



# SchoolsHUB Financial Accountability

## User guide for Approved Authorities

### Who should read this guide and why?

This user guide assists approved authorities:

- check the status of their Acquittal Certificate
- submit a Block Allocation Summary
- view payment documentation in SchoolsHUB.

Read this user guide in conjunction with the SchoolsHUB Access Guides available in the [Using SchoolsHUB User Management](#) tab. The [Using SchoolsHUB Finance](#) tab contains information on how approved authorities can access their payment documentation.

### What role do I need?

To view the Acquittal Certificate or submit the Block Allocation Summary, you will need Data Reporter or Authorised Representative access at the approved authority level. To read/view Payment documentation you will need Finance Officer access to your organisations.

### What is the Acquittal Certificate?

The Acquittal Certificate is where an independent qualified accountant (auditor) confirms the total amount of Recurrent Assistance received by the Approved Authority from the Australian Government. It certifies this funding was spent or committed to be spent for the purpose of providing school education.

### What if I need to edit my Acquittal Certificate?

An Acquittal Certificate cannot be changed after it has been submitted in SchoolsHUB. Contact us at [schoolsassurance@education.gov.au](mailto:schoolsassurance@education.gov.au) if your auditor needs to make a correction.

### What is the Block Allocation Summary?

The Block Allocation Summary is applicable where an approved authority operates more than one school. It is used to provide details of Recurrent Assistance, Special Circumstances and Prescribed Circumstances funding allocated by the approved authority to each school.

## Accessing the Acquittal Certificate

To access the Acquittal Certificate, follow these 4 steps:

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

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

Data collection progress					
Data collection	Due date	Not started	In progress	Declared	Finalised
<a href="#">Financial Accountability</a>	30 Jun 2024				<a href="#">View collection for details</a>

[Data collections](#)

**Note:** If the Financial Accountability data collection is not visible on your dashboard, select **Data collections** on the left-hand menu to access all the data collections under your SchoolsHUB account.

**Step 3:** The Acquittal Summary table (see next page) lists current and historical acquittal information for approved authorities linked to your SchoolsHUB account. The list shows the:

- action – only the view option is available
- name of the approved authority
- acquittal – year and type of Acquittal Certificate
- status – not started, draft (started but not submitted), acquittal pending (submitted to the Department of Education (the department)), and finalised (accepted by the department)
- GST exclusive total payment amount
- GST for payment
- GST inclusive total payment amount
- payments made to the approved authority during the calendar year.

Acquittal Summary							
<a href="#">About this collection</a>							
Use this page to manage your acquittals in the table below:							
<ul style="list-style-type: none"><li>• start a new Acquittal Certificate or view an existing Acquittal by selecting the link in the Action column</li><li>• view payments by selecting the link in the Payments column</li></ul>							
Action	Approved Authority	Currently sorted ascending:	Status	GST excl	GST	Total	Payments
<a href="#">View</a>	9999 Approved Authority	2022 Recurrent Independent	Finalised	\$100,000	\$10,000	\$110,000	<a href="#">View Payments</a>
<a href="#">View</a>	9999 Approved Authority	2023 Recurrent Independent	Finalised	\$174,000	\$17,000	\$191,000	<a href="#">View Payments</a>

**Step 4:** Open the Acquittal Certificate by clicking the **View** link.

**Note:** Your Acquittal Certificate is not visible on the Acquittal Summary screen until your Qualified Accountant starts working on it in SchoolsHUB. If the status of your Acquittal Certificate is set to Confirmed or Finalised, then it has been submitted to the department.

An Acquittal Certificate cannot be changed after it has been submitted. Contact us if a correction is required.

## Printing

Print a copy of your Acquittal Certificate. The **Print** button is listed at the bottom of each submission.



## Accessing the Block Allocation Summary

To access the Block Allocation Summary, follow these steps:

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

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

Data collection progress					
Data collection	Due date	Not started	In progress	Declared	Finalised
Financial Accountability	30 Jun 2024				
View collection for details					
Data collections					

**Note:** If the Financial Accountability data collection is not visible on your dashboard, select **Data collections** on the left-hand menu to access all the data collections under your SchoolsHUB account.

**Step 3:** Select Block allocation summary on the left-hand menu to open a table that lists current and historical block allocation information for Approved Authorities linked to your SchoolsHUB user account:

- action – options include view, edit or start
- name of the approved authority
- acquittal type – by year then type of approved authority
- status – not started, draft (started but not submitted) and finalised (accepted by the department)
- total allocated (to the approved authority)
- amount to block allocate (to schools within the approved authority).

SchoolsHUB

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Acquittal summary

Block allocation summary

Block Allocation Summary

About this collection

Use this page to manage your block allocations in the table below.

Start a new or view an existing block allocation by selecting the link in the Action column.

Action	Approved Authority	Currently sorted ascending:	Status	Total Allocated	Amount to Block Allocate
<a href="#">View</a>	9999 Approved Authority	2022 Recurrent Independent	Finalised	\$100,000	\$100,000
<a href="#">Start</a>	9999 Approved Authority	2023 Recurrent Independent	Not Started	\$0	\$174,000

## Submitting the Block Allocation Summary – Approved Authority Collectives

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

Approved Authority Collectives must also specify how much Prescribed Circumstances funding has been distributed to each school until the complete allocation is spent. Additional tables have been added to the end of the Block Allocation Summary to allow for this additional reporting.

By submitting the Block Allocation Summary, you are making a declaration verifying that funding paid under the *Australian Education Act 2013* (the Act) was passed on to schools in the required manner.

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

**Step 1:** Review the pre-filled Block Allocation data for Recurrent Assistance.

[Block Allocation Summary](#) » Block Allocation

### Block Allocation

Block Allocation amounts in the tables below are calculated by the Australian Government.

Review the Block Allocation amounts, complete the Statement, then click on "Submit" button to Finalise the Block Allocation.

Recurrent Assistance

9999 Approved Authority

Amount to Block Allocate	Currently Block Allocated	Currently Not Block Allocated
\$150,000	\$150,000	\$0

AGEID	School Name	Base Amount	SWD	Indigenous	Low SES	ELP	Location	Size	Recoveries	Adjustments	Total
1	School A	\$55,000	\$14,500	\$8,200	\$1,500	\$4,000	\$7,000	\$1,800	-\$17,000	\$0	\$75,000
2	School B	\$40,000	\$14,500	\$8,200	\$1,500	\$4,000	\$22,000	\$1,800	-\$17,000	\$0	\$75,000

**Step 2:** Enter school-level funding details for Prescribed Circumstances.

Prescribed Circumstances		
Funding Element	Amount to block allocate	Currently block allocated
AdjFDSS	\$9,000	\$ 0
SC	\$7,000	\$ 0
SUF1A	\$8,000	\$ 0

Ensure the sum of the values in each column below matches the corresponding 'amount to block allocate' in the table above

ClientId	ClientName	AdjFDSS	SC	SUF1A
1	School A	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>
2	School B	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>

Report how each type of Prescribed Circumstances funding was allocated to your schools until the full amount has been reported. Saving will automatically update the figure under **Currently block allocated**.

Note: The **Amount to block allocate** figures are not populated until your Qualified Accountant starts the Acquittal Certificate for the same year.

**Step 3:** Read the declaration statement.

**Declaration**

**STATEMENT** as required by subsections 36(1)(a) and 36(1)(g) of the Australian Education Regulations 2023

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

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

I am authorised by the Approved Authority to make this declaration. By signing this statement I declare that the Commonwealth recurrent grant funding provided under the Australian Education Act 2013 has been distributed to schools as directed by the department for this year

Name : External User

Position :

Date: 2/04/2024

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

Position :

Business Manager

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

Note: You cannot submit your Block Allocation Summary until your qualified accountant has submitted the Acquittal Certificate for the same year and all the funding has been allocated.

Print

Download

MultiYear Download

Cancel

Save

Submit

## Submitting the Block Allocation Summary – Approved System Authorities

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

Approved System Authorities must also specify how much Prescribed Circumstances funding has been distributed to each school until the complete allocation is spent. A table has been added to the end of the Block Allocation Summary to allow for this additional reporting.

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

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

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

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

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

[Block Allocation Summary](#) » Block Allocation

## Block Allocation

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

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

Recurrent Assistance:  
9999 Approved Authority

Amount to Block Allocate	Currently Block Allocated	Administrative Costs	Centralised Expenditure	Currently Not Block Allocated
\$150,000	\$0	\$0	\$0	\$150,000



## Step 2: Save

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

Saving the administrative costs and centralised expenditure updates the **Currently Not Block Allocated** figure to reflect how much funding needs to be allocated at the school-level.

[Block Allocation Summary](#) » Block Allocation

## Block Allocation

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

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

Recurrent Assistance  
9999 Approved Authority

Amount to Block Allocate	Currently Block Allocated	Administrative Costs	Centralised Expenditure	Currently Not Block Allocated
\$150,000	\$7,000	\$5,000	\$2,000	\$143,000

## Step 3: Enter school-level details for Recurrent Assistance

Report the Recurrent Assistance allocated as the **Base amount** and each of the 6 loadings for each school. You must enter an amount for the base and each loading for every school until all funding has been allocated. If no Recurrent Assistance was provided to a school under a particular loading, the figure for that column should stay as \$0.00.

If your approved needs-based-funding arrangement uses loadings additional to the 6 outlined in the Act, other columns are listed for each school. When using the **Other** columns, state in the comments section (below the table) what the loading is (for example, 'Other 1' = air conditioning loading).

You can record these allocations in 2 ways:

### Option 1: Manual Input

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

AGEID	School Name	Base Amount	SWD	Indigenous	Low SES	ELP	Location	Size	Other 1	Other 2	Other 3	Total
1	School A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	School B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

When inputting individual figures, remember to save regularly. The system has a sign in expiry period of 20 minutes. If you are signed out any unsaved work will be lost. Click **Save** (located at the bottom of the page).

Print	Download	MultiYear Download	Cancel	Save	Submit
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## Option 2: Bulk upload

Download an Excel .csv file and enter the figures for an all-schools bulk upload.

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

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

- **2.1:** To obtain the Excel .csv file for Recurrent Assistance, click the **Download** button (located at the bottom of the page).



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



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



- **2.4:** The downloaded Excel spreadsheet (.csv format) will list each school and their AGEID under the system. Enter the base amount and loadings for each school until all the funding has been allocated.

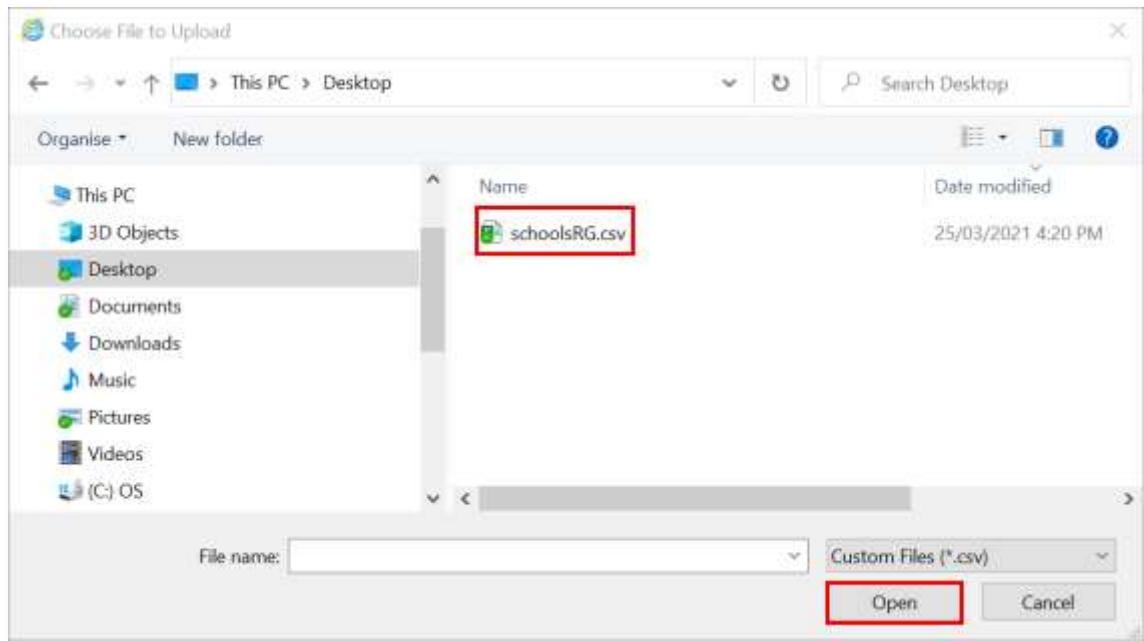
When using the spreadsheet, do not to edit the headings or change the order of columns or rows as this can prevent your data from uploading successfully.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ClientId	ClientName	BaseSRS	SWD	Indigenous	Low SES	ELP	Location	Size	Other 1	Other 2	Other 3	Diocese
2	1	School A	0	0	0	0	0	0	0	0	0	0	0
3	2	School B	0	0	0	0	0	0	0	0	0	0	0

- **2.5:** Check your reported figures and save your updated Excel spreadsheet (.csv format). You should change the name of your file to avoid confusion when uploading figures for Prescribed Circumstances funding in a later step. In this example we have renamed the spreadsheet to schoolsRG.csv.
- **2.6:** To upload your figures to SchoolsHUB, click **Browse** (under comments) to search for your file.



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



- **2.8:** Filename will appear as linked. Click **Upload**.

A screenshot of a web form. At the top is a "Comments:" label followed by a large empty text area. Below this are two "Filename:" labels. The first "Filename:" is followed by a text input containing "J:\schoolsRG.csv", a "Browse..." button, and a red-outlined "Upload" button. The second "Filename:" is followed by an empty text input, a "Browse..." button, and a blue-outlined "Upload MultiYear" button.

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

#### Step 4: Review Prescribed Circumstance summary table

Review the **Amount to block allocate** figures for each funding element in the Prescribed Circumstances summary table. The figures in this table match the corresponding amount on your Acquittal Certificate that your qualified accountant confirmed was spent or committed to be spent.

Prescribed Circumstances		
Funding Element	Amount to block allocate	Currently block allocated
AdjFDSS	\$9,000	\$ 0
SC	\$7,000	\$ 0
SUF1A	\$8,000	\$ 0

#### Step 5: Enter school-level funding details for Prescribed Circumstances.

Report how each type of Prescribed Circumstances funding was allocated to your schools until the full amount has been reported. If no funding was provided to a school under a particular funding element, the figure for that column should stay as \$0.

##### Option 1: Manual Input

Input and review the individual figures for each school listed to your Approved Authority.

Ensure the sum of the values in each column below matches the corresponding 'amount to block allocate' in the table above				
ClientId	ClientName	AdjFDSS	SC	SUF1A
1	School A	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>
2	School B	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>

When inputting individual figures, remember to save regularly. The system has a sign in expiry period of 20 minutes, if you are signed out any unsaved work will be lost. Click **Save** (located at the bottom of the page).

##### Option 2: Bulk upload

Download an Excel .csv file and enter the figures for an all-schools bulk upload.

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

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

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

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



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



- **2.4:** The downloaded Excel spreadsheet (.csv format) will list each school and their AGEID under the system. Enter the amount of Prescribed Circumstances allocated to schools under each funding element until all the funding has been allocated.

When using the spreadsheet, do not edit the headings or the change the order of columns or rows as this can prevent your data from uploading successfully.

	A	B	C	D	E
1	ClientId	ClientName	AdjFDSS	SC	SUF1A
2	1	School A	0	0	0
3	2	School B	0	0	0
4					

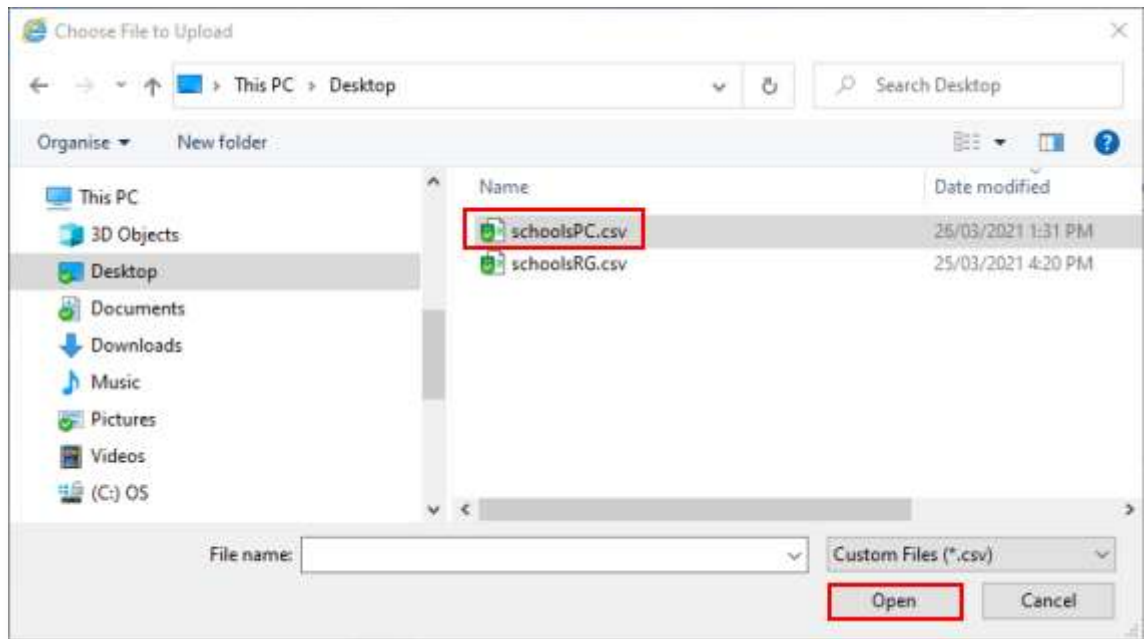
- **2.5:** Check your reported figures and save your updated Excel spreadsheet (.csv format). You should change the name of your file to avoid accidentally saving over the Recurrent Assistance spreadsheet from an earlier step. In this example we have renamed the spreadsheet to schoolsPC.csv.
- **2.6:** To upload your figures to SchoolsHUB, click the second **Browse** (under comments) to search for your file.

Comments:

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

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

- **2.7:** Choose your completed schoolsPC.csv file. Click **Open**.



- **2.8:** Filename will appear as linked. Click **Upload MultiYear**.

The screenshot shows a web form. At the top is a 'Comments:' label followed by a large text input area. Below this are two 'Filename:' labels. The first has an empty text box and a 'Browse...' button. The second has the text 'J:\schoolsPC.csv' and a 'Browse...' button. To the right of the second 'Browse...' button is a button labeled 'Upload MultiYear', which is highlighted with a red rectangular box.

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

**Step 6:** Read the Declaration statement.

### Declaration

**STATEMENT** as required by subsections 36(1)(a) and 36(1)(g) of the Australian Education Regulations 2023

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

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

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

Name : External User

Position :

Date: 2/04/2024

**Step 7:** Enter your Position title.

Position :

**Step 8:** Finalise by clicking **Submit** at the bottom of the page.

You cannot submit your Block Allocation Summary until your qualified accountant has submitted the Acquittal Certificate for the same year and all the funding has been allocated.

## Saving

Save your work regularly. The system has a sign in expiry period of 20 minutes, if you are signed out any unsaved work will be lost. The **Save** button is listed at the bottom of each submission.

## Printing

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

## Need help?

Contact us by:

- emailing [schoolsassurance@education.gov.au](mailto:schoolsassurance@education.gov.au)
- calling 1800 677 027 (option 4)
- submitting a [new support request](#) online from our Help and Support centre.