



# Financial Questionnaire data reporting guide

## Who should read this guide and why?

This data reporting help guide is for a SchoolsHUB user who is completing Financial Questionnaire (FQ) 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 user guide in conjunction with the SchoolsHUB Access Guides (for either [new users](#) or [recent SEP users](#)).

## What does this guide help me do?

This document will assist users in gathering their reporting data. This document serves as a complete copy of the FQ help (?) icon information available inside the SchoolsHUB system. This document does not offer any additional information.

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## 2. Getting Started

### Q. 1 Which accounting method are you using?

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

#### *Cash*

The Cash accounting method recognises income when revenue comes in, and expenses are recognised when paid.

All financial period transactions resulting in cash outflow are expenses. All financial period transactions resulting in cash inflow are revenue.

#### *Accrual*

The Accrual accounting method records revenues when they are earned and expenses are reported in the period they occur or when they expire – which is sometimes in a period different from when the expense 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 Commonwealth Recurrent Grants revenue at RI.100 which are to be reported on a cash basis. In other words, recurrent grants are reported in the year they are received.

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

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

#### *Boarding Schools*

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

#### *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 allocated to boarding is 60 per cent.

#### *Apportionment Formula*

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

- a = total enrolments as reported in the 2018 Census
- b = number of boarders as reported in the 2018 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)?**

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

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

Confirm if your school provides services for students below foundation and if separate financial data for those students are maintained.

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
<b>Foundation</b> <b>Year 1</b> <b>minus 1<sup>(a)</sup></b>	Kindergarten	Preparatory	Pre-primary	Reception	Transition
<b>Year 1</b> <b>minus 2<sup>(b)</sup></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-rate the information.

Foundation level students receive Commonwealth funding under the *Australian Education Act 2013* (the act) 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 the 2018 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 funds.

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

Financial Questionnaire

1. Contacts

2. Getting Started

3. Enter Data

a. Recurrent Income

b. Recurrent Expenditure

c. Capital Income

d. Capital Expenditure

e. Trading Activities

f. Loans

g. General Financial Items

h. My School

4. Review

5. Declaration

HELP AND SUPPORT

Recurrent Income

Recurrent Income				
Item	Description	Tuition	Boarding	Help
RI.010	Fees and Charges (excluding Overseas Students)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.020	Income from excursions/trips	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.030	Other receipts from students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.040	ABSTUDY Allowances Paid Direct to School	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.050	Total Income from Overseas Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.060	Private Income (excluding Items RI.061 and RI.065)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.061	Investment Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.065	Donations	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.070	State Government Recurrent Grants	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.080	State Government Education Allowances	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.090	State Government Interest Subsidy	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.100	Commonwealth Government Recurrent Grants	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
RI.110	Indigenous Education Grants (excluding grants paid under the Australian Education Act 2013)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
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"/>	<a href="#">?</a>
RI.130	<b>Total Recurrent Income</b>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>

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### 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 gross fees and charges (including endowed scholarships) minus discounts, concessions and fee (unendowed) scholarships.

#### Exclude

- Overseas students. (report in item RI.050)
- Fees 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 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
Non-refundable enrolment and application fees	0450	N/A
Revenue from supporting groups (e.g. Church/Parish)	0710	N/A
Renting of school facilities	0510	0520



Account/Transaction Description	Tuition	Boarding
Liabilities forgiven	0740	N/A
Miscellaneous boarding school income	N/A	0455
Other income	0910	N/A
Bad debts recovered	0915	0915

#### 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.

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 General Recurrent Grants Program

Report all recurrent funding received in the 2018 calendar year by the school's approved authority according to the payment advices. Payment advices can be accessed through the SchoolsHUB finance tab.

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

All general recurrent grants are to be managed according to Australian accounting standards.

**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.

#### Systems/Diocese

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

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

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 Government General Recurrent Grants Program. (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	0610 to 0640	N/A

Account/Transaction Description	Tuition	Boarding
grants paid under the <i>Australian Education Act 2013</i> should be reported in RI.100)		

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

Report all other recurrent general purpose grants received from other Commonwealth agencies.

*Exclude*

- Commonwealth Government General Recurrent Grants Program. (reported in item RI.100)
- Indigenous Education Grants. (reported in item RI.110)
- Commonwealth Government capital grants. Report under the Capital Income section (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.

### 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
- Finance costs
- Depreciation
- Amortisation
- 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 My School 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](#).

**Financial Questionnaire 2019** Editing: One Tree Hill Greater Sydney Schools System (1234)

**3. Recurrent expenditure**

Item	Description	Tuition	Help
RE.010	Salaries and Wages - Executive - Senior Executive Staff	\$	?
RE.020	Salaries and Wages - Executive - Inspectors and Superintendents	\$	?
RE.030	Salaries and Wages - Principal, General Teaching Staff - lay and religious	\$	?
RE.040	Salaries and Wages - All other staff	\$	?
RE.050	Other Staff Related Expenses	\$	?
RE.060	Superannuation (Employer Contribution only)	\$	?
RE.070	Long Service Leave (Expense/Provision for Long Service Leave and Annual Leave)	\$	?
RE.080	Operating Expenses	\$	?
RE.085	External Management Fees	\$	?
RE.090	Buildings and grounds - operations, building and equipment - maintenance	\$	?
RE.095	Rent and Lease Expenses	\$	?
RE.100	Interest - Bank overdraft and recurrent loans	\$	?
RE.110	Interest - Capital and bridging loans and finance leases	\$	?
RE.120	Amortisation - Leasehold Land and Buildings and assets under finance leases and hire purchase agreements	\$	?
RE.130	Depreciation	\$	?
RE.140	Total Bad and Doubtful Debt Expense	\$	?
RE.150	<b>Total Recurrent Expenditure</b>	\$	?

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

Report all salaries and wages (including salary packages) paid or payable to those 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.

#### Example

- Directors
- Chief executives

#### Exclude

- Employer Superannuation contribution. (report in item RE.060)

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

Report all salaries and wages (including salary packages) paid or payable to those staff undertaking the functions of a senior administration role. This 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.

#### Example

- Inspectors
- Superintendents

#### Exclude

- Employer Superannuation contribution. (report in item RE.060)

Account/Transaction Description	Tuition
Salary/wages - Permanent inspectors/superintendents	1020
Salary/wages – Temporary inspectors/superintendents	1120
Value of fringe benefits – Permanent inspectors/superintendents	1320
Value of fringe benefits – Temporary inspectors/superintendents	1420
Overtime - permanent inspectors/superintendents	1520
Overtime - Temporary inspectors/superintendents	1620

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

Report all salaries and wages (including salary packages) paid or payable to 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)

### Example

- Principals
- Lay and religious teachers
- Relief teachers
- Librarians

### Exclude

- Employer Superannuation contribution. (report in item RE.060)

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 salaries and wages (including salary packages) paid or payable to 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)
- Temporary or casual teachers and tutors

### Exclude

- Contract cleaners. (report in item RE.090)
- Employer Superannuation contributions. (report in item RE.060)

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 Salary Packages less compulsory employer superannuation and all other staff related expenses.

### *Include*

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

### *Exclude*

- Employer Superannuation contributions. (report in item RE.060)
- Staff on long service leave or other extended leave. They are paid from a provisions account.

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

### **RE.060 Superannuation (Employer Contribution only)**

Report amount which represent employer contributions made to superannuation funds for staff. A negative value may be entered if an adjustment has been made to the audited financial statements for the overprovision of superannuation in previous years.

### *Include*

- Superannuation guarantee payments

### *Exclude*

- Members'/salary sacrificed contributions. Contributions are withheld from staff salaries and paid directly to their fund of choice.

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

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

Report the provision allocated or provided for long service and annual leave 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 long service leave in previous years.

**Note:** This amount is normally reflected in the Statement of financial performance (profit and loss) section of the audited financial statements. Do not report the accumulated amount normally found in the Statement of Financial Position (Balance Sheet).

Account/Transaction Description	Tuition	Boarding
Annual leave	1810	1830
Long service leave	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
Catering for functions (non FBT)	2465	N/A
Catering for functions (FBT)	2470	N/A
Catering – boarding house	N/A	2530
Boarding house replacements – linen etc.	N/A	2535
Boarding hospital/nursing expenses	N/A	2540
Boarding laundry expenses	N/A	2545
Boarding other expenses	N/A	2550
Miscellaneous expenses	2480	N/A
Advertising	2610	2610
Loss on sale of fixed assets	2810	N/A
Loss on sale of investments	2820	N/A
Diminution in value of investments expense	2830	N/A
Excursion expenditure	2950	N/A
Internal management fees	2955	2955
Other tuition expenses	2960	N/A



Account/Transaction Description	Tuition	Boarding
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 managerial services provided to the school from a third party, whether related or unrelated.

**Definition:** A third party is a person or group besides the two primary parties involved in an arrangement, contract, deal, lawsuit or transaction. A third party can also be an on-line payment portal or broker.

#### *Include (Example)*

- Fees paid to a third party to assist a school with the management of its operations
- Fees paid to a consultant involved in the restructuring of a school's operations

#### *Exclude*

- Fees for capital services. Report under the **Capital Expenditure** section. (CE.020)

Account/Transaction Description	Tuition	Boarding
Fees for providing managerial services	2990	2990

### 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*

- Rent and Lease expenses. (report in item RE.095)

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	2460	2555

**Note:** The International Accounting Standards Board (IASB) advises that changes to the leases standard come into effect from 1 January 2019. To find out more about these changes, visit the [International Financial Reporting Standards](#).

### RE.095 Rent and Lease Expenses

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

#### Exclude

- Rent and Lease of other assets. (report in item RE.095)
- Amortisation for lease expenses. (report in item RE.120)

Account/Transaction Description	Tuition	Boarding
Rent or lease of the land a school operates from	2060	2060
Rent or lease for buildings a school operates out of	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 – Capital and bridging loans and finance leases

Report interest expenses relating to any capital or bridging loans. The interest expense should correlate only with capital/bridging loans or finance leases specified at LN.050 – LN.080

#### Exclude

- Principal loan repayments. (report in item LN.060)

**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 leases	2940	2940

### RE.120 Amortisation - Leasehold Land and Buildings and assets under finance leases and hire purchase agreements

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

Report the amortisation expense of leased assets.

### *Include*

- Assets under finance leases
- Hire purchase agreements
- Leasehold land and buildings

**Note:** This amount is found in the Statement of Financial Performance (profit and loss) section of the audited financial statements.

Account/Transaction Description	Tuition	Boarding
Amortisation – Finance leases	2750	2750
Amortisation – Leasehold and buildings	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 fixed assets.

### *Include*

- Buildings
- Furniture and fittings
- Plant and equipment
- Motor vehicles

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 all amounts expensed to provide for any uncollected school fees. For example, bad and doubtful debts. 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 previous years.

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 My School 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](#).

The screenshot shows the 'Financial Questionnaire' interface with a sidebar on the left and a main content area. The sidebar lists steps: 1. Contacts, 2. Getting Started, 3. Enter Data (highlighted), 4. Review, and 5. Declaration. Under '3. Enter Data', sub-items include: a. Recurrent Income, b. Recurrent Expenditure, c. Capital Income (highlighted), d. Capital Expenditure, e. Trading Activities, f. Loans, g. General Financial Items, and h. My School. The main content area is titled 'Capital Income' and contains a table with columns: Item, Description, Tuition, Boarding, and Help. The table lists items CI.010 through CI.055, each with a description and input fields for Tuition and Boarding. CI.060 is the 'Total Capital Income' row. At the bottom, there are 'Previous', 'Save & Exit', and 'Save & Next' buttons.

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

### 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
- Attorney General's Department 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*

- Monies paid in 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
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 My School 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](#).

The screenshot displays the 'Financial Questionnaire' interface. On the left, a sidebar lists navigation options: 1. Contacts, 2. Getting Started, 3. Enter Data (with sub-items a. Recurrent Income, b. Recurrent Expenditure, c. Capital Income, d. Capital Expenditure, e. Trading Activities, f. Loans, and g. General Financial Items). The 'Capital Expenditure' section (d) is highlighted. The main area is titled 'Capital Expenditure' and contains a table with columns: Item, Description, Tuition, Boarding, and Help. The table has three rows: CE.010 Land, Buildings and Improvements; CE.020 Other Capital Expenditure; and CE.030 Total Capital Expenditure. Each row has input fields for Tuition and Boarding, both currently showing '0'. There are 'Previous', 'Save & Exit', and 'Save & Next' buttons at the bottom.

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

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
- Leased assets (including hire purchase)
- All other fixed assets not including land and buildings
- Library books that extend, increase or upgrade the existing stock of library books

#### Exclude

- 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, as a guide, is less than \$1000 per item. Report under the **Recurrent Expenditure** section.
- Note: This is discretionary and dependent on a proper assessment by the school and the school's accountant/auditor.

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

Reporting on leases should comply with AASB 117 Leases. To find out more, visit [AASB website](#)

Account/Transaction Description	Tuition	Boarding
Furniture and fittings - additions	5210	5210
Plants and equipment - additions	5310	5310
Motor vehicles - additions	5410	5410
Leased assets – (including hire purchase)	5510	5510



**Note:** The International Accounting Standards Board (IASB) advises that changes to the leases standard come into effect from 1 January 2019. To find out more about these changes, visit the [International Financial Reporting Standards](#).

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

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 profit resulting in the school benefitting from the alternative income stream generated.

Separate trading accounts are required for the following activities:

- 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

Other trading account activities:

- 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).

An entity may be involved in non-school activities identified in the audited financial statements. If this information is not already reported in the FQ, the entity can enter the information into TA.030 and TA.040. This information will be provided to the [ACNC](#) to help populate the Annual Information Statement (AIS).

**Please ensure you do not report the school's overall income or expenditure from the school's Statement of financial performance (Profit and loss) statement under Trading Activities.**

For assistance with FQ reporting, contact the SchoolsHUB help desk on 1800 677 027 (option 2).

All items reported under the **Trading Activities** (TA.010 and TA.020) section are used to calculate your My School finance report.

### Trading Activities

Trading Activities

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

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### TA.010 Trading Activities Income

Report all trading activities income where the school itself provides 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 income generated by the approved authority (not captured by other questions) but included in the audited financial statements. Do not report the overall income from the approved authority's Statement of financial performance (Profit and loss statement)

Information reported is transferred to the ACNC on behalf of schools to minimise your reporting requirements.

#### Include

- Only income identified by the entity under its ABN
- Other entity income not already entered into the FQ

#### Exclude

- Other businesses under the entity umbrellas that has a separate ABN
- Income already captured in another FQ question

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

### TA.040 Expenditure for all other operations not already recorded in the FQ

Report all other expenditure incurred where the school engages with a third party to deliver other trading activities (not captured by other questions) but is included in the audited financial statements.

Information reported is transferred to the ACNC on behalf of schools entity to minimise the entities reporting requirements.

#### Include

- Only expenditure identified by the entity using its ABN
- Other entity expenditure not already entered into the financial questionnaire

#### Exclude

- Other businesses (e.g. a child care facility) under the entity umbrellas that has a separate ABN
- Expenditure already captured in another FQ question

**Note:** Do not report the overall expenditure from the approved authority's Statement of financial performance (profit and loss statement).

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 refundable 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 refundable 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.

### Loans

Item	Description	Tuition	Boarding	Help
LN.010	Refundable Enrolment Deposits - Opening Balance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.020	Refundable Enrolment Deposits - Closing Balance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.030	Loans for Recurrent Purposes - Opening Balance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.040	Loans for Recurrent Purposes - Closing Balance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.050	Loans for Capital Purposes - Opening Balance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.060	Principal Repayments	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.070	Drawdowns	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
LN.080	Loans for Capital Purposes - Closing Balance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>

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### LN.010 Refundable Enrolment Deposits - Opening Balance

Report the balance of refundable 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
Refundable enrolment deposits opening balance – Current	8105	8105
Refundable enrolment deposits opening balance – Non-current	8605	8605

### LN.020 Refundable Enrolment Deposits - Closing Balance

Report the balance of refundable 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
Refundable enrolment deposits closing balance – Current	8110	8110
Refundable 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 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 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
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

Report the amount of borrowings drawn for new capital loans and/or redrawn from the schools existing capital 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 the 2018 calendar 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
Bridging loans for capital purposes closing balance – Non-current	8595	8595
Finance lease liabilities closing balance – Current	8155	8155
Finance lease liabilities closing balance – Non-current	8715	8715

### 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 or entity's balance sheet from 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.

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

The entity can either complete the General Financial information (GF) section at the entity level, or the individual schools that are part of the Collective can complete the General Financial section at the school level.

Note: if schools choose to complete the GF section, the approved authority does not need to enter entity level balance sheet data into the GF section.

### General Financial Items

General Financial Items

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

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### 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.

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** section.

Account/Transaction Description	Tuition	Boarding
Petty cash	6010	N/A
General account	6110	N/A
Trust fund account	6150	N/A
Term deposits	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 liability	8155	8155
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
Refundable deposits – Parents	8110	8110
Deposits held on behalf of boarders	N/A	8115
Deposits held on behalf of third party	8116	8116
Non-refundable enrolment deposits	8120	8120

#### 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. This figure represents assets which are not easily converted to cash or not expected to become cash.

**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

Account/Transaction Description	Tuition	Boarding
Motor vehicles – closing balance	5430	5430
Leased assets – closing balance	5530	5530

#### 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
Sundry Creditors – Non current	8830	8830
Accrued Annual Leave – Non current	8810	8810
Provision for Long service leave	8800	8800
Bank Loan (for recurrent purposes)	8555	8555
Bank loan (for capital purposes)	8565	8565
Other Loan (for recurrent purposes)	8575	8575
Other Loan (for capital purposes)	8585	8585
Bridging Finance	8595	8595
Refundable Deposits – Parents	8610	8610
Non-refundable Enrolment deposits	8620	8620
Finance lease liabilities	8715	8715
Unearned Revenue – General non-current	8720	8720
Other Non-current liabilities	8730	8730

### 3h. My School

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

#### *Boarding Schools*

Income and expenditure relating to the boarding function of boarding schools are not included in My School 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 My School 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.

### My School

My School

Item	Description	Tuition	Boarding	Help
MS.010	Commonwealth Government Capital Grants received in the 2018 program year (identified at CI.010) that were spent and recorded as capital expenditure in the 2018 program year	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.020	Commonwealth Government Capital Grants spent and recorded as capital expenditure in the 2018 program year where the grant was received in a year other than the 2018 program year	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.030	State/Territory Government Capital Grants received in the 2018 program year (identified at CI.020) that were spent and recorded as capital expenditure in the 2018 program year	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.040	State/Territory Government Capital Grants spent and recorded as capital expenditure where the grant was received in a year other than the 2018 program year	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.050	Amount of private capital income (a component of the sum of CI.030, CI.040 and CI.050) spent on capital expenditure in the current year and reported at CE.030	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
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"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
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"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
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"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.090	Amount of capital expenditure in the 2018 program year that was funded by drawdowns (identified at LN.070) from capital loans	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
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"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.110	The funds used for capital expenditure in the year excluding recurrent income and retained earnings	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<a href="#">?</a>

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**MS.010 Commonwealth Government Capital Grants received in the 2018 calendar year (identified at CI.010) that were spent and recorded as capital expenditure in the 2018 calendar year**

Report the amount of Australian Government capital grants (CI.010) that were spent/recorded as capital expenditure (CE.030) within the 2018 calendar 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 in the 2018 calendar year where the grant was received in a year other than the 2018 calendar year**

Report the amount of Australian government capital grants that were received in a year other than the 2018 calendar year (those excluded from CI.010) and that were spent/recorded as capital expenditure (CE.030) by the school within the 2018 calendar year.

**MS.030 State/Territory Government Capital Grants received in the 2018 calendar year (identified at CI.020) that were spent and recorded as capital expenditure in the 2018 calendar year**

Report the amount of State/Territory Government capital grants (CI.020) that were spent/recorded as capital expenditure (CE.030) within the 2018 calendar 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 the 2018 calendar year**

Report the amount of state government capital grants that were earned/received in a year other than the 2018 calendar year (those excluded from CI.020) and that were spent/recorded as capital expenditure (CE.030) by the school within the 2018 calendar 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 in 2018 (CI.030, CI.040, CI.050 and CI.055) that was spent/recorded as capital expenditure (CE.030) in 2018.

*Exclude*

Amounts of CI.030, CI.040, CI.050 and CI.055 that were spent in 2018 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 in 2018 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 in 2018 used for debt servicing of capital loans (RE.110 and LN.060).

**Note:** This item is not used to calculate your My School 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 in 2018 that was used for recurrent expenditure or other purposes in the current year.

**Note:** This item is not used to calculate your My School finance report. 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 in the 2018 calendar year that was funded by drawdowns (identified at LN.070) from capital loans**

Report the amount of capital expenditure in the 2018 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 My School finance report.

**IMPORTANT**

My School 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 in 2018 (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) in 2018.

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 My School (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 My School (government capital grants) to cover principal and interest repayments.

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

### **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 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