



# SchoolsHUB Financial Questionnaire

## Data reporting guide

### Who should read this guide and why?

This data reporting guide assists SchoolsHUB users complete the Financial Questionnaire (FQ) data reporting. For assistance on how to access or submit the FQ, read this guide in conjunction with the [Financial Questionnaire User Guide](#).

### What does this guide help me do?

This document helps users gather their reporting data for the FQ collection. This document includes the information provided in the FQ help (?) icon information available on SchoolsHUB.

### What has changed this year?

- **Clarification – Financial Questionnaire income is to be reported using the same accounting recognition methodology as applied in your entity audited financial statements.**
  - In previous collections, the Data Reporting Guide instruction was to report Commonwealth Recurrent Income (RI.100) and Commonwealth Capital Income (CI codes) on a cash basis.
  - Following consultation with the Australian Curriculum, Assessment and Reporting Authority (ACARA) through the ACARA Financial Data Working Group, the Department of Education (the department) revised this approach in 2022. The requirement is now to apply the same (accrual accounting<sup>1</sup>) income recognition methodology as has been applied in your approved authority audited financial statements. These statements must be prepared in accordance with Australian Accounting Standards as required by Section 38 of the Australian Education Regulations 2023.
  - For clarity, approved authorities/schools that are applying Australian Accounting Standards that relate to income such as *AASB 1058 Income of NFP Entities* and *AASB 15 Revenue from Contracts with Customers*, are required to report FQ income in accordance with the recognition criteria required under these accounting standards.

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<sup>1</sup> Note that financial statements prepared in accordance with Australian Accounting Standards are generally referred to as applying accrual accounting to income and expense recognition even though the application of specific accounting standard provisions may in some cases differ to the application of general accrual accounting principles.

- **Clarification – Fee income categorisation (RI.010 and RI.020).**
  - There is a clarification at RI.010 and RI.020 to promote the separation of excursions/extracurricular income at RI.020.
- **Clarification – Arrangements for reporting assets and liabilities for approved authorities that operate more than one school (GF.010 to GF.050).**
  - There is a clarification in the General Financial Items section regarding the reporting arrangements where assets and liabilities of schools are not included on the approved authority's balance sheet.
- **Clarification – Reporting of salary and wage expenses of staff not reported in the Non-Government Schools Census (RE.010, RE.030 and RE.040).**
  - In previous collections, the Data Reporting Guide noted the allocation of salary and wage expenses reported at RE.010, RE.030 and RE.040 should be consistent with staff figures reported in the Non-Government Schools Census.
  - In certain situations, staff were not eligible to be reported in last year's Non-Government Schools Census despite receiving a salary or wage from the approved authority/school during the course of their employment.
  - There is clarification at RE.010, RE.030 and RE.040 to promote the inclusion of all salary and wage expenses of all staff for last year consistent with the audited financial statements as required by Section 36 of the Australian Education Regulations 2023.
- **Disclosure of related party transactions in audited financial statements.**
  - Refer to guidance on related party disclosures in the Appendix.

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## 2. Getting Started

### Q.1 Which accounting method are you using for income and expense recognition?

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

#### *Cash*

The **Cash accounting** method recognises income at the time of cash receipt and expenses at the time of cash payment.

#### *Accrual*

The **Accrual accounting** method matches revenues to the period when the revenue is earned and expenses to the period where the services are received, which is sometimes in a different period to when the cash receipt or cash payment occurs.

Accrual accounts include:

- Accounts receivable
- Accounts payable
- Provision for doubtful debts
- Bad debts
- Amortisation
- Depreciation.

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

#### *Boarding schools*

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

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

#### *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 that can be allocated to boarding is 60%.

#### *Apportionment Formula*

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

- a = total enrolments as reported in last year's Census
- b = number of boarders as reported in last year's Census
- c = average number of boarders accommodated in the boarding house over the last 3 years.

### Q.3 Does your school facilitate students below Foundation (year 1 minus 1)?

Confirm if your school provided services for students below Foundation last year and if separate financial data for those students was maintained.

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

If you do not cater for students before Foundation, select **Not Applicable**.

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

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:** Table 1 highlights the current naming structure of schools in each state and territory. The FQ collects information from Foundation (Year 1 minus 1) only.

*Table 1: Current naming structure for Foundation year in each Australian state and territory.*

Year Level	NSW, ACT	VIC, TAS, QLD	WA	SA	NT
<b>Foundation</b>					
<b>Year 1 minus 1(a)</b>	<b>Kindergarten</b>	<b>Preparatory</b>	<b>Pre-primary</b>	<b>Reception</b>	<b>Transition</b>
<b>Year 1 minus 2(b)</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-rata the financial information.

Foundation level students receive Commonwealth funding under the *Australian Education Act 2013* (the Act); however, 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 census date of the previous calendar year.

**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 last year's 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 government funding.

Recurrent income should be reported using the same accounting recognition methodology that has been applied in your audited financial statements.

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

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

## 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 fees and charges (including endowed scholarships) minus discounts, concessions, fee remission and fee (unendowed) scholarships provided by the school

### Exclude

- Overseas students (report in item RI.050)
- Fees charged or allocated for capital purposes (report in item CI.030)
- Fees charged for excursions/trips (report in item RI.020)
- Compulsory charges and fees charged for extracurricular activities (report in item RI.030)

Note: Where there is an all-inclusive fee that covers tuition fees and excursions/trips or extracurricular activities, then the excursions/trips and extracurricular activity components may be estimated where information (such as cost information) is available to support a reasonable estimation.

### Cash

Table 2: Cash Method – total fees actually received.

Account/Transaction Description	Tuition	Boarding
Gross tuition fees	0110	0210

### Accrual

Table 3: Accrual Method – All fees and charges (including endowed scholarships) minus discounts, concessions, fee remission and fee (unendowed) scholarships provided by the school.

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 gross 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

Note: Where there is an all-inclusive fee that covers tuition fees and excursions/trips or extracurricular activities then the excursions/trips and extracurricular activity components may be estimated where information (such as cost information) is available to support a reasonable estimation.

Table 4: Income for Excursions/Trips

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
- Fees to recover cost of temporary tutors engaged by the school for subject tutoring

Table 5: Other Receipts from Students

Account/Transaction Description	Tuition	Boarding
Compulsory tuition/boarding charges	0120	0220
Receipts for activities	0410	N/A

### RI.040 ABSTUDY Allowances Income Direct to School

Report ABSTUDY allowance income from the Australian Government.

Table 6: ABSTUDY Allowances

Account/Transaction Description	Tuition	Boarding
Includes codes ABSTUDY Allowances	0115	0115

### RI.050 Total Income from Overseas Students

Report income received specifically from overseas student enrolments.

Table 7: Total income from Overseas Students

Account/Transaction Description	Tuition	Boarding
Fees from Overseas students	0310	0350
Other income from Overseas students	0340	0360



### RI.060 Private Income (excluding items RI.061 and RI.065)

Report all other income not reflected elsewhere (for example, if not reported in Trading Activities or Capital Income). If canteen, bookshop, uniform shop activities are outsourced to a third party and produce a surplus, also include the surplus here at RI.060.

#### Include

- All items listed in the Private Income 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.

Table 8: Private Income (excluding items RI.061 and RI.065)

Account/Transaction Description	Tuition	Boarding
Income from telephone calls	0425	0430
Income for photocopying	0435	0440
Enrolment and application fees	0450	N/A
Income from supporting groups (e.g. Church/Parish)	0710	N/A
Renting of school facilities	0510	0520
Liabilities forgiven e.g. school borrowing debt is forgiven	0740	N/A
Miscellaneous boarding school income	N/A	0455
Other income	0910	N/A

### RI.061 Investment income

Report all school income generated through investment activities for use to provide educational services.

Table 9: Investment income

Account/Transaction Description	Tuition	Boarding
Investment Income	0715	N/A
Interest/Dividends	0550/0570	N/A

### RI.065 Donations

Report all donations income and income from fundraising.

#### Exclude

- Donations for capital purposes (report in item CI.055)

Table 10: Donations

Account/Transaction Description	Tuition	Boarding
Donations and contributions for school operating purposes (including income from fundraising)	0720	N/A

#### RI.070 State Government Recurrent Grants

Report grant income 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 subsidies (report in item RI.090)

##### Systems/Diocese

Systems and diocese should report the portion of grants retained in accordance with the exclusions set out in the ACARA Finance Data Working Group Financial Data Reporting Methodology.

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

Table 11: State Government Recurrent Grants

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 state or territory government education allowances provided for a specific program purpose.

##### Exclude

- State or territory government recurrent funding, interest subsidy or capital funding

Table 12: State Government Education Allowances

Account/Transaction Description	Tuition	Boarding
State government education allowances	0670 to 0674	N/A

#### RI.090 State Government Interest Subsidies

Report income received from the state government for interest subsidies.

Table 13: State Government Interest Subsidies

Account/Transaction Description	Tuition	Boarding
State government interest subsidies	0675	0675

### RI.100 Commonwealth Government Recurrent Funding

Report all Commonwealth recurrent and special circumstances income for the year on the same accounting recognition basis as used to recognise income in your approved authority audited financial statements.

*Every school should report an amount against RI.100.*

#### Include

Funding received through one or more of the following measures:

- ACT Independence Assistance
- ACT Catholic Assistance
- Schools Upgrade Fund
- Adjustment assistance for disadvantaged students (socio-educational disadvantage/low English proficiency)
- Transition funding for South Australian Foundation students

#### Systemic schools

Systemic schools should seek advice from their System Office prior to completing this item. This figure should include special circumstances and prescribed circumstances income.

#### Systems/Diocese

Systems/diocese should also report funding retained in accordance with the ACARA Finance Data Working Group Financial Data Reporting Methodology available from ACARA.

Table 14: Commonwealth Government recurrent funding

Account/Transaction Description	Tuition	Boarding
Schooling Resource Standard (SRS) plus loadings	0600 to 0609	N/A

### RI.110 Indigenous Education Grants (excluding funding under the *Australian Education Act 2013*)

Report Indigenous grant funding from other Commonwealth agencies.

#### Exclude

- Indigenous loading as part of Commonwealth Recurrent Assistance (Include in item RI.100)
- Capital funding provided as part of an Indigenous capital funding grant program (Include in item CI.010)

#### Systemic schools

Systemic schools should seek advice from their System Office prior to completing this item.

Table 15: Indigenous Education Grants (excluding funding under the *Australian Education Act 2013*)

Account/Transaction Description	Tuition	Boarding
Indigenous Education Grants (Other Commonwealth Agencies only) (Indigenous funding income under the Australian Education Act 2013 should be reported in RI.100)	0610 to 0640	N/A

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

Report all other funding received from other Commonwealth agencies using the same accounting methodology as applied in your audited financial statements.

#### **Include**

- Choice and Affordability Fund (CAF) income received by the school
- Non-government Reform Support Fund (NGRSF) income received by the school
- Student Wellbeing Boost funding income received by the school

#### **Exclude**

- Commonwealth Government Recurrent Financial Assistance Funding for Schools (report at RI.100)
- Indigenous Education Grants (reported in item RI.110)
- Commonwealth Government capital grants (report at item CI.010)

*Table 16: All other Commonwealth Government Recurrent Grants (excluding those grants already included in RI.100 and RI.110)*

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.

#### **Note: Block Grant Authority (BGA) administration costs attributable to non-government schools**

The spread of BGA administration costs reflects the administrative and project support services that BGAs provide to their member schools.

BGA administration costs for independent schools are allocated by the Australian Government Department of Education, whereas BGA administration costs for Catholic schools are allocated by individual state and territory Catholic offices. Both allocation processes are under the endorsed approach agreed by Catholic and independent authorities through the ACARA Financial Data Working Group.

From the 2020 reporting year, the entire amounts are included as recurrent income, whereas in previous reporting years, 50% was included in recurrent income and 50% in capital expenditure.

The allocated amounts are not included in your Preliminary My School Report as they are applied after your FQ data is submitted to the department.

### 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 expense
- Interest expenses
- Depreciation expenses
- Amortisation expenses
- Expenses for 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](#).

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

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

Report all salary and wage expenses (including salary packaging) for staff undertaking the functions of a senior executive role. This includes the salary and wage expenses of senior executive staff not eligible for reporting in last year's Non-Government Schools Census except for those identified for exclusion on the list below.

#### *Include (Example)*

- Directors
- Chief executives
- Inspectors and superintendents

#### *Exclude*

- Employer superannuation contributions (report in item RE.060)
- Contract staff (report at RE.080)

#### *Note*

This item should only be completed by systems/dioceses.

*Table 17: Salaries and Wages – Executive – Senior Executive Staff*

Account/Transaction Description	Tuition
Salary/wages – Permanent senior executives	1010
Salary/wages – Temporary senior executives	1110
Fringe Benefits expenses – Permanent senior executives	1310
Fringe Benefit expenses – Temporary senior executives	1410
Overtime - Permanent senior executives	1510
Overtime - Temporary senior executives	1610

### RE.030 Salaries and Wages – Principal, General Teaching Staff

Report all salary and wage expenses (including salary packaging) for all general teaching staff. This includes the salary and wage expenses of general teaching staff not eligible for reporting in last year's Non-Government Schools Census except for those identified for exclusion on the list below.

#### *Include (Example)*

- Principals and deputy principals
- Lay and religious teachers
- Relief teachers
- Librarians
- Temporary or casual teachers and tutors

#### *Exclude*

- Employer superannuation contributions (report in item RE.060)
- Contract staff, not directly employed by approved authority/school (report at RE.080)

Table 18: Salaries and Wages – Principal, General Teaching Staff – lay and religious

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
Fringe benefit expenses – Permanent teaching staff	1330	1360
Fringe benefit expenses – 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 salary and wage expense (including salary packaging) for all other staff. This includes the salary and wage expenses of all other staff not eligible for reporting in last year's Non-Government Schools Census except for those identified for exclusion on the list below.

##### Include

- Specialist support staff
- Aides and assistants
- Administrative and clerical staff
- Buildings and grounds staff
- Caretaking and cleaning staff (non-contract)

##### Exclude

- Contract cleaners (report in item RE.090)
- Employer superannuation expenses (report in item RE.060)
- Contract staff (report at RE.080)
- Trading Activities staff salaries and wages expenses such as canteen staff, bookshop staff, uniform shop staff and bus drivers (report in item TA.020)

Table 19: Salaries and Wages – All other staff

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
Fringe benefits expenses – Permanent other staff	1340	1370
Fringe benefits expenses – 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 other staff related expenses (excluding compulsory employer superannuation).

#### Include

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

#### Exclude

- Employer superannuation contributions (report in item RE.060)
- Contract staff costs (report at RE.080)
- Trading Activities staff salaries and wages expenses such as canteen staff, bookshop staff and uniform shop staff and bus drivers (report in item TA.020)

Table 20: Other Staff Related Expenses

Account/Transaction Description	Tuition	Boarding
Other leave	1820	1840
Fringe benefits tax	1950	1960
Payroll tax	1955	1965
Workers' compensation insurance	1970	1970
Employee redundancy payment expense	1985	1985

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

Report employer superannuation expenses. A negative value may be entered if an adjustment has been made to the audited financial statements for an over-accrued superannuation expense in the previous year.

#### Include

- Superannuation contributions and superannuation guarantee payments

#### Exclude

- Staff salary sacrificed contributions (report as wages/salary)
- Trading Activities staff superannuation contributions and superannuation guarantee payments

Table 21: Superannuation (Employer Contribution only)

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

### RE.070 Long Service Leave and Annual Leave

Report expenses for long service and annual leave including any leave loading 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 leave in the previous year.



### Exclude

- Trading Activities staff long service leave and annual leave expense

**Note:** This is the expense amount normally reflected in the Statement of Profit or Loss. Do not report the liability balance found in the Statement of Financial Position (Balance Sheet).

Account/Transaction Description	Tuition	Boarding
Annual leave expense	1810	1830
Long service leave expense	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 item 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

### Levies paid to their approved authorities by schools:

- System approved authorities (who do not retain recurrent income) and approved authorities for more than one school that charge levies for the benefit provided to their member schools should report the levies in item RE.080 under tuition section for each of its member schools.
- System approved authorities (who retain recurrent income) and spend it for the benefit for its member schools should allocate these expenses to its schools by reporting in item RE.080 under system for each of its member schools.

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

Account/Transaction Description	Tuition	Boarding
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
Contract staff expenses (not employees)	2475	2476
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
Insurance – General	2965	2965

Account/Transaction Description	Tuition	Boarding
Audit fees	2970	2970
Accounting fees	2975	2975
Legal expenses	2980	2980

#### RE.085 External Management Fees

Report fee expenses relating to management services provided to the school by another entity, whether related or unrelated.

##### *Include (Example)*

- Service fee expenses for assistance to a school for the management of its operations

##### *Exclude*

- Costs relating to administering capital projects that are eligible for capitalisation. Report capitalised project administration fees under (CE.010 or CE.020)

Account/Transaction Description	Tuition	Boarding
Fees for providing management services	2990	2990
Fees for capital project services	2995	2995

#### 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*

- Property lease expenses (see 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

Account/Transaction Description	Tuition	Boarding
Council rates	2065	2065
Operating lease payments for equipment (refer specific lease accounting guidance)	2460	2555

#### RE.095 Rent and Lease Expenses

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

##### Exclude

- Rent and lease of other assets (report in item RE.080 or RE.090 as applicable)
- Rent and lease expenses for operating leases where the lease asset/liabilities have been recognised in accordance with the accounting standard on leases (refer to lease accounting guidance in the Appendix)

Account/Transaction Description	Tuition	Boarding
Rent or lease expense for the land the school uses	2060	2060
Rent or lease expense for buildings the school uses	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 and LN.040.

##### Include

- Bank overdraft
- Recurrent loans

##### Exclude

- Principal loan repayments
- Overdraft limits (report only the total amount of interest expense 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 on Capital, bridging loans and leases

Report interest expenses relating to capital, bridging loans and both operating leases and finance leases.

##### Exclude

- The principal part of loan repayments

**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 and operating leases	2940	2940

#### RE.120 Depreciation – Leasehold Land and Buildings and Assets Under Lease and Hire Purchase Agreements

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

Report the depreciation expense on 'right to use' leased assets.

**Include**

- Depreciation expenses for assets under finance and operating leases
- Depreciation expenses for assets under hire purchase agreements
- Depreciation expenses for leasehold land and building assets

**Note:** This amount is found in the Statement of Profit and Loss section of the audited financial statements.

Table 22: Depreciation – Leasehold Land and Buildings and Assets Under Lease and Hire Purchase Agreements

Account/Transaction Description	Tuition	Boarding
Depreciation – Finance lease assets	2750	2750
Depreciation – Operating lease assets	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 non-leased fixed assets.

**Include**

- Depreciation expenses for building assets
- Depreciation expenses for furniture and fitting assets
- Depreciation expenses for plant and equipment assets
- Depreciation expenses for motor vehicle assets

Table 23: Depreciation

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 expenses relating to bad debt provisions for any uncollected school fees. 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 the previous year.

*Table 24: Total Bad and Doubtful Debts Expense*

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*

Record capital income relating to tuition (or boarding if applicable) on the same accounting recognition basis as applied in your audited financial statements.








#### *Systems/Diocese office*

Systems/Diocese office – 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](#).

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

#### **CI.010 Commonwealth Government Capital Grants**

Report all Australian Government capital grant income for school/systems.

*Including* (but not limited to)

- Australian Government Capital Grants
- Australian Government Schools Security Program grants

Table 25: Commonwealth Government Capital Grants

Account/Transaction Description	Tuition	Boarding
Commonwealth capital grants	0680 to 0689	0680 to 0689

### CI.020 State Government Capital Grants

Report state government capital grant income for school/systems.

Table 26: State Government Capital Grants

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.

#### Include

- Income from fee contributions to building funds where the building fund is part of the school entity (not legally separate)

#### Exclude

- Income from building fund contributions where the building fund is a separate legal entity to the school (report external building fund contributions in item CI.050)
- Income received from Overseas Students allocated for capital purposes (report these in item CI.040)

Table 27: Fee/levies allocated for capital purposes

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 income from overseas students allocated for capital purposes and consequently **excluded** from RI.050.

Table 28: Capital funds received from Overseas Students

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
- Income from capital trusts and building funds that are separate legal entities to the school

### **Exclude**

- Donations for capital purposes (report in item CI.055)

### **Systems/Catholic diocese offices**

Include the relevant allocation of diocesan capital funds to each school's FQ return.

*Table 29: Other Capital Income*

Account/Transaction Description	Tuition	Boarding
Other capital income	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 donation income and income from fundraising for capital purposes not reported elsewhere under capital income.

*Table 30: Donations for Capital Purposes*

Account/Transaction Description	Tuition	Boarding
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 example at Table 38 demonstrates how to calculate capital expenditure based on the school's non-current asset accounts:




Table 31: Example: 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, 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](#).

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

## CE.010 Land, Buildings and Improvements

Report all capital expenditure on land, buildings and improvements.

### Include

- Land – acquisitions
- Building – additions
- Improvements which extend the life of existing buildings or changes the nature of the building

### Exclude

- Recognition or additions to right to use leased assets

Table 32: Land, Buildings and Improvements

Account/Transaction Description	Tuition	Boarding
Land – acquisitions	5010	5010
Building – additions	5110	5110
Improvements which extend 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
- Finance leased assets (including hire purchase) but not operating lease assets
- All other fixed assets not including land and buildings
- Library books that extend, increase or upgrade the existing stock of library books

### Exclude

- Recognition or additions to right to use assets recognised for operating lease assets
- 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 are expensed because the expenditure is below the approved authority’s asset capitalisation threshold – for example, capital purchases less than \$1,000 may be expensed (apply entity accounting policy thresholds)

Table 33: Other Capital Expenditure

Account/Transaction Description	Tuition	Boarding
Furniture and fittings – additions	5210	5210
Plants and equipment – additions	5310	5310

Account/Transaction Description	Tuition	Boarding
Motor vehicles – additions	5410	5410
Finance leased asset additions – (including hire purchase but excluding operating lease assets)	5510	5510

### **CE.030 Total Capital Expenditure**

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

Please check these totals carefully. Ensure all relevant items are entered and no duplicate reporting has occurred.

### 3e. Trading Activities

School trading activities are other operations and extra services the school provides for the school's community. The school may collaborate with other businesses that conduct a business activity at arm's length to the school's operations. Some activities produce a surplus resulting in the school benefitting from the alternative income stream generated.

Report school organised trading activities at TA.010 and TA.020. Examples may include:

- student transport to and from school (school bus)
- performances and displays by the school to the community
- bookshops, canteens/tuck shops or uniform shops
- outside school hours care.

Where the service is provided by a third party and generates a surplus which is passed onto the school as school income, report under the Private Income section (RI.060) or under the Capital fees and levies section (CI.050 or CI.055) if it is deemed a capital donation.

The approved authority for the school may conduct other (non-school) trading activities such as early learning centres, childcare centres, Registered Training Organisations, adult and community education, aged care, or disability support services.

Report non-school trading in TA.030 and TA.040. Non-school trading information is **not** included in My School finance report but is included in the Australian Charities and Not-for-profits Commission (ACNC) Annual Information Statement (AIS) reporting where the approved authority has opted to provide financial information through the FQ collection.

**Please ensure you do not report the school's overall income or expenditure from the school's Statement of Profit and Loss under trading activities.**

Items reported under the school related **trading activities** (TA.010 and TA.020) section are used to calculate your My School finance report.

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

#### TA.010 Trading Activities Income

Report all trading activities income where the school itself arranges/operates 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
- Outside school hours care run by the school

Table 34: Trading Activities Income

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 outside school hours care	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
- Workers' compensation, superannuation, long service leave and all other salary related expenses for trading staff
- Fringe benefits expenses and 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 held by 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 school operated outside-school-hours care

Table 35: Trading Activities Expenditure

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

Account/Transaction Description	Tuition	Boarding
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 outside-school-hours care	2490	N/A

#### TA.030 Income for All Operations Not Already Recorded in the FQ

Report all other non-school-related income generated by the approved authority (not captured by other questions) but included in the audited financial statements.

##### Include

- Non-school-related income for the approved authority entity, e.g. early learning centre, childcare
- Registered Training Organisation (RTO) operations income

##### Exclude

- Income for other legal entities
- Income reported in another FQ question

Table 36: Income for All Operations Not Already Recorded in the FQ

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

#### TA.040 Expenditure for All Other Operations Not Already Recorded in the FQ

Report all non-school-related expenditure (not captured by other questions) that is included in the approved authority body corporate legal entity audited financial statements.

##### Include

- Non-school-related expenditure by the approved authority entity
- Registered Training Organisation (RTO) operations expense

##### Exclude

- Expenses for other legal entities
- Expenditure reported in another FQ question

Table 37: Expenditure for All Other Operations Not Already Recorded in the FQ

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

#### LN.010 Enrolment Deposits – Opening Balance

Report the balance of enrolment deposits as at the beginning of the calendar year.

Do not report the credit balance of your overdraft account.

Table 38: Enrolment Deposits – Opening Balance

Account/Transaction Description	Tuition	Boarding
Enrolment deposits opening balance – Current	8105	8105



Account/Transaction Description	Tuition	Boarding
Enrolment deposits opening balance – Non-current	8605	8605

#### LN.020 Enrolment Deposits – Closing Balance

Report the balance of enrolment deposits as at the end of the calendar year.

Do not report the credit balance of your overdraft account.

Table 39: Enrolment Deposits – Closing Balance

Account/Transaction Description	Tuition	Boarding
Enrolment deposits closing balance – Current	8110	8110
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. This should match the closing balance for last calendar year.

**Note:** Loans entered in LN.030 and LN.040 are for recurrent purposes only (for example, overdrafts and other loans used for ongoing school administration of operations).

Table 40: Loans for Recurrent Purposes – Opening Balance

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.

**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.

Table 41: Loans for Recurrent Purposes – Closing Balance

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

Account/Transaction Description	Tuition	Boarding
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.

Table 42: Loans for Capital Purposes – Opening Balance

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.

Table 43: Principal Repayments

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 and Increases to Finance Lease Liabilities

Report the amount of borrowings drawn for new capital loans, increases to finance lease liabilities or redraws from the school's existing 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:** Borrowings reported at LN.070 will generate a warning for 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 last year for capital purposes pending the negotiation of long-term loans for the capital project.

*Table 44: Loans for Capital Purposes – Closing Balance*

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 liability closing balance – Current	8155	8155
Finance lease liability 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 balance sheet reported in 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.

#### Approved authorities that operate more than one school as part of the same entity

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

General Financial information (GF) can be entered at the approved authority level or for each school or even split between the approved authority and schools. Whichever method is used, the total amount reported for schools and the approved authority for each GF item should add up to the balance reported in the approved authority balance sheet.

#### Approved authorities that operate more than one school as separate entities

Where an approved authority operates more than one school but the assets and liabilities of one or more schools are not included on the approved authority's balance sheet, the approved authority must ensure:

- the assets and liabilities of the omitted school(s) are entered on each school's financial questionnaire consistent with the schools' own balance sheet; and
- the assets and liabilities of the approved authority is entered on the approved authority's financial questionnaire consistent with its own balance sheet.

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>

#### 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.

Term deposits are to be reported on the same basis as reported in the GF section of the FQ on the same basis as reported in your entity financial statements:

- where reported as Cash or Cash Equivalent in your audited financial statements include at GF.010 – Cash and Cash Equivalents and also include in GF.020 - Total Current Assets.
- where not reported as Cash or Cash Equivalent in your audited financial statements do not include at GF.010 – Cash and Cash Equivalents. Include in GF.020 - Total Current Assets or GF.040 – Total Non-Current Assets as appropriate.

If the cash or cash equivalent figure is negative, it 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 (LN)** section.

Table 45: Cash and Cash Equivalents

Account/Transaction Description	Tuition	Boarding
Petty cash	6010	N/A
General account	6110	N/A
Trust fund account	6150	N/A
Term Deposits (only where reported as Cash in the audited financial statements)	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.

Table 46: Total Current Assets (includes figures at GF.010)

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

Account/Transaction Description	Tuition	Boarding
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 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.

Table 47: Total Current Liabilities

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 liabilities	8155	8155
Operating lease liabilities	8156	8156
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

Account/Transaction Description	Tuition	Boarding
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
Deposits held under a deposit scheme	8110	8110
Deposits held on behalf of boarders	N/A	8115
Deposits held on behalf of third party	8116	8116

### GF.035 Non-Current Loans Receivable (Assets)

Report any loans provided to an external legal entity 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.

Table 48: Non-Current Loans Receivable (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.

**Note:** GF.035 is included in GF.040.

Table 49: Total Non-Current Assets

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
Motor vehicles – closing balance	5430	5430
Leased assets – closing balance	5530	5530
Non-current loans receivable	7050	N/A

#### 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.

Table 50: Non-Current Loans Payable (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.

Table 51: Total Non-Current Liabilities

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 Liability	8715	8715
Operating Lease Liability	8716	8716
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			
Item	Description	Tuition	Help
MS.010	Commonwealth Government Capital Grants received in the 2023 program year (identified at CI.010) that were spent and recorded as capital expenditure in the 2023 program year	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.020	Commonwealth Government Capital Grants spent and recorded as capital expenditure in the 2023 program year where the grant was received in a year other than the 2023 program year	\$ <input type="text" value="0"/>	<a href="#">?</a>
MS.030	State/Territory Government Capital Grants received in the 2023 program year (identified at CI.020) that were spent and recorded as capital expenditure in the 2023 program year	\$ <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 2023 program year	\$ <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, CI.050 and CI.055) spent on capital expenditure in the current year and reported at CE.030	\$ <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"/>	<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"/>	<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"/>	<a href="#">?</a>
MS.090	Amount of capital expenditure in the 2023 program year that was funded by drawdowns (identified at LN.070) from capital loans	\$ <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"/>	<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"/>	<a href="#">?</a>

**MS.010 Commonwealth Government Capital Grant Income received last year (identified at CI.010) that was recorded as capital expenditure last year**

Report the amount of Australian Government capital grant income (CI.010) in 2023 that was recorded as capital expenditure (CE.030) in 2023.

**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 Income recorded as capital expenditure last year where the grant income was reported in a year other than last year**

Report the amount of Australian government capital grants income in a year other than 2023 (not reported in CI.010 in 2023) and that was recorded as capital expenditure (CE.030) by the school in 2023.

**MS.030 State/Territory Government Capital Grants Income last year (identified at CI.020) that was recorded as capital expenditure last year**

Report the amount of State/Territory Government capital grant income for 2023 (CI.020) that was recorded as capital expenditure (CE.030) in 2023.

**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 recorded as capital expenditure last year where the grant income was reported in a year other than last year**

Report the amount of state government capital grant income that was reported in a year other than 2023 (excluded from CI.020) that was recorded as capital expenditure (CE.030) by the school in 2023.

**MS.050 Amount of Private Capital Income (a component of the sum of CI.030, CI.040, CI.050 and CI.055) used for capital expenditure last year and reported at CE.030**

Report the amount of private capital income in 2023 (reported at CI.030, CI.040, CI.050 and CI.055) that was used for capital expenditure (CE.030) in 2023.

**Exclude**

Amounts of CI.030, CI.040, CI.050 and CI.055 that was used for 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 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 last year 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 2023 that was used for recurrent expenditure or other purposes in 2023.

**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 last year that was funded by drawdowns (identified at LN.070) from capital loans**

Report the amount of capital expenditure last 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 last year (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) last year.

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 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](#) in SchoolsHUB.

## Appendix 1 – Guidance for lease accounting

The department is aware that approved authorities are adopting the accounting standard, AASB 16 Leases, in their audited financial statements. Approved authorities should seek appropriate accounting advice and consult with their auditors on the application of the standard.

- **Where AASB 16 Leases is not applied**, include property operating lease rental expense at RE.095 and other assets operating rental expense at RE.080 or RE.090 as applicable. In this case, no loan (LN) items are reported for the lease arrangement.
- **Where the AASB 16 Lease standard is applied**, operating leases will require recognition of a right of use asset and a corresponding lease liability.
  - Include the closing balance of the right of use asset at GF.040 (or GF.020 where a current asset).
  - Include the closing lease liability balance at GF.050 (or GF.030 where a current liability).
  - The lease payments during the year will include an interest component and the right to use leased asset will be depreciated:
    - Report the interest component at RE.110.
    - Report the depreciation of the right to use leased asset at RE.120.
  - The application of AASB 16 Leases to operating leases does not result in additional capital expenditure.
  - Lease liabilities recognised for arrangements previously referred to as operating lease liabilities are not borrowing arrangements therefore do not report in the loans (LN) section of the FQ.
  - Lease liabilities recognised for arrangements previously referred to as finance lease liabilities are borrowing arrangements, therefore should be reported in the loans (LN) section of the FQ.
  - Please note that where the lease is assessed as short-term or low value (under the requirements of the lease standard), include the property lease rental expenses at RE.095 and other assets rental expenses at RE.080 or RE.090 as applicable.
  - Please note that loan (LN) opening balances reported in the FQ that do not match the loan (LN) closing balances reported in the prior year FQ will trigger a FQ warning message. Where the change of the loan balance is a result of the adoption of the lease standard, please acknowledge and disregard the warning message.

## Appendix 2 – Choice and Affordability Fund (CAF) and Non-government Reform Support Fund (NGRSF) Funding

Choice and Affordability Fund (CAF) and Non-government Reform Support Fund (NGRSF) funding is provided to Non-Government Representative Bodies (NGRBs). Some of the NGRBs are approved authorities for schools.

For school system NGRBs:

- CAF and NGRSF funding should be reported as income and expenses for schools.
- As an example, where a school system NGRB received \$2,000,000 last year and spent \$500,000 on projects to assist all schools and distributed \$100,000 to a specific school for a specific purpose under the funding guidelines.
  - Allocate the \$500,000 to schools in the system on a logical basis (for example, enrolments). Include in the FQ system column at RI.120 – All other Commonwealth recurrent grants and report as an expense for the same amount against an appropriate FQ recurrent expense line in the system column for each school.
  - Report the \$100,000 against RI.120 the school in the tuition column and report the spending against an appropriate expense line.
  - Do not report the remaining \$1,400,000 against schools.
  - The approved system authority FQ reporting for the funding received should match the income recognition methodology applied in the approved system authorities audited financial statements. Contact the department via [schoolsassurance@education.gov.au](mailto:schoolsassurance@education.gov.au) or phone on 1800 677 027 (select option 4) to discuss specific reporting issues.

For independent schools that have received CAF or NGRSF funding from an NGRB:

- Report the \$100,000 against RI.120 the school in the tuition column and report the spending against an appropriate expense line.

## Appendix 3 – Guidance on related party disclosures

Approved authorities recognised as a small, medium or large charity by the Australian Charities and Not-for-profits Commission (ACNC) are required to [disclose related party transactions](#) in their Annual Information Statement from the start of 2023.

The department is aware approved authorities have adopted [AASB 124 Related Party Disclosures](#) or may be in the process of adopting [AASB 1060 General Purpose Financial Statements - Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities](#) accounting standards in their financial statements.

Related party transactions can bring benefits to approved authorities by providing access to discounted goods or services. They can however create issues through real or perceived conflicts of interest which may not be in the best interests of the approved authority.

Approved authorities are encouraged to maintain a register of related party transactions and disclose information about them in their financial statements in accordance with the accounting standards. Approved authorities should seek appropriate accounting advice and consult with their auditors on the application of the standards.

Financial statements for all approved authorities are reviewed by the department for related party transactions. If an approved authority has no related party transactions to disclose, it is recommended this be noted in its financial statements. Where this is not practical, a comment to this effect can be made in your FQ submission.

For more information on managing related party transactions visit the [ACNC website](#).