



SchoolsHUB Financial Questionnaire

Before you begin

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

Required documents

Documents you need to provide include:

- a set of Audited Financial Statements (AFS) for the 2023 calendar year for your approved authority. Inclusion of the AFS allows for checks to be made to specific FQ data fields. AFS documents must be:
 - audited by an appropriately qualified person (refer to Australian Securities and Investments Commission, Australian Charities and Not-for-profits Commission or Incorporated Association requirements)
 - provided in PDF format (for attaching to your FQ declaration).

If your school is selected for the Financial Questionnaire Verification Exercise, you need to provide the following documents in addition to the AFS of your approved authority:

- a reconciliation of school financial data with the AFS
- a trial balance
- details of net figures.

Schools that belong to an Approved System Authority also need to provide details of allocations provided by their respective systems office.

Assistance documents

Documents that will help you 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 and generate a data file that you can upload to SchoolsHUB.
- My School Finance report tool – a tool to assist users understand how their FQ data populates the Preliminary My School finance report published by the Australian Curriculum, Assessment and Reporting Authority.