



SchoolsHUB Financial Questionnaire

User guide

Who should read this guide and why?

This user guide is to assist Data Reporters and Authority Representatives to complete the Financial Questionnaire (FQ) reporting in SchoolsHUB.

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 step-by-step guide assists to:

- Confirm and update your FQ access
- Access the FQ collection
- Access help and request support within the FQ collection
- Submit the FQ by manually entering school data

This guide does not provide information on how to upload school data via the cash, accrual or bulk reporting templates. Please download the FQ upload user guide for assistance with these functions.

What role do I need?

Before you can begin reporting, you will need access to the SchoolsHUB website. The level of access you will require are as follows:

- To access the FQ, you will need Data Reporter or Authority Representative access at the Approved Authority level
- To submit the FQ, you will need Authorised Representative access at the Approved Authority level.
- To read/view Payment Advices, you will need Finance Officer access to your organisations.

For information on SchoolsHUB registration and access, visit [SchoolsHUB help and support](#).

Changes from the last FQ?

There have been no changes to the information collected in the Financial Questionnaire from the 2018 collection.

SchoolsHUB system timeout?

For security purposes, there is a 20 minute inactivity time limit in SchoolsHUB.

If you sign into SchoolsHUB and do not use the system for over a 20 minute period, SchoolsHUB will automatically sign you out of your account. Any unsaved information entered before the sign out will be lost. We recommend that you save entered data regularly.

FQ collection help and support?

Help is available throughout the collection in the Help (?) icons. Information relates directly to that question or section.

For further assistance, within every ? icon you will find a link to:

- the collections help and support centre page (opens in the same window)
- submit a new support request (opens in a new window)
- the SchoolsHUB helpdesk phone number

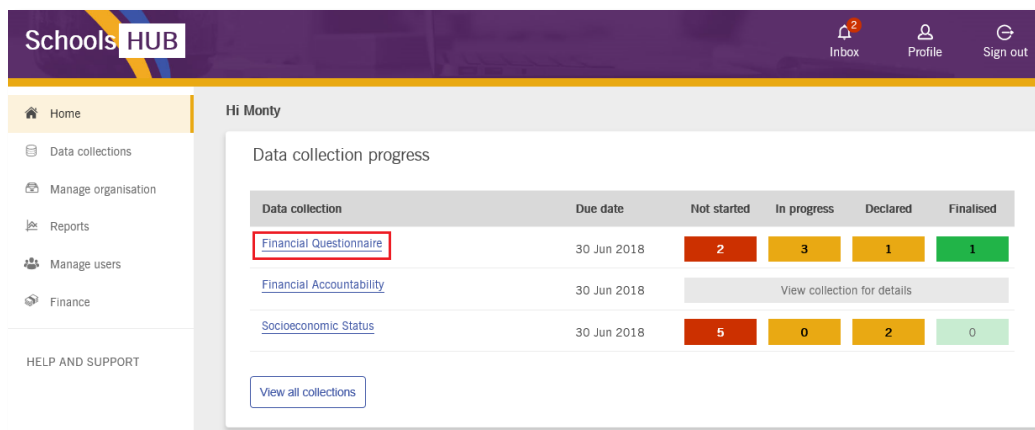
For a complete version of the in-system help, download the [Financial Questionnaire data reporting guide](#).

Accessing the FQ

To access the FQ collection, follow these 3 steps.

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

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

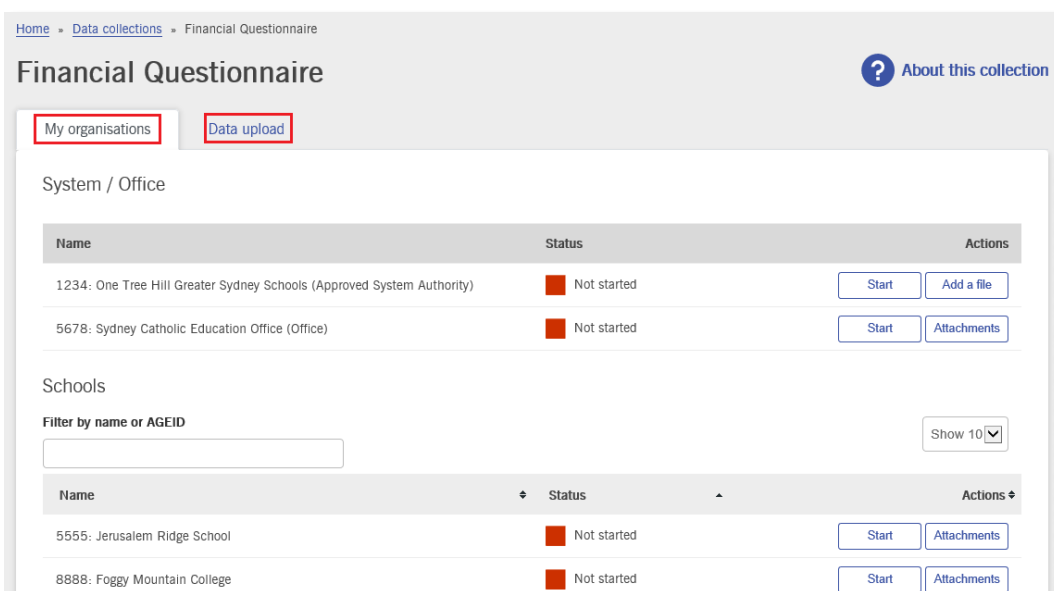


The screenshot shows the SchoolsHUB user dashboard. The top navigation bar includes 'Inbox', 'Profile', and 'Sign out'. The left sidebar lists 'Home', 'Data collections', 'Manage organisation', 'Reports', 'Manage users', and 'Finance'. The main content area, titled 'Hi Monty', displays a 'Data collection progress' table. The table has columns for 'Data collection', 'Due date', 'Not started', 'In progress', 'Declared', and 'Finalised'. The 'Financial Questionnaire' collection is highlighted with a red box. Below the table is a 'View all collections' button.

Data collection	Due date	Not started	In progress	Declared	Finalised
Financial Questionnaire	30 Jun 2018	2	3	1	1
Financial Accountability	30 Jun 2018	View collection for details			
Socioeconomic Status	30 Jun 2018	5	0	2	0

The Financial Questionnaire collection has two options for submitting data.

1. **My organisations** provides the option to manually input data for all the organisations linked to your account.
2. **Data upload** provides the option to upload an XML file which will report collectively for all the organisations linked to your account.



The screenshot shows the 'Financial Questionnaire' submission page. It has a breadcrumb trail: 'Home > Data collections > Financial Questionnaire'. The page title is 'Financial Questionnaire' with a link 'About this collection'. There are two tabs: 'My organisations' (selected) and 'Data upload'. The 'System / Office' section contains a table with two rows of organisations, both with a 'Not started' status. The 'Schools' section has a search filter 'Filter by name or AGEID' and a 'Show 10' dropdown. Below is a table with two rows of schools, both with a 'Not started' status.

Name	Status	Actions
1234: One Tree Hill Greater Sydney Schools (Approved System Authority)	Not started	Start Add a file
5678: Sydney Catholic Education Office (Office)	Not started	Start Attachments

Name	Status	Actions
5555: Jerusalem Ridge School	Not started	Start Attachments
8888: Foggy Mountain College	Not started	Start Attachments

Submit the FQ by entering school data

Organisations linked to your user account will be listed by:

- Organisation type – System/Office, Schools
- Name of organisation – AGEID and Title
- Status – not started, in progress , pending declaration, declared (sent to department), and finalised (accepted by the department)
- Action – Start, Edit, Attachments, Declare, and Summary

To start reporting, select the organisation you wish to report on and click **Start**.

The screenshot shows the 'Financial Questionnaire' interface. At the top, there's a breadcrumb trail: Home > Data collections > Financial Questionnaire. A 'Data upload' tab is active. Below the tabs, there are two sections: 'System / Office' and 'Schools'. The 'System / Office' section contains a table with columns: Name, Status, and Actions. It lists two organisations: '1234: One Tree Hill Greater Sydney Schools (Approved System Authority)' and '5678: Sydney Catholic Education Office (Office)', both with a status of 'Not started'. The 'Start' button for the first organisation is highlighted with a red box. The 'Schools' section has a filter input 'Filter by name or AGEID' and a 'Show 10' dropdown. It also contains a table with columns: Name, Status, and Actions, listing two schools: '5555: Jerusalem Ridge School' and '8888: Foggy Mountain College', both with a status of 'Not started'. The 'Start' button for the first school is highlighted with a red box.

Section 1: Contacts

The Contacts section asks you to confirm who the primary contact for the FQ collection is. You can either use your own user account information by selecting **prefill with my details**, or you can nominate someone else from your organisation by filling in their details accordingly. To continue, click **Save & Next**.

The screenshot shows the '1. Contacts' form. On the left, there's a sidebar with a progress indicator showing steps: 1. Contacts (selected), 2. Getting Started, 3. Enter Data, 4. Review, and 5. Declaration. Below the progress indicator is a 'HELP AND SUPPORT' link. The main content area is titled '1. Contacts' and 'Primary contact'. It includes a sub-header 'Specify the individual to contact about this data submission.' and a yellow information box stating 'All fields required unless marked (optional)'. Below this, there's a 'Prefill with my details' button. The form fields are: 'Email address', 'Given name (first name)', 'Surname (last name)', 'Position (optional)', and 'Phone number'. At the bottom, there are 'Cancel', 'Save & Exit', and 'Save & Next' buttons. The 'Prefill with my details' button and the 'Save & Next' button are highlighted with red boxes.

Section 2: Getting Started

The Getting Started section asks contextual questions about your organisation. This will influence what information you will need to be provided. Please answer each question. Depending on your answer, a sub-question may be asked for clarification.

Available reporting columns will vary according to the organisation type selected and whether your organisation offers boarding services. Reporting columns may include: Tuition, Boarding, System and Dioceses.

Reminder: Providing information in sections 1 & 2 is required before you can continue to section 3. Enter Data. If a question is missed, the system will not be able to progress.

Audited Financial Statements

To upload a signed copy of your audited financial statements:

1. click **Add files**
2. select the appropriate documents from your records and click **Open**
3. repeat steps 1&2 for all required documents and click **Start Upload**

To continue, click **Save & Next**.

2. Getting started

Which accounting method are you using?

Cash Accrual ?

Was your school a boarding school at any stage during the previous calendar year?

Yes No ?

Do you maintain separate financial statements for boarding school activities?

Yes No

If your school looks after students below foundation (year 1 minus 2), do you maintain separate financial statements for these students?

Not applicable Yes No ?

Audited Financial Statements

i You must upload a signed copy of your audited financial statement.

Attachments

Add files

Previous Save & Exit Save & Next

Section 3: Enter Data

The Enter Data section has been split into reporting categories. These categories include:

- a. Recurrent Income
- b. Recurrent Expenditure
- c. Capital Income
- d. Capital Expenditure
- e. Trading Activities
- f. Loans
- g. General Financial Items
- h. My School

Enter your organisations data into the appropriate fields in each category. Once each page is complete, click **Save & Next** to continue.

Note: If there is an error with figures reported, upon clicking **Save & Next** you will receive an error warning. This warning will state within which item the error occurred and advise what needs to be amended. You can choose to make amendments whilst on the page or **respond to warnings later**. All error warnings will require actioning under section **4. Review** before completing the FQ.

Reminder: Individual item help is available in the corresponding Help (?) icon throughout the FQ. Information relates directly to that question or section.

For a complete copy of the in-system help, please download the [Financial Questionnaire data reporting guide](#).

3.a - Recurrent Income

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"/>	?
RI.020	Income from excursions/trips	\$ <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"/>	?
RI.040	ABSTUDY Allowances Paid Direct to School	\$ <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"/>	?
RI.060	Private Income (excluding items RI.061 and RI.065)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.061	Investment Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
RI.065	Donations	\$ <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"/>	?
RI.080	State Government Education Allowances	\$ <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"/>	?
RI.100	Commonwealth Government Recurrent Grants	\$ <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"/>	?
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"/>	?
RI.130	Total Recurrent Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?

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3.b - Recurrent Expenditure

3. Recurrent expenditure

Item	Description	Tuition	Help
RE.010	Salaries and Wages - Executive - Senior Executive Staff	\$ <input type="text"/>	?
RE.020	Salaries and Wages - Executive - Inspectors and Superintendents	\$ <input type="text"/>	?
RE.030	Salaries and Wages - Principal, General Teaching Staff - lay and religious	\$ <input type="text"/>	?
RE.040	Salaries and Wages - All other staff	\$ <input type="text"/>	?
RE.050	Other Staff Related Expenses	\$ <input type="text"/>	?
RE.060	Superannuation (Employer Contribution only)	\$ <input type="text"/>	?
RE.070	Long Service Leave (Expense/Provision for Long Service Leave and Annual Leave)	\$ <input type="text"/>	?
RE.080	Operating Expenses	\$ <input type="text"/>	?
RE.085	External Management Fees	\$ <input type="text"/>	?
RE.090	Buildings and grounds - operations, building and equipment - maintenance	\$ <input type="text"/>	?
RE.095	Rent and Lease Expenses	\$ <input type="text"/>	?
RE.100	Interest - Bank overdraft and recurrent loans	\$ <input type="text"/>	?
RE.110	Interest - Capital and bridging loans and finance leases	\$ <input type="text"/>	?
RE.120	Amortisation - Leasehold Land and Buildings and assets under finance leases and hire purchase agreements	\$ <input type="text"/>	?
RE.130	Depreciation	\$ <input type="text"/>	?
RE.140	Total Bad and Doubtful Debt Expense	\$ <input type="text"/>	?
RE.150	Total Recurrent Expenditure	\$ <input type="text" value="0"/>	

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3.c - Capital Income

Capital Income

Item	Description	Tuition	Boarding	Help
CI.010	Commonwealth Government Capital Grants	\$ <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"/>	?
CI.030	Fee/levies allocated for capital purposes	\$ <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"/>	?
CI.050	Other Capital Income (excluding item CI.055)	\$ <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"/>	?
CI.060	Total Capital Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?

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3.d - Capital Expenditure

Capital Expenditure

Capital Expenditure

Item	Description	Tuition	Boarding	Help
CE.010	Land, Buildings and Improvements	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CE.020	Other Capital Expenditure	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?
CE.030	Total Capital Expenditure	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	?

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3.e - Trading Activities

Trading Activities

Trading Activities

Item	Description	Tuition	Boarding	Help
TA.010	Trading Activities Income	\$ <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"/>	?
TA.030	Income for all operations not already recorded in the FQ	\$ <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"/>	?

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3.f - Loans

Loans

Loans

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

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3.g General Financial Items

General Financial Items

General Financial Items

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"/>	?

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3.h - My School

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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?
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"/>	?

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Section 4: Review

The Review section has two categories, Errors and warnings and Review data.

4a. Errors and warnings

4. Errors and warnings

Edit responses to warnings

Please review your responses or enter explanations for warnings not yet addressed.

- RI.010**
You have not shown any fees and charges although enrolments were reported in your 2017 Census. Please check Fees and Charges (RI.010) or provide an explanation
- MS.010**
You have shown amounts for recurrent income against the System Office. It is expected these amounts would normally be reported in the school FQs. Please check the amounts in the relevant data entry section and change if necessary, or provide an explanation.

General comments relating to the data collection (optional)

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All errors and warnings must be addressed before the FQ can be submitted.

To address an error,

1. click on the item number hyperlink (for example, RI.070)
2. make the appropriate change
3. click Save & Next
4. click on the Review page in the left hand navigation menu

If you are unable to address the error, please provide a detailed explanation of your reporting.

Once all errors and warning have been addressed, click **Save & Next**.

Assistance: If you are unable to address an error using the help ? icon information or the technical reporting help, please contact the SchoolsHUB help desk by:

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

4b. Review Data

4. Review data

Ensure data is accurate before submitting by reviewing one of the report formats below.

Data entered	Report formats (open in a new window)
Financial Questionnaire	PDF XLS
Preliminary My School Finance Report	PDF XLS
Australian Charities and Not for Profits Commission Report	PDF XLS

Files uploaded

Audit-report_1111-one-tree.pdf	Delete
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[Add files](#)

Data declarer

Select the authorised person to declare your data.

Monty Fitzgibbons ☒

[Previous](#) [Save & Exit](#) [Save & Next](#)

The Review Data page provides the ability to check the accuracy of the FQ data reported before declaring. It also lists all files uploaded to the FQ and requires the user to confirm who the authorised person to declare the reported data is.

Data Entered - Reports

The following reports are available for review:

- Financial Questionnaire (All Data)
- Preliminary My School Finance Report
- Australian Charities and Not for Profits Commission Report

To download a copy of the report, click on the PDF or XLS icons. Your report will open in a new window.

Files uploaded

To remove an uploaded file, click **Delete**

To add additional files, click **Add Files**

Data declarer

Before you can submit the FQ, please select the authorised person to declare your data. Multiple options may be available depending on the organisation access.

If you have selected another person, click **Submit for declaration**.

If you are the authorised person, click **Save & Next**.

Section 5: Declaration

The Declaration page requires the authorised person to make a declaration about the information provided. This declaration may vary depending on the type of organisation being reported on. Please read this page carefully before clicking **Declare Data Collection**.

5. Declaration

In submitting this Financial Questionnaire on behalf of **1111: One Tree Hill College**, I declare that:

- The information provided herein is, to the best of my knowledge, true and correct.
- The information provided herein has been drawn from internal accounting systems, and from financial statements that have been prepared and audited in accordance with the Australian Accounting Standards pursuant to section 38 of the Australian Education Regulation 2013 (Cth) (the Regulation).
- Pursuant to paragraph 36(1)(d) of the Regulation, I confirm that **1111: One Tree Hill College** and **1234: One Tree Hill Greater Sydney Schools System** have in place satisfactory internal accounting systems, controls and procedures for records kept in accordance with section 37 of the Regulation.
- I understand that this declaration and information provided herein may be taken into consideration by the Minister for Education and Training or delegate, in determining whether **1234: One Tree Hill Greater Sydney Schools System** meets the requirements for approval under sections 75, 77 and 78 of the Australian Education Act 2013 (Cth).
- I understand the information provided herein will be used to calculate the My School finance report.
- I understand that the Department may use or disclose any information provided herein in accordance with section 65 of the Regulation.
- I understand that giving false or misleading information is a serious offence.
- I am authorised by the Approved Authority to make this declaration.

Name: **Monty Fitzgibbons**

Save & Exit

Declare Data Collection

Need more help?

We are here to help. Contact us by:

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