



Before you begin reporting for the Financial Questionnaire

Before you start your Financial Questionnaire (FQ) reporting, you will need to gather some documentation and information.

Required Documents

Documents you will need to provide include:

- Audited Financial Statements (AFS) for the relevant year.
Inclusion of the AFS allows for checks to be made to specific FQ data fields. AFS documents must be:
 - prepared by a Qualified Accountant, and
 - provided in PDF format (for attaching to your FQ declaration).

Note: If your school is randomly selected for the Financial Questionnaire Verification Exercise (FQVE), you will require additional documents including:

- the AFS for your Approved Authority,
- reconciliation statement showing the schools financial details,
- A trial balance, and
- System or Diocese level transactions (if applicable).

School system schools will also need to provide additional documents including:

- Allocations provided by their respective systems office; and
- The trial balance with all FQ related accounts.

Assistance Documents

Documents that will assist you to complete FQ reporting are available from the [SchoolsHUB FQ Help and Support](#) page including:

- Financial Questionnaire user guide
A step-by-step guide explaining how to access, complete and declare your FQ.
- Financial Questionnaire data reporting guide
A collated collection of the Financial Questionnaire in-system help content.
- FQ Chart of Accounts (Available for both Cash and Accrual accounting methods)
The FQ Chart of Accounts can assist you when entering the FQ data.
- My School Finance report tool
A tool to assist users understand how their My School data generates the preliminary My School finance report