



In accordance with the School Improvement and Accountability policy, schools must prepare a school budget and annual accounts for inclusion in the school report. The following guidelines are provided to assist schools in preparing the report based on the recommended format.

Guidelines

1. Insert the school year in the report heading.
2. Annual Income and Annual Expenditure:

Enter the budget and actual figures for each item as follows:

- **Budget figures**
Enter the revised budget figures and not the original budget figures.
- **Actual figures**
The actual figures must be based on the figures as reported in FREDATA and Supplementary Data Report for the end of the calendar year.
- The items listed under Annual Income are based on the information required by the Commonwealth Government. Therefore, it is recommended that none of these items are deleted from the report.

3. Cash Position:

- Insert the date in the heading. The date should be based on the book closing date for the school year.
- Do not delete the Uncommitted Funds. This is a balancing figure, which is automatically calculated by the spreadsheet. If the amount for Uncommitted Funds is a negative figure, it means there is an error. Correct the error.

4. Other Financial Information:

- Voluntary contributions collection rate
To calculate the collection rate, school can refer to the specially designed Voluntary Contributions Collection Rate spreadsheet available from the Finance for Schools web site:

<https://login.det.wa.edu.au/>

5. All the graphs are automatically drawn when the figures are entered.
6. Except for Uncommitted Funds and the items under income, schools can replace, add or delete any of the items listed. When a column or row is deleted or added the affected formula and graph must be re-edited to ensure the report is correct.

7. The report can be copied onto a Word document by clicking the “Copy” button, or alternatively use the copy and paste functions as follows:
 1. Highlight the report in Excel and select copy
 2. Go to the Word document and select “Paste Special” in the “Edit” tool bar.
 3. Select “Bitmap” and press “OK”.
8. For further assistance with the report please contact your Senior Finance Consultant.