COMMONWEALTH DEPARTMENT OF EDUCATION, SCIENCE AND TRAINING
2006 (2005 DATA)
FINANCIAL QUESTIONNAIRE FOR NON-GOVERNMENT SCHOOLS

FOR INFORMATION PURPOSES ONLY

DEST Number: *(if this is not known please contact DEST)*

School Name:

Location Address:

Contact Person for all queries:

Name:

(Title) *(First Name)* *(Family Name)*

Position: **Facsimilie:**

Telephone:

E-mail:

AUDITOR INFORMATION

Name of Auditor: **Telephone:**

(First Name) *(Family Name)* *(Area Code Number)*

Name of Company:

Membership level and registration number:

QUALIFICATIONS OF AUDITOR:

It is a requirement of the Department that the auditor for the purposes of the Financial Questionnaire be one of the following: (*Please tick as appropriate. If unknown please check with your auditor.)*

☐ A registered company auditor in a State or Territory, under Part 9.2 of the*Corporations Act 2001*

☐ A member of the Institute of Chartered Accountants in Australia, CPA Australia
Previously approved by the (then) Minister are: National Institute of Accountants, a member or fellow of the Association of Taxation and Management Accountants or a fellow member .
of the National Tax and Accountants Association Limited

☐ A person approved by the Minister for Education, Science and Training as a qualified accountant for the purposes of the *Schools Assistance (Learning Together - Achievements Through Choice and Opportunity) Act 2004*

GOODS AND SERVICES TAX (GST) SHOULD NOT BE REPORTED IN THE FQ

ITEM		DESCRIPTION (Please complete all information shown below)
		General Accounting Information
GI.010		Is the Auditor's Report for your school's financial statements available? **YES/NO**
GI.011		Has the Auditor's Report been sent to the System/Diocese Office? ***(systemic schools only)*** **YES/NO**
GI.060		Please indicate the accounting system used by your school **CASH/ACCRUAL**
GI.070		Please insert the date which marks the end of the school's financial year
Refer to the Instructions relating to these Items		In respect of the data year, did the school receive any: • Funding or services 'in kind' from other bodies (excluding System Offices), and/or • Capital equipment, land, building and improvements not directly purchased by the school, but not restricted to any of the following: Foundations, Trusts (Other) Incorporated or Unincorporated Associations Other Non-commercial entities Commercial Enterprises Individuals
GI.100		**(a) for recurrent purposes** ☐ **YES Show value in item RI.053** ☐ **NO**
GI.105		**(b) for capital purposes** ☐ **YES Show the value in item CI.105** ☐ **NO**
		Note: Do not report amounts in RI.053 or CI.105 which have already been included elsewhere in the questionnaire. Do not include minor parental contributions of goods and services.
Boarding Schools Only		
GI.110		**Are separate accounts maintained for the boarding school activities?** ☐ **YES** ☐ **NO**
GI.115		**Has the Apportionment method been used to allocate expenditure in any of the items RE.060B, RE.145B and RE.195B** ☐ **YES** ☐ **NO**
YEAR 1 MINUS 2		
	FTE	**NOTE: This section should be completed by schools who operate a Year 1 minus 2 programme and CANNOT separately identify all the Year 1 minus 2 income and expenditure**
GI.120		**Number of Year 1 minus 2 students**
GI.125		**Number of Primary students as at data year Census (exclude Year 1 minus 2, include Year 1 minus 1 students)**

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		Only Boarding Schools to complete Boarding Fields	
ITEM	**Tuition**	**Boarding**	**RECURRENT INCOME**
			School Fees
RI.010			Fees and Charges *(excluding overseas students)*
			Other Fee Income
RI.020			Endowed fee scholarships
RI.030			ABSTUDY allowances paid direct to school
RI.040			Total recurrent receipts from Overseas Students
RI.050			Other receipts from students (including extra subject fees /charges/levies)
RI.051			Income for excursions/trips if not already reported under Item RI.010 or RI.050
			Private Income
RI.053			Recurrent Income from other bodies (identified at GI.100) (Refer to the *Instructions for FQ)*
RI.055			Other private income not included above
			State Government Recurrent Grants
RI.085			State Government recurrent grants *(including per capita grants and other State grants)*
RI.100			Interest subsidy (only for current year)
RI.130			State Government education allowances
			Commonwealth Government Recurrent Grants
RI.150			**General Recurrent Grants Programme** - basic per capita
RI.151			Short Term Emergency Assistance
RI.155			Establishment Grants
RI.158			Distance Education
RI.161			**English as a Second Language - New Arrivals Programme**
RI.165			**Literacy, Numeracy and Special Learning Needs Programme** - per capita
RI.170			Literacy, Numeracy and Special Learning Needs Programme-recurrent
RI.190			**Country Areas Programme**
RI.230			**Languages Programme**
RI.240			**Indigenous Education *(including ESL for Indigenous Language Speaking Students)***
RI.250			**Other Commonwealth recurrent grants**
RI.260	0	0	**TOTAL RECURRENT INCOME**

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ITEM	Tuition	Boarding	CAPITAL INCOME
			Government Capital Grants
CI.010			Commonwealth Capital Programme - ***Commonwealth grants paid for Capital purposes***
CI.015			Commonwealth Capital Grants -***Investing in Our Schools Programme***
CI.070			State Government Capital grant ***- buildings, land and equipment***
			Capital fees and Levies
CI.080			Fees/levies allocated for capital purposes *(excluding income from overseas students)*
CI.090			Capital funds received from Overseas Students
			Other Capital Income
CI.095			Other Capital Income *(including donations, profit from sale of fixed assets, interest,*
			dividends, and other capital receipts).
CI.105			Capital Income identified at Item GI.105 (Refer to the *Instructions for FQ)*
			(NOTE: You should read the Instructions before entering data in this Item)
CI.130	0	0	**TOTAL CAPITAL INCOME**

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ITEM	Tuition	Boarding	RECURRENT EXPENDITURE
			Salaries and Allowances
RE.015			General Teaching Staff - lay and religious
RE.060			Salaries - all other staff *(including specialist support, administrative and clerical, building*
			operations and maintenance, other staff and cleaners)
			(NOTE: in this section also include payments made on behalf of staff - salary packaged amounts
			excluding the employer benefit relating to item RE.090)
			Salary related expenses
RE.090			Workers Compensation Insurance, Fringe Benefits Tax, other salary related expenses
RE.110			Superannuation (Employer Contribution Only)
RE.130			Long Service Leave (Expense/Provision for Long Service Leave and Annual Leave)
			Non Salary Expenses
RE.145			Teaching expenses and materials, administrative and clerical expenses and sundry
			administrative expenses (Schools should also include excursion and boarding expenses)
RE.195			Buildings & grounds - operations, building and equipment - maintenance
RE.220			Interest - bank overdraft and recurrent loans
RE.230			Interest - capital and bridging loans
RE.240			Interest - hire purchase agreements and finance leases
RE.250			Rent and operating lease expenses
RE.260			Amortisation - leasehold land and buildings and assets under finance leases and hire
			purchase agreements
RE.270			Depreciation
RE.290			Loss on the sale of fixed assets and investments
RE.300	0	0	**TOTAL RECURRENT EXPENDITURE**
			CAPITAL EXPENDITURE
CE.005			Land, Buildings and improvements
CE.030			Furniture and equipment
CE.040			Plant and machinery
CE.050			Motor vehicles
CE.055			Other capital expenditure ***Please specify in full here :-***
CE.080	0	0	**TOTAL CAPITAL EXPENDITURE**

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ITEM	Tuition	Boarding	PROFIT OR LOSS FROM SPECIFIED ACTIVITIES
			(Please only fill in either Profit from Specified Activities OR Loss from Specitied Activities)
SA.001			NET PROFIT FROM SPECIFIED ACTIVITIES
			OR
SA.005			NET LOSS FROM SPECIFIED ACTIVITIES
			*(**NOTE:** Report the aggregated total of the school's specified activities eg Canteen, bookshop etc)*
			LOANS
			Refundable Enrolment Deposits
LN.001			**(a) Opening Balance**
LN.004			**(b) Closing Balance**
			Recurrent Loans
			(including overdrafts, short term loans from Financial Institutions, Building Funds and P & F
			Associations) DO NOT REPORT THE OVERDRAFT IF IN CREDIT
LN.015			**(a) Opening Balance**
LN.019			**(b) Closing Balance**
			Capital and Bridging Loans
			(all capital loans including Financial Institutions, Bridging Loans and Hire Purchases/Finance Leases)
LN.025			**(a) Opening Balances**
LN.029			**(b) Closing balances**