

The ACNC requires the reporting of this information to identify any loans that a school or approved authority lends to other entities.

Note: GF.035 is a subset of GF.040 – Total Non-Current Assets.

Account/Transaction Description	Tuition	Boarding
Non-current loans receivable	7050	N/A

GF.040 Total Non-Current Assets

Report the amount listed under the 'Total Non-Current Assets' section of the statement of financial position or balance sheet.

Note: GF.035 is included in GF.040.

Account/Transaction Description	Tuition	Boarding
Land – closing balance	5030	5030
Buildings – closing balance	5160	5160
Furniture and equipment – closing balance	5230	5230
Plant and machinery – closing balance	5330	5330
Motor vehicles – closing balance	5430	5430
Leased assets – closing balance	5530	5530
Non-current loans receivable	7050	N/A

GF.045 Non-Current Loans Payable (Liabilities)

Report any loan received where repayment in full is not expected within the next 12 months.

The ACNC requires the reporting of this information to identify any loans that a school or approved authority borrows from other entities.

Note: GF.045 is a subset of GF.050 – Total Non-Current Liabilities.

Account/Transaction Description	Tuition	Boarding
Non-current loans that become payable	7150	N/A

GF.050 Total Non-Current Liabilities

Report the amount listed under the 'Total Non-Current Liabilities' section of your balance sheet or statement of financial position. This figure represents financial obligations that are not required to be settled within the next 12 months.

Account/Transaction Description	Tuition	Boarding
Trade Creditors - Non current	8820	8820

Account/Transaction Description	Tuition	Boarding
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 Liability	8715	8715
Operating Lease Liability	8716	8716
Unearned Revenue – General non-current	8720	8720
Other Non-current liabilities	8730	8730

3h. MySchool

The MySchool finance report section reflects certain data collected and provides you the opportunity to preview a preliminary MySchool finance report for your school.

Boarding schools

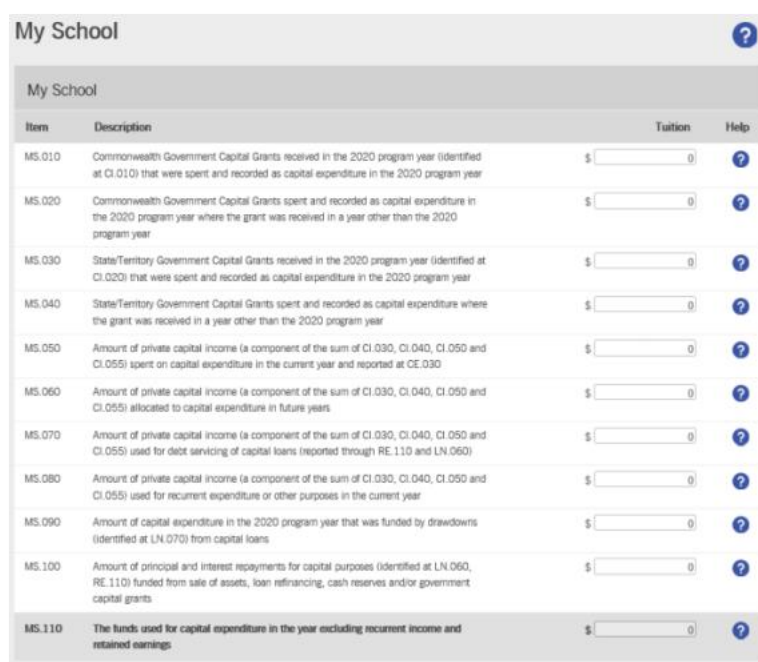
Income and expenditure relating to the boarding function of boarding schools are not included in MySchool calculations.

Systems/Diocese office

Systems/Diocese office must report recurrent income related to their operations (excluding internal systemic transactions).

System authorities normally retain certain income to be spent for the benefit of their member schools. To maximise comparability of the MySchool finance reports across school sectors, such income is to be allocated to each school in the system.

Any remaining amounts reported in the FQ may be allocated to schools by [ACARA](#) in consultation with the system.



Item	Description	Tuition	Help
MS.010	Commonwealth Government Capital Grants received in the 2020 program year (identified at CI.010) that were spent and recorded as capital expenditure in the 2020 program year	\$ <input type="text" value="0"/>	?
MS.020	Commonwealth Government Capital Grants spent and recorded as capital expenditure in the 2020 program year where the grant was received in a year other than the 2020 program year	\$ <input type="text" value="0"/>	?
MS.030	State/Territory Government Capital Grants received in the 2020 program year (identified at CI.020) that were spent and recorded as capital expenditure in the 2020 program year	\$ <input type="text" value="0"/>	?
MS.040	State/Territory Government Capital Grants spent and recorded as capital expenditure where the grant was received in a year other than the 2020 program year	\$ <input type="text" value="0"/>	?
MS.050	Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) spent on capital expenditure in the current year and reported at CE.030	\$ <input type="text" value="0"/>	?
MS.060	Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) allocated to capital expenditure in future years	\$ <input type="text" value="0"/>	?
MS.070	Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) used for debt servicing of capital loans (reported through RE.110 and LN.060)	\$ <input type="text" value="0"/>	?
MS.080	Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) used for recurrent expenditure or other purposes in the current year	\$ <input type="text" value="0"/>	?
MS.090	Amount of capital expenditure in the 2020 program year that was funded by drawdowns (identified at LN.070) from capital loans	\$ <input type="text" value="0"/>	?
MS.100	Amount of principal and interest repayments for capital purposes (identified at LN.060, RE.110) funded from sale of assets, loan refinancing, cash reserves and/or government capital grants	\$ <input type="text" value="0"/>	?
MS.110	The funds used for capital expenditure in the year excluding recurrent income and retained earnings	\$ <input type="text" value="0"/>	?

MS.010 Commonwealth Government Capital Grants received last year (identified at CI.010) that were spent and recorded as capital expenditure last year

Report the amount of Australian Government capital grants (CI.010) that were spent/recorded as capital expenditure (CE.030) within last year.

Note: This may be the same value as the amount entered at CI.010 or it may be a lesser amount.

MS.020 Commonwealth Government Capital Grants spent and recorded as capital expenditure last year where the grant was received in a year other than last year

Report the amount of Australian government capital grants that were received in a year other than last year (those excluded from CI.010) and that were spent/recorded as capital expenditure (CE.030) by the school within last year.

MS.030 State/Territory Government Capital Grants received last year (identified at CI.020) that were spent and recorded as capital expenditure last year

Report the amount of State/Territory Government capital grants (CI.020) that were spent/recorded as capital expenditure (CE.030) within last year.

Note: This may be the same amount as entered at CI.020 or it may be a lesser amount.

MS.040 State/Territory Government Capital Grants spent and recorded as capital expenditure where the grant was received in a year other than last year

Report the amount of state government capital grants that were earned/received in a year other than last year (those excluded from CI.020) and that were spent/recorded as capital expenditure (CE.030) by the school within last year.

MS.050 Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) spent on capital expenditure in the current year and reported at CE.030

Report the amount of private capital income earned/received by the school last year (CI.030, CI.040, CI.050 and CI.055) that was spent/recorded as capital expenditure (CE.030) last year.

Exclude

Amounts of CI.030, CI.040, CI.050 and CI.055 that were spent last year on debt servicing or recurrent expenses.

MS.060 Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) allocated to capital expenditure in future years

Report the amount of private capital income earned/received by the school last year that has been allocated for capital purposes in a future year.

System/Diocese

Include the relevant allocation of diocesan capital funds to each school's FQ return reported at CI.050/CI.055.

MS.070 Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) used for debt servicing of capital loans (reported through RE.110 and LN.060)

Report the amount of private capital income earned/received by the school last year used for debt servicing of capital loans (RE.110 and LN.060).

Note: This item is not used to calculate your MySchool finance report. MS.070 is used to provide a data quality control check to ensure the accuracy of amounts reported in items MS.050 and MS.060.

MS.080 Amount of private capital income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) used for recurrent expenditure or other purposes in the current year

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

Note: This item is not used to calculate your MySchool finance report. MS.080 is used to provide a data quality control check to ensure the accuracy of amounts reported in items MS.050 and MS.060.

MS.090 Amount of capital expenditure last year that was funded by drawdowns (identified at LN.070) from capital loans

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

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

MS.100 Amount of principal and interest repayments for capital purposes (identified at LN.060, RE.110) and funded from the sale of assets, loan refinancing, cash reserves and/or government capital grants

Purpose – MS.100 identifies funds from sources, other than income, used to make principal and interest payments for capital loans not reported elsewhere in the current year’s FQ.

The amount reported here will be deducted from the *‘Income allocated to capital debt servicing’* on the MySchool finance report.

IMPORTANT

MySchool calculations will automatically allocate income to debt servicing as a deduction. If amounts are **not** reported here (or at Item MS.070). The deduction will result in a lower than expected overall net recurrent income display.

Include the portion of principal and interest payments for capital loans last year (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, CI.050 and CI.055) last year.

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 funded from any of the following:

- Government capital grants
- Cash reserves
- Loan refinancing
- Proceeds from the sale of assets (excluding gains)

This amount needs to be identified because schools can draw on funds from sources other than direct income, such as funds not included as income on MySchool (government capital grants) to cover principal and interest repayments, 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 MySchool (government capital grants) to cover principal and interest repayments.

These funds are not reported as gross school income for MySchool 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 MySchool.

MS.110 Funds used for capital expenditure in the year excluding recurrent income and retained earnings

This is the automatically calculated sum of items MS.010 + MS.020 + MS.030 + MS.040 +MS.050 + MS.090.

Please check these totals carefully. Ensure all relevant items are entered and no duplicate reporting has occurred.

Need Help?

We are here to help. Contact us by:

- Email: schoolsassurance@dese.gov.au
- Phone: 1800 677 027 (option 2)
- Submit: A new support request in SchoolsHUB