Department of Education & Training
State Government Victoria

# Financial Reporting for Schools

Financial Services Division

# Contents

# Foreword

The analysis and interpretation of relevant reports is an essential financial and management function for monitoring budget and making sound planning decisions.

School administrators and councillors require accurate and timely financial reports to manage current programs and to plan for the future requirements of the school. Collection and summary of financial data and the preparation and presentation of financial and management reports constitute the financial information system that is a key component of good school management.

# 1. Introduction

A complete financial management system has the capacity to process and report on many types of data for many different purposes.

The accuracy and currency of the data that is entered into the system as transactions is crucial, and the extraction of the data as reports will only be as accurate as the data entered. This forms the basis of a school's record of financial accountability, as well as, providing information to inform management decisions.

The regularity of monitoring reports depends on the report and its function; for example, a bank statement should be reconciled monthly, while a salaries report should be checked each pay period.

This booklet has been prepared to provide information on a selection of reports that are available through CASES21 Finance.

# 2. CASES21 Finance Reports

## 2.1 Accounts Receivable

### 2.1.1 Families

| Menu: Financial/Families/Establish Fees and Charges | | |
| --- | --- | --- |
| Report Name | Report Number | |
| List of Fees | SA21001 | • Provides a list of charges approved by the School Council. |

| Menu: Financial/Families/Print Family Statements and Reminders | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Tax Invoice Print<br>Tax Invoice Print – Email | DF21401<br>DF21401E | • Prints family tax invoices for a specified batch number<br>• Provides the ability to email invoices to families |
| Tax Invoice by Fee Code | DF21402 | • Prints a tax invoice for families when an invoice for a given fee code has been requested, |
| Family Statements<br><br>-Alphabetical<br>-Alphabetical – Email<br><br>-By Home Group<br>-By Home Group –Email<br><br>-By Fee Code<br><br>-Reminder - Alpha<br><br>-Portrait<br>-Portrait - Email<br><br>-By Student ID | <br><br>DF21304<br>DF21304E<br><br>DF21305<br>DF21305E<br><br>DF21308<br><br>DF21306<br><br>DF21317<br>DF21317E<br><br>DF21307 | • Family statements can be printed or emailed using several formats.<br>• Each option allows the operator to enter a footer message at the time of printing.<br>• Family statements may regularly be distributed to parents, and provide a comprehensive history of invoices/payment/credit note per student.<br>• The statement provides a guide to funds that are outstanding by family |

| Menu: Financial/Families/Print Family Financial Reports | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Family Trial Balance | DF21101 | • Summarises outstanding Charges per family.<br><br>• Includes the balance of the family account and funds that have not been allocated to a charge. |
| Family Transaction History | DF21110 | • Provides a history of all transactions for each student in the family<br>• The selection can be for a single family, or a range of families. |
| Balance Integrity Report | DF21902 | • Displays the account balance and the transaction balance for each family. This report is used to check for any discrepancies between the account and the transaction balance<br>• The balance in the 'Difference' column should always be zero. Contact CASES21 Service Desk for advice if the balance is not zero. |

## 2.1.1 Families (continued)

| Report Name | Report Number | |
|---|---|---|
| Family Credit Notes Report | DF21309 | • Provides details of any credit notes or reversed charges which have been issued for the family. |
| Family Payment and Reverse Receipt Report | DF21318 | • Provides family reports for either Payments (P) Reverse Receipts (R) or Both (B) for a specific date range |
| Family Matching Transactions Report | DF21112 | • Displays all invoices created for the family and any receipts or credit notes relaying to each family's charges.<br>• The report can be selected by family or student, however, all transactions relating to the family will be displayed regardless of parameter selected. |
| Charges by charge type | DF21113 | • Can be generated for one or more charges.<br>• Provides the total amount of the charge and total received from each student.<br>• Can be generated to display outstanding charges. |
| Fee Code Receipt Summary | DF21114 | • Displays the amount invoiced per fee code (YTD), plus the amount receipted based on receipt date ranges.<br>• This report will allow schools to view the amount invoiced for the year and determine the receipts, credit notes and EMA which were used to pay the invoices during the date ranges. |

Menu: Financial/Families/Process and Print Receipts

| Report Name | Report Number | |
|---|---|---|
| Family Receipts or Credit Notes unallocated | DF21107 | • This report lists each family receipt or credit note that has not been allocated to a charge. |

Menu: Financial/Families/Process BPAY Receipts

| Report Name | Report Number | |
|---|---|---|
| Unprocessed BPAY Receipts | DF21904 | • Provides a listing of all BPAY records that have been imported into CASES21 Finance but have not been receipted to the families. Displays Family Key and Surname, BPAY reference, payment date and amount received. |
| Allocated BPAY Receipts | DF21906 | • A listing of all BPAY receipts that are allocated to a family charge. The listing is displayed in student key and name order. |
| Unallocated BPAY Receipts | DF21905 | • This listing is by family key and name<br>• It displays the BPAY amount receipted to the family but not yet allocated to a charge. |

Menu: Financial/Families/Process Payments

| Report Name | Report Number | |
|---|---|---|
| Family Payment Vouchers – Payee | DF21120 | • The payee copy of the payment voucher should be signed by the cheque issuing officer and forwarded with the payment if required. |
| Family Payment Vouchers –School | DF21121 | • The school voucher should be signed by both cheque signatories and attached to the documentation for each family payment as part of the school's internal control process. |

| Menu: Financial/Families/Processes EMA Receipts | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Unprocessed EMA Receipts | DF21310 | • Lists all EMA records that have been imported into CASES21 Finance but have not been receipted to the families.<br>• It displays the EMA period and the unprocessed amount. |
| Allocated EMA receipts | DF21311 | • A listing of all EMA receipts that are allocated to a family charge.<br>• The listing is displayed in student key and name order. |
| Unallocated EMA Receipts | DF21313 | • This listing is by student key and name.<br>• It displays the EMA amount receipted to the family but not yet allocated to a charge. |

### 2.1.2 Sundry Debtors

| Menu: Financial/Sundry Debtors/View and Maintain Debtor Details | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Sundry Debtor | DR21001 | • Displays a list of one or more Sundry Debtors and includes address, telephone and fax numbers. |

| Menu: Financial/Sundry Debtors/Print Invoices and Statements | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Sundry Debtor Tax Invoice<br>Email | DR21401<br><br>DR21401E | • Prints an ATO compliant tax invoice, addressed to the sundry debtor with supply/services details.<br>• Provides the option to email the tax invoice to the debtor |
| Debtor statements Alpha<br><br><br><br>Debtor statements Email | DR21304<br><br><br><br>DR21304E | • Statements can be printed for one or more debtors within a specified balance range.<br>• Provides a comprehensive history of charges, payments and credit notes per debtor.<br>• The statement is a guide to funds outstanding for each Sundry Debtor.<br>• provides the option to email the statements to the debtor. |

| Menu: Financial/Sundry Debtors/Print Financial Reports | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Debtor Receipt by Batch | DR21400 | • This format is used to print sundry debtors receipts if the receipt was not printed before the batch was updated. |
| Sundry Debtor Trial Balance | DR21101 | • Can be printed for one or more sundry debtors and lists aged balance.<br>• Includes contact phone number and a total of unallocated amounts per debtor. |

2.1.2 Sundry Debtors (continued)

## Menu: Financial/Sundry Debtors/Print Financial Reports (Continued)

| Report Name | Report Number | |
|---|---|---|
| Sundry Debtor Matching Transaction Report | DR21112 | • This report can be printed for one or more sundry debtors.<br>• Lists details of Sundry Debtor invoices and any receipts recorded against each invoice.<br>• Outstanding amounts are also displayed. |
| Transaction History | DR21113 | • Displays the history of sundry debtor transactions in batch number order. |
| Debtor's - Outstanding invoices | DR21114 | • Displays details of outstanding invoices for one or more sundry debtors<br>• The details include account balance, and full amount of the invoice.<br>• If the invoice has been partially paid the amount paid and the outstanding amount is shown.<br>• Also displays amounts that have not been allocated. |
| Balance Integrity Report | DR21902 | • Displays the account balance and the transaction balance for each sundry debtor.<br>• This report is used to check for any discrepancies between the account and the transaction balance.<br>• The balance in 'Difference' column should always be zero. Contact the CASES21 Service Desk for advice if the balance is not zero. |
| Sundry Debtor Credit Notes | DR21309 | • Provides details of credit notes generated for specified debtors. |
| Sundry Debtor | DR21309 | • Provides details of credit notes generated for specified |
| Sundry Debtor Fee Code Report | DR21116 | • Displays details for one or more fee codes for a specific invoice date range<br>• provides for the selection of Outstanding invoices only. |

## Menu: Financial/Sundry Debtors/Process payments

| Report Name | Report Number | |
|---|---|---|
| Sundry Debtor Payment Vouchers - -Payee | DR21120 | • The payee copy of the payment voucher should be signed by the cheque issuing officer and forwarded with the payment if required. |
| Sundry Debtors Payment Vouchers - -School | DR21121 | • The school voucher should be signed by both cheque signatories and attached to the documentation for each Sundry Debtor payment as part of the school's internal control process. |

## 2.2 Accounts Payable

### 2.2.1 Creditors

| Menu: Financial/Creditors/Process Orders/Deliveries and Cancellations | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Deliveries Awaiting Invoices Report | CR21106 | • Displays orders that have been delivered, or partially delivered, where invoices have not yet been received.<br>• Maybe generated by Creditor, Program or Subprogram. |
| Deliveries Due Report | CR21105 | • Displays details of outstanding orders due to be delivered or that have been partially delivered.<br>• May be listed by Delivery Date, Creditor, Program or Sub Program.<br>• The total in the value column represents the amount outstanding. |

| Menu: Financial/Creditors/Process Invoices and Credit Notes | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Creditor Credit Notes Report | CR21309 | • May be listed by Creditor, Program, Sub program<br>• Displays details of credit notes that have been issued to creditor account's. |

| Menu: Financial/Creditors/Payments and Print Cheques | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Creditors Withholding Remittances | CR21113 | • A statement issued to the creditor when tax has been withheld from the payment.<br>• To be retained by the payee for taxation purposes. |
| Creditor Payment Vouchers - School | CR21112 | • This voucher should be signed by both cheque signatories and attached to the documentation for each creditor payment as part of the school's internal control process. |
| Creditor Payment Vouchers – Creditor | CR21117 | • The creditor payment voucher should be signed by the cheque issuing officer and forwarded with the payment if required. |
| Creditor – Email | CR21117E | Creditor payment voucher can be authorised and emailed to creditor |

| Menu: Financial/Creditors/Print Creditor Reports | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Creditors | CR21001 | • A list of creditors can be displayed by creditor key or title.<br>• Lists the creditor name, address, email, telephone, fax number, ABN and payment terms. |
| Trial Balance | CR21101 | • Provides the balance of the creditors account reflecting partial payment of invoices.<br>• Lists the current balance and aged balances ranging from 30-120 days.<br>• The balance on this report will be the same as the Accounts Payable Control account on the Balance Sheet. |

## 2.2.1 Creditors (continued)

| Menu: Financial/Creditors/Print Creditor Reports (Continued) | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Cash Flow | CR21109 | • This accounts payable cash flow report may be used to determine funds required to meet outstanding payments due by a determined date.<br>• Also lists the due date for future payments, which can assist to monitor budgets. |
| Outstanding Purchase Orders | CR21104 | • Identifies outstanding purchase orders by creditor. |
| Purchase Orders by Batch | CR21107 | • Prints the orders processed within the selected batch. |
| Deliveries Awaiting Invoices Report | CR21902 | • Displays all orders that have been delivered, and the invoice has not been received.<br>• Can be generated by Creditor, Program or Subprogram. |
| Balance Integrity Report | CR21902 | • Displays the account balance and the transaction balance for each Creditor.<br>• This report is used to check for any discrepancies between the account and the transaction balance.<br>• The balance is the 'Difference' column should always be zero. Contact the CASES21 Service Desk for advice if the balance is not **zero.** |
| Creditor Transaction History | CR21111 | • Provides a history of all creditor transactions. |
| Invoices Awaiting Payment- Detailed | CR21118 | • Lists invoices that have been received but not yet fully paid.<br>• Displays outstanding amounts for each invoice line. |
| Completed Creditor Transactions | CR21114 | • Displays the order, invoice, and payment numbers that complete each transaction for the creditor. |
| Creditors Payment Summary Report | CR21119 | • Lists creditor invoices and the payment number (Cheque or Direct Deposit number)<br>• The payment number (auto generated by the system) is overridden by the cheque number when the cheque is generated.<br>• Withholding tax is displayed where applicable. |
| Creditor Fuel Tax Credits | CR21120 | • Displays fuel tax credits for the current month (C) or choose (A) to display all creditor fuel tax credits. |

## 2.3 General Ledger

### 2.3.1 General Operations

| Menu: Financial/General Ledger/View and Maintain GL details | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Chart of Accounts | GL21001 | • The Chart of Accounts is displayed by group/category, account code and title.<br>• The type of account is listed as B (balance sheet), I (income) or E (expenditure) |

| Menu: Financial/General Ledger/Process Receipts | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Cash Receipts Report | GL21002 | • Lists details of receipts by bank account for a specified date range. |
| Cancelled Receipts Report | GL21004 | • Lists details of cancelled receipts by bank account for a specified date range. |

| Menu: Financial/General Ledger/Process Payments and Print Cheques | | |
| --- | --- | --- |
| Report Name | Report Number | |
| Cheque Register | GL21303 | • Lists all cheques processed within a batch, in cheque number order. |
| Cash Payments Report | GL21003 | • List details of all payments by bank account for a specified date range. |
| Cancelled Payments Report | GL21005 | • Lists cancelled payments by bank account for a specified date range. |
| Cash Payments greater or equal to a given amount | GL21007 | • This report displays all cash payments that are greater than or equal to the specified amount given in the report parameters. The default is $1,000.00 but can be changed if required.<br>When interpreting amounts, the report will consider the reference number of the payment and any credit notes which are used to determine whether the payment should be included or excluded. |
| GL Payment Vouchers<br>  -    Payee | GL21120 | • The payee copy of the payment voucher should be signed by the cheque issuing officer and forwarded with the payment if required. |
| GL Payment Vouchers<br>  -    School | GL21121 | • The school voucher should be signed by both cheque signatories and attached to the documentation for each General Ledger payment as part of the school's internal control process. |

## 2.3.1 General Operations (Continued)

### Menu: Financial/General Ledger/Create Journals

| Report Name | Report Number | |
|---|---|---|
| Journal Report | GL21006 | • Lists journal entries by GL code for a selected date range. |

### Menu: Financial/General Ledger/Reconcile Bank Accounts

| Report Name | Report Number | |
|---|---|---|
| Bank Account Movements Detailed | GL21152 | • Lists the opening and closing balances for specified bank accounts.<br>• Displays the cash movement activity (receipts and payments) by date. |
| Bank Account Movements Summary | GL21155 | • Lists the opening balance, and total receipts and payments for all bank accounts within the requested date range. |

### Menu: Financial/General Ledger/Print GL Account Financial Reports

| Report Name | Report Number | |
|---|---|---|
| Trial Balance with Dr and Cr Movements | GL21103 | • Includes balances for all general ledger account codes.<br>• Displays data for Current Month/YTD last year. |
| Operating Statement | GL21150 | • Identifies all revenue and expenditure by GL account for a specific period.<br>• The expenditure data is subtracted from the revenue data to determine the net operating surplus/deficit for the current period and YTD.<br>• Equivalent budget data entered against each item indicates a variance to assist monitoring and decision making.<br>• Lists the annual budget figure and the actual figures for the previous Year.<br>• Outstanding orders and capital expenditure information is also Included.<br><br>For more detail refer to Operating Statement Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** |
| Operating Statement By Initiative | GL21153 | Operating statement can be produced for a specific initiative or for all initiatives for a specific period. |
| Cash Flow Statement | GL21151 | • Shows the cash flow movements for each month by individual bank accounts or a combined report for the total amount in all bank accounts. |
| Balance Sheet | GL21160 | • This report summarises the YTD financial position of the school.<br>• Liabilities are subtracted from assets to determine accumulated funds.<br><br>For more detail refer to Balance Sheet Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** |
| Balance Sheet Specific Period | GL21161 | • Summarises the financial position of the school (as above) for a specified month. |

## 2.3.1 General Operations (Continued)

### Menu: Financial/General Ledger/Print GL Account Financial Reports (Continued)

| Report Name | Report Number | |
| --- | --- | --- |
| Balance Integrity Report | GL21902 | • Displays the account balance and the transaction balance for each general ledger account.<br>• This report is used to check for any discrepancies between the account and the transaction balance.<br>• The balance in the 'Difference' column should always be zero. Contact the CASES21 Service Desk for advice if the balance is not **zero**. |
| Transaction History All periods | GL21110 | • Provides the history of all transactions for each general ledger account code.<br>• Includes the batch number and the accumulated balance of the account. |
| Transaction History Specific Period | GL21111 | • Transaction history for each GL code for a selected period. |
| Debtor Payment Activity Report | GL21163 | • Provides a list of payments received from either families, sundry debtors or both. |

### Menu: Financial/General Ledger/Print GL Account Financial Reports

| Report Name | Report Number | |
| --- | --- | --- |
| Cash Report by Account | GL21132 | • This report shows the cash position by general ledger account with a comparison to accrued revenue (charges and GL receipts) and expenditure.<br>• The revenue section also displays a collection rate percentage of invoices vs. cash.<br>• Capital expenditure is not included in the expenditure figures and is displayed separately. |

## 2.3.2 Program/Subprogram

### Menu: Financial/General Ledger/Print Program/Initiative Financial Reports

| Report Name | Report Number | |
| --- | --- | --- |
| Program Account Transaction Report | GL21132 | • Lists opening balances for all general ledger codes relevant to the selected program(s)<br>• Includes transactions that have been processed for the specified date range and dollar range. |
| Program Transaction History Specific Period | GL21117 | • Lists actual general ledger transactions relevant to the selected program(s) for the specified period and dollar range. |
| Transaction History Specific Period by Initiative | GL21119 | • Lists general ledger transactions relevant to the selected initiative(s) for the specified period and dollar range. |

## 2.3.2 Program/Subprogram (Continued)

| Report Name | Report Number | |
|---|---|---|
| **Menu: Financial/General Ledger/Print Program/Initiative Financial Reports (Continued)** | | |
| Transaction History By Initiative | GL21116 | • Lists opening balances for all general ledger codes relevant to the selected initiative(s).<br>• Includes transactions that have been processed for the specified period and dollar range. |
| Program Status Report | KGLPROG21002 | • Displays the period opening balance, total revenue and expenditure activity for each program within the selected period.<br>• The current balance and the total of outstanding orders for each program is displayed. |
| Annual Program Budget Variance | KGLPROG21003 | • May be generated for one or more programs and displays the comparison between annual budget and YTD revenue, expenditure and outstanding orders.<br>• The comparison between Capital Expenditure Budget, YTD Capital Expenditure and Outstanding Orders is also displayed. |
| Annual Initiative Budget Variance | KGLINIT21003 | • May be generated for one or more initiatives and displays the comparison between annual budget and YTD revenue, expenditure and outstanding orders.<br>• The comparison between Capital Expenditure Budget, YTD Capital Expenditure and Outstanding Orders is also displayed. |
| **Menu: Financial/General Ledger/Print Sub Program Financial Reports** | | |
| Report Name | Report Number | |
| Subprogram Account Transaction Report | GL21115 | • Lists opening balances for all general ledger codes for the selected Subprogram(s).<br>• Includes processed transactions for the specified date range and their value. |
| Transaction History Specific Period by Subprogram | GL21118 | • Lists general ledger transactions for the selected Subprogram(s) for for the specified period and value. |
| Subprogram Status Report | KGLSUB21002 | • Displays the opening balance, total revenue and expenditure, current balance and outstanding orders for each Subprogram for the specified period. |

## 2.3.2 Program/Subprogram (Continued)

### Menu: Financial/General Ledger/Print Sub program Financial Reports (Continued)

| Report Name | Report Number | |
|---|---|---|
| Annual Subprogram Budget Variance | KGLSUB21003 | • May be generated for one or more Subprograms and displays the comparison between annual budget and YTD Revenue, expenditure and outstanding orders.<br>• A comparison between Capital Expenditure Budget, YTD Capital Expenditure and Outstanding Orders is displayed. |
| Annual Subprogram Budget Variance by Initiative | KGLSUB21004 | • This report is a copy of the Annual Sub Program Budget Variance Report and includes the Initiative field in report parameter. This will assist multi-campus schools as it reports the Subprogram information by Initiative. |
| Cash Report by Subprogram Detail | GL21130 | • May assist to keep track of any cash received or paid for particular Subprogram accounts.<br>• All receipts and payments are listed and can be limited to a selection by date range<br>• A total for creditor and debtor unpaid invoices and outstanding orders is displayed for each Subprogram. |
| Cash Report by Subprogram Summary | GL21131 | • This report displays the information as above for each Subprogram with a summary for each GL code displayed. |

## 2.3.3 GST/Tax

### Menu: Financial/General Ledger/Print GST/BAS Reports

| Report Name | Report Number | |
|---|---|---|
| GST Calculation Worksheet for BAS | GL21400 | • This worksheet is used to check that details of the BAS are correct.<br>• If there are discrepancies the records should be corrected, the report run again and checked prior to completing the final BAS process. |
| BAS GST Detail | GL21401 | • Provides details of all GST transactions included in the BAS period. |
| BAS PAYG Withholding Detail | GL21407 | • Provides PAYG and withholding Tax details required when completing the BAS. |
| BAS Non Tax Detail | GL21410 | • Provides details of all transactions within the current BAS reporting period with the codes NP6 or NS6 'out of scope'. |
| BAS GST Detail (Reprint Past Reports) | GL21403 | • Provides details of all transactions included in previous BAS periods by GST type. |
| BAS GST Summary (Reprint Past Reports) | GL21404 | • Summarises the GST amounts for a previous reporting period. |
| Detailed GST Report | GL21405 | • Provides details of all GST transactions included in the BAS period, including PAYG Withholding codes and out of scope transactions. |

## 2.3.4 Last Years General Ledger

| Menu: Financial/General Ledger/Last Years General Ledger | | |
| --- | --- | --- |
| **Report Name** | **Report Number** | |
| Trial Balance with Dr and Cr movements | GLPREV21103 | • General Ledger Trial Balance for the previous year. |
| Operating Statement | GLPREV21150 | • Displays the Final Operating Statement for the previous year. |
| Balance Sheet | GLPREV21160 | • Displays the final Balance Sheet report for the previous year. |
| BAS GST Detail | GLPREV21401 | • Displays the final BAS Detail Report for the previous year. |
| Balance Integrity Report | GLPREV21902 | • Displays the account balance and the transaction balance for each general ledger account in the previous year.<br>• This report is used to check for any discrepancies between the account and the transaction balance.<br>• The balance in the 'Difference column' should always be zero. Contact the CASES21 Service Desk for advice if the balance is not **zero**. |

## 2.3.5 Budgets

| Menu: Financial/General Ledger/View and Maintain Budgets | | |
| --- | --- | --- |
| **Report Name** | **Report Number** | |
| General Ledger Budget Report | GL21154 | • A budget comparison for all revenue and expenditure accounts.<br>• Compares last year's actual and budget with the current year's annual budgets, YTD actual and YTD budget. |
| Budget Comparison Report | GL21170 | • General Ledger annual budget comparison report.<br>• It can be printed for one or more GL codes displaying budget figures entered for last year, current year and next year. |
| Annual Subprogram Budget Report | GL21157 | • A comparison of the actual revenue and expenditure against budget for last year and the current year.<br>• The total of outstanding orders is also considered in calculating the uncommitted funds amount for Subprogram expenditure budgets. |
| Annual Program Budget Report | GL21158 | • A comparison of the actual revenue and expenditure against budget for last year and the current year.<br>• The total outstanding orders is also considered in calculating the uncommitted funds amount for Program expenditure budgets. |

## 2.3.5 Budgets Continued)

| Menu: Financial/General Ledger/View and Maintain Budgets (continued) | | |
|---|---|---|
| Report Name | Report Number | |
| Annual Initiative Budget Report | GL21159 | • A comparison of the actual revenue and expenditure against budget for last year and the current year.<br>• The total of outstanding orders is also considered in calculating the uncommitted funds amount for Initiative expenditure budgets. |
| Budget Comparison Report by Subprogram | GL21172 | • Available for one or more Subprograms<br>• Displays monthly or annual budget amount for last year, current year and next year's budget. |
| Budget Comparison Report by Initiative | GL21173 | • Available for one or more Initiatives.<br> • Displays monthly or annual budget amount entered for last year, current year and next year's budget. |
| Annual Revenue Budget Report | GL21168 | • A summary report for general ledger revenue budgets comparing last years actual and budget amounts entered against the current budget and actual revenue. |
| Annual Expenditure Budget Summary | GL21169 | • A summary report for general ledger expenditure budgets comparing last years actual against budget amounts and the current budget against actual expenditure.<br>• The YTD outstanding orders for each expenditure code and the unspent budget for the current year are also displayed. |

## 2.4 Assets

| Menu: Financial/Assets/Produce Asset Reports | | |
|---|---|---|
| Report Name | Report Number | |
| Asset List | AR21001 | • List of assets showing asset code, quantity, description, make and model, category, location and department.<br>• This report can be generated per Campus grouped by either title, category or asset key. |
| Asset Listing by Purchase Date | AR21002 | • Expands on the Asset List but includes the purchase date and the value of the asset. |
| Asset Listing by Category (Active Only) | AR21003 | • List of assets showing asset code, quantity, description, make and model reported by Category. |
| Asset Listing by Location (Active Only) | AR21004 | • List of assets showing asset code, quantity, description, make and model and serial number reported by location. |

| Menu: Financial/Assets/Produce Asset Reports (Continued) | | |
| --- | --- | --- |
| **Report Name** | **Report Number** | |
| Asset Listing by Department (Active only) | AR21005 | • List of assets showing asset code, quantity, description, make and model reported by Department. |
| Asset Listing by Campus (Active Only) | AR21006 | • List of assets showing asset code, quantity, description, make and model reported by Campus. |
| Asset Listing with Components (Active only) | AR21008 | • List of assets showing asset code, quantity, description, make and model where an asset is a component of another asset. |
| YTD Additions – Accounting | AR21122 | • Lists all assets purchased or acquired by the school in the current year .Includes asset code, category, description, date purchased and cost for the period selected. |
| Valuation of Assets – Accounting | AR21124 | • List of assets showing asset code, description, original cost, additions, cost adjustments and disposals to produce the total cost of an asset, as at the ledger date by Category. |
| YTD Disposals – Accounting | AR21131 | • List of assets showing asset code, description, category, disposal date, purchase cost excluding GST, sales proceeds, release type and any capital profit or loss on the disposal of an asset for the period selected. |
| **Menu: Financial/Assets/Record stock take** | | |
| **Report Name** | **Report Number** | |
| Asset Stock take List by Location | AR21107 | • List assets by Campus and then location to assist in stocktaking.<br>• Displays asset code, description, serial number, purchase date, purchase price, category, sub category and quantity. |

## 2.5 Other Reports

| Menu: Financial/General Ledger/Print GL Account Financial Reports | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Batch Reprint | GL21901 | • Reprints a summary of the batch details.<br>• It should not replace the original Audit Trail retained for audit purposes. |
| **Menu: Financial/Reference Tables/Financial Data Maintenance** | | |
| **Report Name** | **Report Number** | |
| GST Types Report | KGST21001 | • Displays details of each GST category. |
| Batch Status Report | QB21001 | • Displays information about the status of each batch or a range of batches.<br>• Includes forward batches and whether the batch has been processed. |

## 2.6 School Level Payroll

| Menu: Payroll/Employees/Print Standard Employee Records | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Employee List in Alphabetical Order | PE21001 | • Lists the employees salary details including YTD Gross, YTD Nett and YTD Tax. |
| Employee Record | PE21003 | • Displays the master file of payroll details for selected employees. |
| **Menu: Payroll/Employees/Print Financial Payroll Reports** | | |
| **Report Name** | **Report Number** | |
| Employee Transaction History | PE21110 | • Displays the history of all payroll transactions within the current financial year for one or more employees. |
| Employee Address Labels | PE21201 | • Prints address labels for all employees. |
| **Menu: Payroll/Employees/Maintain and Report PAYG Details** | | |
| **Report Name** | **Report Number** | |
| PAYG Reconciliation for the current year | PE21703 | • Reconciles the Payment Summaries at the end of the current Financial year. |
| **Menu: Payroll/Employees/Annual PAYG Reports** | | |
| **Report Name** | **Report Number** | |
| PAYG Summaries – Paper (PE) | PPD21101 | • Prints the Payment Summaries for each employee.<br>• Can be printed as 'Test' to preview and check before printing the final employee copy as 'Production'. |
| PAYG Notice to Employees | PPD21103 | • The standard PAYG Notice issued with the Payment Summary to each employee. |

## 2.6 School Level Payroll (Continued)

| Menu: Payroll/Employees/Annual PAYG Reports (Continued) | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| PAYG Summaries – Paper (CR Vol Agree) | PPD21102 | • Payments Summaries for each Creditor where tax has been withheld from payments during the Financial Year.<br>• Can be printed as 'Test' to preview and check before printing the final Creditor copy as 'Production'. |

| Menu: Payroll/Employees/Print Superannuation Reports | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| SGL Superannuation History | PE21402 | • Displays a list of SGL payments made for each eligible employee. |
| Superannuation Contributions by Fund | PE21406 | • Displays the amount to be paid to each Superannuation Fund for the period.<br>• Lists Superannuation Guarantee Contributions as well as Pre Tax and and Post Tax employee contributions. |
| Employees with Different SGL Percentage | PE21410 | • Lists all employees where the SGL percentage is other than 9%. |

| Menu: Payroll/Payroll Processing/Print Reports for this Pay | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Fortnightly Salary Certification | PE21303 | • Displays details of all transactions within the fortnightly payroll.<br>• This report should be signed by both authorised signatories and filed with the payroll documentation for the same pay period. |

| Menu: Payroll/Payroll Processing/Print Post Payroll Updated Reports | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Payroll Exceptions | PE21390 | • Displays a comparison of the employees standard pay against the last day period.<br>• This period is determined by the Pay Date entered in the report parameters. |
| Employee Transaction History | PE21110 | • Displays payroll data for each pay period, for one or more employees. |
| Member Superannuation History | PE21403 | • A history of superannuation payments made for each eligible employee. |

| Menu: Payroll/Employees/Previous Years Report | | |
|---|---|---|
| **Report Name** | **Report Number** | |
| Past Years Employee Transaction History | PE21900 | • Payroll history is retained for all employees for a period of seven years. This report is available commencing with the 2006/2007 financial year. |

# 3. Query Table

The following table can be used as a quick reference for generating reports relating to a specific query.

It should be noted there are several reports within the system that could relate to a query. This list is providing a number of report options, but is not a complete list of every report available relevant to the query.

| Query | Report Name | Report Number |
|---|---|---|
| How much does a specific sundry debtor owe the school? | Debtor Statements – Alphabetical<br>Sundry Debtor Trial Balance<br>Sundry Debtors Matching Transaction History Report | DR21304<br>DR21101<br>DR21112 |
| How do I find out how much a parent has paid and how much is outstanding? | Family Statements – Alphabetical<br>Family Statement by Home Group<br>Family Matching Transactions Report<br>Family Trial Balance | DF21304<br>DF21305<br>DF21112<br>DF21102 |
| How do I find out who has been charged and who has paid for a specific fee code? | Charges by charge type | DF21113 |
| Can I list all the unallocated EMA receipts? | Unallocated EMA receipts | DF21313 |
| How much is owed to a creditor? | Trial Balance<br>Invoices Awaiting Payment | CR21101<br>CR21118 |
| Can I create a list of all outstanding invoices for a creditor? | Invoices Awaiting Payment | CR21118 |
| How can I check all payments made to a creditor | Completed Creditor Transactions<br>Creditors Transaction History<br>Creditors Payment Summary | CR21114<br>CR21111<br>CR21119 |
| Can a report be produced to display all outstanding orders for a creditor? | Outstanding purchase orders<br>Deliveries Due Report | CR21104<br>CR21105 |
| How do I generate a list of all paid creditor invoices? | Completed Creditor Transactions<br>Cash Payments Report | CR21114<br>GL21003 |
| How do I check PAYG withholding amounts for creditors? | Creditors Payment Summary Report | CR21119 |
| What is the Program/Subprogram budget? | Annual Program Budget Variance<br>Annual Subprogram Budget Variance | KGLPROG21003<br>KGLSUB21003 |

| Query | Report Name | Report Number |
|---|---|---|
| How do I find the schools' YTD budgeted revenue compared to actual revenue? | Detailed/Summary Operating Statement | GL21150 |
| What is the school's budgeted expenditure compared to actual expenditure? | Detailed/Summary Operating Statement | GL21150 |
| Has this receipt been recorded? | Cash Receipts Report | GL21002 |
| From whom was the money received? | Cash Receipts Report | GL21002 |
| How do I get a list of receipts for a specified period? | Cash Receipts Report | GL21002 |
| Has this receipt been cancelled | Cash Receipts Report<br>Cancelled Receipts Report | GL21002<br>GL21004 |
| Has this cheque been recorded? | Cash Payments Report | GL21003 |
| To whom was the cheque paid? | Cash Payments Report | GL21003 |
| How do I get a list of all payments for a period? | Cash Payments Report | GL21003 |
| Has this cheque been cancelled? | Cash Payments Report<br>Cancelled Payments Report | GL21003<br>GL21005 |
| How do I get a list of all receipts and payments? | Bank Account Movements Detailed | GL21152 |
| How are commitments represented on CASES21? | Outstanding Purchase Orders | CR21104 |
| Can I print a total list of credit notes entered? | Creditor Credit Notes Report<br>Family Credit Notes report<br>Sundry Debtor Credit Notes Report | CR21309<br>DF21309<br>DR21309 |
| Can I reprint a BAS report from a previous year? | BAS GST Detail<br>BAS GST Summary | GLPREV21401<br>GLPREV21402 |
| Which report do I present to the finance committee for invoices to be approved for payment? | Invoices Awaiting Payment (detailed) | CR21118 |

# 4 Sample Reports

## (Which Report for Whom?)

Financial reporting is a means by which schools discharge their accountability. It is imperative to ensure relevant parties are provided with regular reports that are up to date and meaningful.

Because of the number of reports available through CASES21 Finance, a user is often provided with information that is irrelevant to their needs.

To help overcome "information overload", suggested report names and their application are listed in the categories of:

4.1 Management Reports
4.2 School Council Reports
4.3 Finance Committee Reports
4.4 Coordinator Reports
4.5 Bank Reconciliation Reports
4.6 Audit Reports

## 4.1 Management Reports

Management Reports can be described as those reports used by administrators responsible for the day to day operations of the school, for example, business managers, principals, and assistant principals.

The suggested reports that would be appropriate are listed below and can be located on the CASES21 Menu **Financial/School Finance Reports/ Management Report**

| Report Name | Application | CASES21 |
|---|---|---|
| Balance Sheet Specific Period | This report summarises the financial position of the school for a specific period<br>• Liabilities are subtracted from assets to determine accumulated funds.<br><br>For more detail refer to Balance Sheet Guide on the Financial Management website<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21161 |
| Operating Statement (Detailed) | • Identifies all revenue and expenditure by GL account for a specific period.<br>• The expenditure data is subtracted from the revenue data to determine the net operating surplus/deficit for the current period and YTD.<br>• Equivalent budget data entered against each item indicates a variance to assist monitoring and decision making.<br>• Lists the annual budget figure and the actual figures for the previous year.<br>• Outstanding orders and capital expenditure information is also included.<br><br>For more detail refer to Operating Statement Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21150 |
| Cash Flow Statement | • Shows the cash flow movements for each month by individual bank accounts or a combined report for the total amount in all bank accounts | GL21151 |

## 4.1 Management Reports
## (Continued)

| Report Name | Application | CASES21 |
|---|---|---|
| Bank Account Movements Detailed | • Lists the opening and closing balances for specified bank accounts.<br>• Displays the cash movement activity (receipts and payments) by date. | GL21152 |
| Annual Subprogram Budget Report | • Lists each Subprogram and compares the annual budget allocated per Subprogram against the combined YTD actual Capital and recurrent details (cash and accrual). | GL21157 |
| Bank Reconciliation | • Provides bank statement closing balances as well as listing any unpresented cheques, deposits not recorded, and General Ledger closing balance.<br>• Each bank account must be reconciled at the end of each month, prior to proceeding to the next month data entry. | |

Samples of the reports listed above are compiled in an appendix to this document. To help with the interpretation an "Application" and "What to Look For" is provided on the bottom of each report. Principals/Business Managers should not presume this to be an exhaustive list and should take into account local requirements.

## 4.2 School Council Reports

An important role of school council is to monitor the budget against revenue and expenditure (capital and recurrent). This is achieved by analysing specific reports that are produced from CASES21 Finance.

Schools are required to present as a minimum, the following financial information to school council for the relevant period.

• Balance of all bank accounts
• Budget against revenue and expenditure
• Accounts to be ratified
• Accounts to be passed for payment
• Commitments.

The suggested reports that would be appropriate are listed below and can be located on the CASES21 Menu **Financial/ School Finance Reports/School Council Reports**

| Report Name | Application | CASES21 |
|---|---|---|
| Balance Sheet Specific Period | This report summarises the financial position of the school for a specific period<br>• Liabilities are subtracted from assets to determine accumulated funds.<br><br>This report must be certified by the principal and the school council president<br><br>For more detail refer to Balance Sheet Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21161 |
| Operating Statement (Detailed) | • Identifies all revenue and expenditure by GL account for a specific period.<br>• The expenditure data is subtracted from the revenue data to determine the net operating surplus/deficit for the current period and YTD.<br>• Equivalent budget data entered against each item indicates a variance to assist monitoring and decision making.<br>• Lists the annual budget figure and the actual figures for the previous year.<br>• Outstanding orders and capital expenditure information is also included.<br><br>This report must be certified by the principal and the school council president<br><br>For more detail refer to Operating Statement Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21150 |

Samples of the reports listed above are compiled in an appendix to the document. To help with the interpretation an "Application" and "What to Look For" is provided on the bottom of each report. Principals/Business Managers should not presume this to be an exhaustive list and should take into account local requirements.

## 4.3 Finance Committee Reports

The suggested reports that would be appropriate are listed below and can be located on the CASES21 Menu **Financial/ School Finance Reports/Finance Committee Reports**

| Report Name | Application | CASES21 |
|---|---|---|
| Operating Statement (Detailed) | • Identifies all revenue and expenditure by GL account for a specific period.<br>• The expenditure data is subtracted from the revenue data to determine the net operating surplus/deficit for the current period and YTD.<br>• Equivalent budget data entered against each item indicates a variance to assist monitoring and decision making.<br>• Lists the annual budget figure and the actual figures for the previous year.<br>• Outstanding orders and capital expenditure information is also included.<br>This report must be certified by the principal and the school council president<br><br>For more detail refer to Operating Statement Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21150 |
| Cash Flow Statement | • Shows the cash flow movements for each month by individual bank accounts or a combined report for the total amount in all bank accounts. | GL21151 |
| Bank Account Movements Detailed | • Lists the opening balance, and total receipts and payments for the specified bank account within the requested date range. | GL21152 |
| Cash Receipts Report | • A listing by bank account of all cash receipts in date order containing details of receipt number GL code, Program, Subprogram, Initiative (if applicable) and amount.<br>• Should be used to ensure receipt numbers are not missing. | GL21002 |
| Cash Payments Report | • A listing by bank account of all cash payments in date order containing details of cheque number, GL code, Program, Subprogram, Initiative (if applicable) and amount. | GL21003 |
| Cancelled Receipts Report | • Lists details of cancelled receipts by bank account for a specified date range<br>To be certified by the principal | GL21004 |
| Cancelled Payments Report | • Lists cancelled payments by bank account for a specified date range<br><br>To be certified by the principal | GL21005 |

## 4.3 Finance Committee Reports (Continued)

| Report Name | Application | CASES21 |
|---|---|---|
| Invoices Awaiting Payment-Detailed | • Lists invoices that have been received but not yet fully paid.<br>• Displays the outstanding amount for each invoice line. | CR21118 |
| Balance Sheet Specific Period | This report summarises the financial position of the school for a specific period<br>• Liabilities are subtracted from assets to determine accumulated funds.<br><br>To be certified by the principal and the school council president<br><br>For more detail refer to Balance Sheet Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21161 |
| Annual Subprogram Budget Report | • Lists each Subprogram and compares the annual budget allocated per Subprogram against YTD actual details (cash and accrual). | GL21157 |
| Journal Report | • Lists journal entries by GL code for a selected date rage.<br><br>To be certified by the principal | GL21006 |
| Family Credit Notes Report | • Provides details of any credit notes or reversed charges which have been issued for the family<br><br>To be certified by the principal | DF21309 |
| Sundry Debtor Credit Notes Report | • Provides details of credit notes generated for specified debtors<br><br>To be certified by the principal | DR21309 |

Samples of the reports listed above are compiled in an appendix to the document. To help with the interpretation an "Application" and "What to Look For" is provided on the bottom of each report. Principals/Business Managers should not presume this to be an exhaustive list and should take into account local requirements. Schools should also consider providing the Finance Committee with a copy of their SRP School Budget Management Report.
**https://www.eduweb.vic.gov.au/srp**

## 4.4 Coordinator Reports

Teaching staff that have the responsibility of ensuring a program operates within budget should receive reports on a regular basis. This allows them to monitor what is being spent is in line with the aims of the program and the budget that was approved by school council.

The suggested reports that would be appropriate are listed below and can be located on the CASES21 Menu **Financial/School Finance Reports/KLA/ Coordinator Reports**

| Report Name | Application | CASES21 |
|---|---|---|
| Annual Program Variance Report | • May be generated for one or more programs and displays the comparison between annual budget and YTD revenue, expenditure and outstanding orders.<br>• The comparison between Capital Expenditure Budget, YTD Capital Expenditure and Outstanding Orders is also displayed. | KGLPROG21003 |
| Annual Subprogram Variance Report | • Provides a summary of each Subprogram's budgeted and actual data (cash and accrual). Outstanding orders, and Capital Expenditure are also included.<br>• Enables the Coordinator to compare the budget against actual revenue and expenditure. | KGLSUB21003 |
| Program Transaction History Specific Period | •Lists actual general ledger transactions relevant to the selected program(s) for the specified period and dollar range, | GL21117 |
| Transaction History Specific Period by Subprogram | • Provides the Coordinator with a detailed listing of all transactions for a specific period. | GL21118 |

Samples of the reports listed above are compiled in an appendix to the document. To help with the interpretation an "Application" and "What to Look For" is provided on the bottom of each report. Principals/Business Managers should not presume this to be an exhaustive list and should take into account local requirements

## 4.5 Bank Reconciliation Reports

A copy of the Bank Statement must be available to provide a closing balance for the current month.

Examples of suggested reports useful when reconciling the bank accounts are:

| Report Name | Application | CASES21 |
|---|---|---|
| Cash Receipts Report | • A listing by bank account of all cash receipts in date order containing details of receipt number GL code, Program, Subprogram, Initiative (if applicable) and amount. | GL21002 |
| Bank Account Movements | • This report lists the opening balance and cash movements activity (receipts and payments) by date and document number for a specified bank account.<br>• A running balance is calculated per line and the final line totals all receipts and payments for the date range selected as well as the closing balance. | GL21152 |
| Bank Reconciliation | • Provides bank statement closing balances as well as listing any un-presented cheques, deposits not recorded, and general ledger closing balance.<br>• Each bank account must be reconciled at the end of each month, prior to proceeding to the next month data entry.<br><br>To be certified by the principal<br>To be signed by the business manager | |
| Transactions Reconciled on a Statement | • Provides a listing of transactions reconciled by bank account and statement date.<br>• can be used to assist in manual bank reconciliation. | GL21156 |

Samples of the reports listed above are compiled in an appendix to the document. To help with the interpretation an "Application" and "What to Look For" is provided on the bottom of each report. Principals/Business Managers should not presume this to be an exhaustive list and should take into account local requirements.

# 4.6 Audit Reports

The following reports will be required to be produced for school auditors.

| Report Name | Application | CASES21 |
|---|---|---|
| Chart of Accounts | • The Chart of Accounts is displayed by group/category, account code and title.<br>• Then type of account is listed as B (balance sheet), I (income) or E (expenditure) | GL21001 |
| Trail Balance with Dr and Cr movements | • Includes balances for all general ledger account codes and displays data for Current Month/YTD/Last Year. | GL21103 |
| Batch Status Report ALL Batches | • Displays information about the status of each batch or a range of batches.<br>• Includes forward batches and whether the batch has been processed. | QB21001 |
| Outstanding Purchase Orders | • Identifies outstanding purchase orders by creditor. | CR21104 |
| Invoices Awaiting Payment – Detailed | • Lists invoices that have been received but not yet fully paid.<br>• Displays outstanding amounts for each invoice line. | CR21118 |
| Cancelled Payments Report | • Lists cancelled payments by bank account for a specified date range. | GL21005 |
| Cancelled Receipts Report | • Lists details of cancelled receipts by bank account for a specified date range. | GL21004 |
| Journal Report | • Lists journal entries by GL code for a selected date range. | GL21006 |
| Annual Subprogram Budget Variance Report | • Provides a summary of each Subprogram's budgeted and actual data (cash and accrual) Outstanding orders, and Capital Expenditure are also included.<br>• Enables the coordinator to compare the budget against actual revenue and expenditure. | KGLSUB 21003 |
| Transaction History All periods | • Provides the history of all transactions for each general ledger account code.<br>• It includes the batch number and the accumulated balance of the account. | GL21110 |
| YTD Additions – Accounting | • Lists all assets purchased or acquired by the school during the current year. Includes asset code, category, description, date purchased and cost for the period selected. | AR21122 |
| YTD Disposals – Accounting | • List of assets showing asset code, description, category, disposal date, purchase cost excluding GST, sales proceeds, release type, and any capital profit or loss on the disposal of an asset for the period selected. | AR21131 |

## 4.6 Audit Reports (Continued)

| Report Name | Application | CASES21 |
|---|---|---|
| Bank Accounts Movements Detailed | • Lists the opening and closing balances for specified bank accounts.<br>• Displays the cash movement activity (receipts and payments) by date. | GL21152 |
| Bank Accounts Movements Summary | • Lists the opening and closing balances for specified bank accounts.<br>• Displays the summary of cash movement activity (receipts and payments) by date. | GL21155 |
| Operating Statement (Certified) | • Identifies all revenue and expenditure by GL account for a specific period.<br>• The expenditure data is subtracted from the revenue data to determine the net operating surplus/deficit for the current period and YTD.<br>• Equivalent budget data entered against each item indicates a variance to assist monitoring and decision making.<br>• Lists the annual budget figure and the actual figures for the previous year.<br>• Outstanding orders and capital expenditure information is also included.<br><br>To be certified by the principal and the school council president.<br>For more detail refer to Operating Statement Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21150 |
| Bank Reconciliation Statements | • Provides bank statement closing balances as well as listing any unpresented cheques, deposits not recorded, and general ledger closing balance.<br>• Each bank account must be reconciled at the end of each month, prior to proceeding to the next month data entry. | |
| Balance Sheet Specific Period (Certified) | • This report summarises the financial position of the school for a specified period.<br>• Liabilities are subtracted from assets to determine accumulated funds.<br>• Will include a certification statement that must be signed by the Principal and School Council President.<br><br>To be certified by the principal and the school council president.<br>For more detail refer to Balance Sheet Guide on the Financial Management website.<br>**http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx** | GL21161 |

Other reports that may be required by school auditors include:

| Report Name | Application | CASES21 |
|---|---|---|
| Cash Payments Report | • Lists details of all payments, for the selected date range, by bank account.<br>• This should be used to ratify payments and ensure that cheque numbers are not missing. | GL21003 |

## 4.6 Audit Reports (Continued)

| Report Name | Application | CASES21 |
|---|---|---|
| Cash Receipts Report | • A listing by bank account of all cash receipts in date order containing details of receipt number GL code, Program Subprogram, Initiative (If applicable) and amount.<br>• Should be used to ensure receipt numbers are not missing. | GL21002 |
| Asset stock take by Location | • List of assets showing asset code, quantity, description, make and model, category, location and department.<br>• This report can be generated per Campus grouped by either title, category or asset key. | AR21107 |
| Fortnightly Salary Certification | • Displays details of all transactions within the fortnightly payroll. | PE21303 |
| Subprogram Account Transaction Report | • Lists opening balances for all general ledger codes for the selected Subprogram(s).<br>• Includes processed transactions for the specified date range and their value. | GL21115 |
| Creditor Transaction History | • Provides a history of all creditor transactions | CR21111 |
| Debtor Transaction History (open item) | • This report can be printed for one or more sundry debtors.<br>• Lists details of Sundry Debtor invoices and any receipts recorded against each invoice.<br>• Outstanding amounts are also displayed. | DR21112 |
| Charges by Charge Type | • Can be generated for one or more charges.<br>• It provides the total amount of the charge and total received from each student. | DF21113 |
| Family Matching Transaction Report | • Displays all invoices created for the family and any receipts or credit notes relating to each family's charges.<br>• The report can be selected by family or student, however, all transactions relating to the family will be displayed regardless of the parameter selected. | DF21112 |
| Family Transaction History | • Provides a history of all transactions for each student in the family.<br>• The selection can be for a single family, or a range of families. | DF21110 |
| Family Trial Balance | • Summarises outstanding invoices per family<br>• Includes the balance of the family account and funds that have not been allocated to a charge. | DF21102 |
| Annual Revenue Budget Report | • A summary report for general ledger revenue budgets comparing last year's actual and budget amounts entered against the current budget and actual revenue. | GL21168 |

## 4.6 Audit Reports (Continued)

| Report Name | Application | CASES21 |
|---|---|---|
| Annual Expenditure Budget Summary | A summary report for general ledger expenditure budgets comparing last year's actual against budget amounts and the current budget against actual expenditure. The YTD outstanding orders for each expenditure code and the unspent budget for the current year are also displayed. | GL21169 |
| Detailed GST Report | Provides details of all GST transactions included in the BAS period. | GL21405 |
| Cash Payments greater or equal to a given amount | • This report displays all cash payments that are greater than or equal to the specified amount given in the report parameters. The default is $1,000.00 but can be changed if required. When interpreting amounts, the report will consider the reference number of the payment and any credit notes which are used to determine whether the payment should be included or excluded. | GL21007 |
| Valuation of Assets – Accounting | • List of assets showing asset code, description, original cost, additions cost adjustments and disposals to produce the total cost of an asset, as at the ledger date by Category | AR21124 |
| Sundry Debtor Trial Balance | • Can be printed for one or more sundry debtors and lists aged balances. • Includes contact phone number and total of unallocated amounts per debtor. | DR21101 |
| Sundry Debtor Fee Code Report | • Can be generated for one or more charge • Provides the total amount of the invoice and total received from each debtor • Can be generated to display only outstanding invoices. | DR21116 |
| Trial balance | • Provides the balance of the creditors account reflecting partial payment of invoices. • Lists the current balance and aged balances from 30-120 days • The balance on this report will be the same as the Accounts Payable Control account on the Balance sheet. | CR21101 |
| Creditor Fuel Tax Credits | • •Displays fuel tax credits for the current month (C) or choose (A) to display all creditor fuel tax credits | CR21120 |

Current month actual revenue includes all General Ledger receipts and Family/Sundry Debtor invoices and journals generated within the reporting month

The Operating Statement can be generated in Summary or Detail format.

Annual Budget includes all revenue budget amounts approved by School Council and allocated for the year.

**Operating Statement (GL21150) – Detail for the period ending 30 November 20xx**

Identifies sources of revenue by Chart of Accounts category.

Variance is the difference between the YTD actual budget and budget figures.

YTD Revenue budget is the school council approved budget allocated from 1 January to current reporting period.

A negative amount in the current month may be the result of invoices relating to a previous period being written off (or journalled to Prov. For Non Recoverable Subject Contributions.) during the current month

Year to date actual revenue includes all General Ledger receipts and Family/Sundry Debtor invoices generated from 1 January to specified date.

Total of all revenue categories for the reporting month.

Revenue (incorporating receipts and charges) for the previous year.

Current month budget displays all revenue budget amounts entered in C21F for the month the report is generated.

Variance is the difference between Actual and Budget figures.

| GL Code | Account Title | Current Month Actual | Current Month Budget | Current Month Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Annual Budget | Last Year Actual |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | | | | |
| | **DE&T Grants** | | | | | | | | |
| 70001 | Cash Grant | 0 | 0 | 0 | 199,783 | 188,000 | 11,783 | 188,000 | 168,934 |
| 70080 | Other DE&T Grants | 0 | 0 | 0 | 121,000 | 119,900 | 1,100 | 119,900 | 11,390 |
| | | 0 | 0 | 0 | 320,783 | 307,900 | 12,883 | 307,900 | 183,324 |
| | **Commonwealth Government Grants** | | | | | | | | |
| 71002 | Before/After School Care Grant | 0 | 3,750 | -3,750 | 44,318 | 42,000 | 2,318 | 45,000 | 30,541 |
| 71080 | Other C'wealth Gov't Grants | | | | 3,000 | 3,000 | 0 | 3,000 | 3,400 |
| | | 0 | 3,750 | -3,750 | 47,318 | 45,000 | 2,318 | 48,000 | 33,941 |
| | **State Government Grants** | | | | | | | | |
| 72001 | Joint Community Grants | 0 | 0 | 0 | 1,700 | 1,700 | 0 | 1,700 | 0 |
| | | 0 | 0 | 0 | 1,700 | 1,700 | 0 | 1,700 | 0 |
| 73001 | Reimbursements | 300 | 0 | 300 | 1,000 | 800 | 200 | 800 | 756 |
| 73002 | Interest Received | 559 | 800 | -241 | 2,198 | 2,000 | 198 | 2,200 | 1,964 |
| 73003 | Sale-Furn/Equipment/Motor Vehicle | 0 | 0 | 0 | 50 | 0 | 50 | 0 | 227 |
| 73502 | ATO Interest/Refunds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 859 | 800 | 59 | 3,248 | 2,800 | 448 | 3,000 | 2,947 |
| | **Locally Raised Funds** | | | | | | | | |
| 74001 | Subject Contributions | -5,450 | 0 | -5,450 | 61,450 | 60,000 | 1,450 | 63,000 | 59,880 |
| 74002 | Sale of Class Materials | 0 | 0 | 0 | 30,189 | 32,000 | -1,811 | 32,000 | 29,780 |
| 74101 | Fundraising Activities | 1,356 | 1,100 | 256 | 48,756 | 40,000 | 8,756 | 46,700 | 43,478 |
| 74102 | Donations | 0 | 0 | 0 | 15,150 | 10,000 | 5,150 | 10,000 | 9,000 |
| 74301 | Camps/Excursions/Activities | 0 | 0 | 0 | 71,558 | 74,000 | -2,442 | 74,000 | 63,450 |
| 74401 | Before/After School Care | 4,800 | 5,200 | -400 | 21,030 | 24,000 | -2,970 | 24,000 | 20,040 |
| 74403 | Non Profit Trading Operations | 0 | 0 | 0 | 62,572 | 61,000 | 1,572 | 61,000 | 56,301 |
| 74580 | Other Locally Raised Funds | 0 | 0 | 0 | 5,460 | 3,500 | 1,960 | 4,000 | 3,490 |
| | | 706 | 6,300 | -5,594 | 316,165 | 304,500 | 11,665 | 314,700 | 285,419 |
| | **Total Operating Revenue** | 1,565 | 10,850 | -9,285 | 689,214 | 661,900 | 27,314 | 675,300 | 502,631 |

Financial Rep

**Operating Statement (GL21150) – Detail for the period ending 30 November 20xx**

Current month actual expenditure includes general ledger payments, payroll, creditor invoices and journals processed within the reporting month.

Last Year Actual includes all expenditure amounts (invoices and GL payments) in the previous year.

Current month budget displays all expenditure amounts entered in C21F for the month the report is generated.

YTD Actual includes all expenditure amounts (invoices and GL payments) 1 Jan to current reporting period.

| GL Code | Account Title | Current Month | | | Year to Date | | | Annual Budget | Last Year Actual |
|---|---|---|---|---|---|---|---|---|---|
| | | Actual | Budget | Variance | Actual | Budget | Variance | | |
| | **EXPENDITURE** | | | | | | | | |
| | **Salaries and Allowances** | | | | | | | | |
| 80050 | Teaching Support Staff | 1,479 | 1,500 | -21 | 4,226 | 3,000 | 1,226 | 3,200 | 3,160 |
| 80052 | Other Non Teaching Staff | 2,819 | 2,800 | 19 | 111,866 | 105,000 | 6,866 | 110,000 | 103,458 |
| 80071 | Casual Relief Teaching Staff | 422 | 0 | 422 | 96,467 | 94,000 | 2,467 | 97,500 | 91,234 |
| 80080 | Superannuation | 0 | 0 | 0 | 7,642 | 12,000 | -4,358 | 12,000 | 9,987 |
| | | 4,720 | 4,300 | 420 | 220,201 | 214,000 | 6,201 | 222,700 | 207,839 |
| | **Consumables** | | | | | | | | |
| 86101 | Office/Teacher Requisites | 0 | 333 | -333 | 11,761 | 10,800 | 961 | 10,800 | 8,200 |
| 86103 | Printing | 264 | 270 | -6 | 17,286 | 16,500 | 786 | 17,300 | 19,045 |
| 86104 | Class Materials | 1,790 | 1,800 | -10 | 35,356 | 43,600 | -8,244 | 43,600 | 42,333 |
| 86105 | Computer Software <$5000 | 0 | 0 | 0 | 33,456 | 39,400 | -5,944 | 39,400 | 40,199 |
| | | 2,054 | 2,403 | -349 | 97,859 | 110,300 | -12,441 | 111,100 | 109,777 |
| | **Utilities** | | | | | | | | |
| 86452 | Electricity | 1,200 | 1,250 | -50 | 14,400 | 13,750 | 650 | 15,000 | 13,866 |
| 86453 | Gas - Mains | 620 | 600 | 20 | 7,440 | 6,600 | 840 | 7,200 | 7,114 |
| 86455 | Water incl Water Rates | 0 | 0 | 0 | 3,996 | 3,900 | 96 | 4,300 | 4188 |
| | | 1,820 | 1,850 | -30 | 25,836 | 24,250 | 1,586 | 26,500 | 25,168 |
| | **Property Services** | | | | | | | | |
| 86504 | Building Works | 0 | 0 | 0 | 23,450 | 18,000 | 5,450 | 18,000 | 26446 |
| | | 0 | 0 | 0 | 23,450 | 18,000 | 5,450 | 18,000 | 26,446 |
| | **Trading and Fundraising** | | | | | | | | |
| 89102 | Non Profit Trading Operations | 0 | 0 | 0 | 50,236 | 52,000 | -1,764 | 52,000 | 141,352 |
| 89103 | Donations Gifts and Awards | 1,230 | 0 | 1,230 | 2,986 | 3,500 | -514 | 3,500 | 3,246 |
| 89104 | Fundraising Expenses | 0 | 0 | 0 | 35,466 | 38,650 | -3,184 | 38,650 | 6,334 |
| | | 1,230 | 0 | 1,230 | 88,688 | 94,150 | -5,462 | 94,150 | 150,932 |
| | **Miscellaneous** | | | | | | | | |
| 89302 | Camps/Excursions/Activities | 0 | 0 | 0 | 76,442 | 74,000 | 2,442 | 74,000 | 64,960 |
| | | 0 | 0 | 0 | 76,442 | 74,000 | 2,442 | 74,000 | 64,960 |
| | **Total Operating Expenditure** | **9,824** | **8,553** | **1,271** | **532,476** | **534,700** | **-2,224** | **546,450** | **585,122** |
| | **Net Operating Surplus/-Deficit** | | | | | | | | |
| | | -8,259 | 2,297 | -10,556 | 156,738 | 127,200 | 29,538 | 128,850 | -82,491 |
| | **Outstanding Orders:** | $7,190.72 | | | | | | | |

YTD Budget includes allocated budget from 1 Jan to current reporting period

Annual Budget includes all expenditure budget amounts approved by school council and allocated for the year.

The net operating surplus/deficit is calculated by subtracting expenditure for the relevant period from the revenue for the same period.

Total expenditure for the reporting month

The outstanding orders are the commitments that have not yet been

**Operating Statement (GL21150) - Detail**
for the period ending 30 November XXXX

Capital expenditure represents the purchase of non-current assets > $5,000

| GL Code | Account Title | Current month | | | Year to Date | | | Annual Budget | Last Year Actual |
|---|---|---|---|---|---|---|---|---|---|
| | | Actual | Budget | Variance | Actual | Budget | Variance | | |
| | **CAPITAL EXPENDITURE** | | | | | | | | |
| 26202 | Book and Libraries | 6,679 | 7,000 | -321 | 6,679 | 7,000 | -321 | 7,000 | 5,229 |
| 26205 | Computers/ IT equipment >$5000 | 0 | 0 | 0 | 5,898 | 6,000 | -102 | 6,000 | 5,776 |
| 26210 | Furniture and Fittings >$5000 | 0 | 0 | 0 | 6,200 | 6,800 | -600 | 6,800 | - |
| 26214 | Communications Equipment >$5000 | 0 | 0 | 0 | 8,388 | 8,500 | -112 | 8,500 | 6,450 |
| 26215 | Plant & Equipment >$5000 | 4,500 | 5,500 | 0 | 9,585 | 10,000 | -415 | 10,000 | |
| 26220 | Other Assets >$5000 | 1,600 | 6,600 | 0 | 2,664 | 7,600 | 64 | 7,600 | 8,330 |
| | **Total Capital Expenditure** | **18,779** | **19,100** | **-321** | **44,414** | **45,900** | **-1,486** | **45,900** | **25,785** |
| | **Outstanding Orders:** | **$6,000.00** | | | | | | | |
| | **ASSET WRITE-DOWNS** | | | | | | | | |
| 89591 | Asset Write-Downs | 2,000 | 0 | 2,000 | 4,800 | 0 | 4,800 | 0 | 7,669 |
| | Asset Sale Proceeds | 200 | 0 | 200 | 600 | 0 | 600 | 0 | 200 |
| | **Total Asset Write-Downs** | **1,800** | **0** | **1,800** | **4,200** | **0** | **4,200** | **0** | **7,469** |

Total commitments relating to capital expenditure that have not been invoiced to date.

Asset Write-Downs is the total of asset disposals within the current month displayed at the initial purchase price.

Proceeds collected for the month from disposed of assets.

Total Asset Write-Down is the original value of all disposed assets less any proceeds from sale of disposed of assets.

| CASES21 | Application | What to look for |
|---|---|---|
| GL21150 | The operating statement embodies a number of important accountability functions which provide school management with timely information on the School's financial performance. Typically we should expect the Operating Statement to describe the allocation and use of financial resources for a defined period; detail the source and nature of revenues; reflect the extent to which revenues were sufficient to meet expenses; provide information on the financial condition of the school; set out the actual results of financial activities in comparison with those forecast in the budget (and those of past periods) and provide details of variances. The Operating Statement is a key report for reporting to school council on the financial performance of the school. It is an important document as it provides comparisons to schools and school council on actual revenue and expenditure versus budget. Under the Financial Management Act, school council should receive comparisons between budget and actual on a regular basis. | Ensure budgets for revenue and expenditure that have been approved by school council have been entered onto CASES21. Monitoring variances between budget and actual may highlight those areas that are under performing in financial terms therefore allowing action, such as budget revision or curtailing of expenditure, to be taken. |

Bank account name and GL account number

Report name and format number

The range of bank accounts, chosen for the report

Bank account opening balance as at 01/01/20xx

The school's year to date cash surplus/deficit calculated by subtracting YTD payments from YTD receipts for the relevant bank account.

**Cash Flow Statement (GL21151)**
As at 31/12/20xx Bank Accounts 10002 to 10002

**Bank Account: 10002 Official Account**

Funds receipted into the relevant account each month.

Amount paid through the account each month

Net cash flow per month (Receipts less payments)

Brackets indicate negative cash flow for the month

Closing balance amount is the opening balance plus YTD receipts minus YTD payments. Note: This figure should never be negative.

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Opening Balance** | | | | | | | | | | | | | $20,869 |
| Receipts | $15,009 | $107,777 | $84,891 | $33,664 | $115,995 | $84,371 | $45,831 | $110,317 | $63,752 | $7,162 | | $30,226 | $698,995 |
| Payments | $640 | $66,821 | $140,320 | $19,811 | $124,583 | $82,250 | $57,705 | $109,860 | $58,049 | $20,974 | $752 | $25,391 | $707,156 |
| Surplus/(Deficit) | $14,369 | $40,956 | ($55,429) | $13,853 | ($8,588) | $2,121 | ($11,874) | $457 | $5,703 | ($13,812) | ($752) | $4,835 | ($8,161) |
| **Closing Balance** | | | | | | | | | | | | | $12,708 |

| CASES21 | Application | What to look for |
|---|---|---|
| GL21152 | The Cash Flow Statement is an indicator of a school's "liquidity" (its ability to meet short term debts as they become due). All schools should consider developing a cash flow budget so that regular comparisons can be made with this report. | Regularly monitor the cash position to ensure funds sufficiency and to ensure that bank accounts do not go into negative. |

Sample Bank Account Movement (Detailed) Report

**Bank Account Movements Detailed (GL21152)**

From 01/12/20xx to 31/12/20xx Bank Account 10002 to Bank Account 10002

GL Bank Account number and name selected for this report.

Bank Account 10002 Official Account                                          Opening Balance    7,873.04

| Date | Reference | Details | Receipts | Payments | Balance |
|------|-----------|---------|----------|----------|---------|
| 01/12/20xx | R1289 | Family Receipt | 106.00 | | 7,979.04 |
| 01/12/20xx | 10986 | J G CLANCY | | 749.20 | 7,229.84 |
| 02/12/20xx | 10987 | VicSuper | | 665.20 | 6,564.64 |
| 02/12/20xx | 10988 | EMA Refund | | 50.00 | 6,514.64 |
| 07/12/20xx | ATO200511 | Australian Tax Office | | 50.00 | 6,464.64 |
| 07/12/20xx | PAYE000000 | Employee Payroll | | 1,587.16 | 4,877.48 |
| 08/12/20xx | R1290 | Sundry Debtor Receipt | 50.00 | | 4,927.48 |
| 08/12/20xx | R1291 | General Ledger Receipt | 50.00 | | 4,977.48 |
| 08/12/20xx | GLP0000066 | Mrs Scarlet | | 210.00 | 4,767.48 |
| 08/12/20xx | GLP0000067 | CBA | | 20.00 | 4,747.48 |
| 08/12/20xx | DD1245 | Creditor DD Payments | | 1,320.00 | 3,427.48 |
| 11/12/20xx | 10989 | Balloons & More | | 79.20 | 3,348.28 |
| 11/12/20xx | 10990 | Mr T Green | | 200.00 | 3,148.28 |
| 11/12/20xx | 10991 | Two Beans Pty Ltd | | 50.00 | 3,098.28 |
| 11/12/20xx | 10992 | Graffiti Eaters | | 30.00 | 3,068.28 |
| 11/12/20xx | 10993 | Alexander's Bookshop | | 100.00 | 2,968.28 |
| 11/12/20xx | 10994 | RAECO | | 291.20 | 2,677.08 |
| 16/12/20xx | 10995 | Quality Learning Australia | | 958.77 | 1,718.31 |
| 20/12/20xx | PAYE000000 | Employee Payroll | | 1,760.00 | -41.69 |
| 20/12/20xx | 10996 | Haines Educational Centre P/L | | 2,200.00 | -2,241.69 |
| 20/12/20xx | DD1245 | Creditor DD Payments | | 4,620.00 | -6,861.69 |
| 20/12/20xx | 10997 | The LOTE Int Bookshops | | 5,500.00 | -12,361.69 |
| 20/12/20xx | DD1246 | Creditor DD Payments | | 4,950.00 | -17,311.69 |
| 20/12/20xx | REF1344 | General Ledger Receipts | 20.00 | | -17,291.69 |
| 20/12/20xx | GLJ0000113 | Funds Transfer from HYIA | 30,000.00 | | 12,708.31 |

| Number of records | | Closing Balance | 30,226.00 | 25,390.73 | 12,708.31 |

Data entry date

Opening balance is the GL bank account balance as at the first day of the specified date range.

Reference identifies receipt batch number as either R (receipt) REF (EFTPOS) or payment number (cheque number or direct deposit batch number). General Ledger journals are preceded by (GLJ) and Direct Deposit payroll (PAYE)

The closing balance line displays the total receipts and payments and the final GL Bank balance for the specified date range.

| CASES21 | Application | What to look for |
|---------|-------------|------------------|
| GL21152S | Can be used in completing bank reconciliations. Provides information on opening and closing balances and receipts and payments batches for a selected bank account. This report can be produced as Summary or Detailed | All receipts and payment batches are recorded and that the bank balance has not gone into deficit during the month. |

## Sample Balance Sheet

**Balance Sheet (GL21161)**

As at 31 December 20xx

| | | Current | Last year |
|---|---|---|---|
| Accumulated Funds | | | |
| Accumulated Funds | | -1,112,843.41 | -951,231.98 |
| | | | |
| Total Funds | | -1,112,843.41 | -951,231.98 |
| **Represented by:** | | | |
| Non current Assets | Books and Libraries | 112,228.00 | 108,549.36 |
| | Computers/It equipment >$5000 | 180,684.94 | 177,786.94 |
| | Computer Software >$5000 | 12,104.00 | 12,104.00 |
| | Furniture and Fittings >$5000 | 78,719.98 | 80,349.98 |
| | Musical Equipment >$5000 | 42,384.00 | 42,384.00 |
| | Office Equipment >$5000 | 12,050.00 | 12,050.00 |
| | Communications Equipment >$5000 | 29,654.99 | 21,266.90 |
| | Plant & Equipment >$5000 | 88,033.88 | 83,429.33 |
| | Sporting Equipment >$5000 | 21,063.60 | 21,063.60 |
| | Other Assets >$5000 | 149,097.00 | 146,433.00 |
| | | 726,020.39 | 705,417.11 |
| Current Assets | High Yield Investment Account | 344,689.70 | 209,505.19 |
| | Official Account | 12,708.31 | 20,869.39 |
| | Building Fund | 102.44 | 102.24 |
| | Library Fund | 3,537.37 | 3,420.10 |
| | Accounts Receivable Control | 75,111.15 | 966.15 |
| | Sundry Debtors | 11,576.09 | 11,682.48 |
| | GST Purchases (Reclaimable) | 2,117.13 | 2,086.92 |
| | GST Clearing Account | 0.00 | 0.00 |
| | Prov for Non-Recov Subj Con | -10,034.40 | 0.00 |
| | | 439,807.79 | 248,632.47 |
| Total Assets | | 1,165,828.18 | 954,049.58 |
| Current Liabilities | Group Tax Clearing Acc | -676.00 | -2,364.00 |
| | Withholding Clearing Acc | -126.10 | 0.00 |
| | Accounts Payable Control | -2,008.85 | -350.00 |
| | Revenue in Advance | -50,172.00 | 0.00 |
| | GST on Sales | -1.82 | -103.60 |
| | | -52,984.77 | -2,817.60 |
| Non Current Liabilities | | | |
| Total Liabilities | | -52,984.77 | -2,817.60 |
| Net Assets | | 1,112,843.41 | 951,231.98 |

**Date Report is generated**

**Represents opening balances, movements in revenue/expenses, plus/less results of surplus/deficit from Operating Statement in previous years.**

**The last year column displays the annual figures for last year to allow for comparison to the current year's YTD figures.**

**Closing bank balance including unpresented cheques/deposits**

**Historical cost of assets > $5000**

**Outstanding family invoices**

**Outstanding Debtor invoices**

**Accumulated balance of GST paid**

**Journal entry reflecting estimated non collection of subject contributions.**

**Holding accounts for the collection of current period's tax obligations.**

**Amount owing to creditors**

**Revenue recognised this year, for charges relating to next year. This amount will become revenue in the New Year and the liability will disappear following a school council approved Balance Day Adjustment.**

**Total of assets less liabilities should always equal accumulated funds..**

| CASES21 | Application | What to look for |
|---|---|---|
| GL21161 | This report summarises the financial position of the school for a specific month. Liabilities are subtracted from Assets to determine the Accumulated Funds. For more detail refer to Balance Sheet Guide on the Financial Management website: **http://www.education.vic.gov.au/management/ Financial/** | Current and non current assets other than provision accounts should all reflect positive figures. Current and non current liabilities should all reflect negative figures. Accumulated Funds should be a negative figure. Ensure that the Surplus amount held in the bank accounts is more than the amount in the Accounts Payable Control Account. |

Bank account being reconciled

**Bank Reconciliation Report**

10002 Official Account

| Date | Ref | Detail | Amount | Balance |
|------|-----|--------|--------|---------|
| | | **Bank statement closing balance as at 31/11/20xx** | | $7,529.04 |
| | | **Plus outstanding deposits** | | |
| 30/11/20xx | R1173 | Receipts | $130.00 | |
| | | **Subtotal (outstanding deposits)** | $130.00 | $7,659.04 |
| | | **Less unpresented cheques** | | |
| 08/11/20xx | PAYE000000 | Employee Payroll | -$1,587.16 | |
| 16/11/20xx | 10989 | Balloons & More | -$513.37 | |
| 17/11/20xx | 10997 | Two Beans Pty Ltd | -$290.40 | |
| 17/11/20xx | CRP0000808 | Sports Force | -$300.00 | |
| 18/11/20xx | GLP0000067 | Mrs Scarlet | -$100.00 | |
| | | **Subtotal (unpresented cheques)** | -$2,790.93 | $4,868.11 |
| | | | | $4,868.11 |
| | | **Adjusted bank statement balance** | | |
| | | **G/L bank account balance as at 30/11/20xx** | | $4,868.11 |
| | | **Difference** | | $0.00 |

**Prepared By:**

**Approved By:**

**Date:**

Outstanding deposits are receipts that have been recorded on C21F but not yet banked.

This amount is the closing balance on the Bank Statement

Cheques issued but not presented at the bank

Balance on CASES21

The difference between adjustment bank balance and G/L bank account balance. Any variances should be investigated and noted for audit purposes.

Each account must be reconciled at the end of each month and then authorised by the Principal.

| Application | What to look for |
|-------------|------------------|
| The Bank Reconciliation Statement is generated for each bank account and indicates bank statement closing balance, unpresented cheques, receipts recorded but not banked and closing bank balance. Bank reconciliations for all accounts must be performed at the end of each month prior to beginning data entry for the next month. | The adjusted statement balance and the General Ledger bank account balance at xx/xx/xxxx should be the same. If there is a difference (except bank errors) investigate the reason(s), and take corrective action. Review the status of unpresented cheques and take action on any outstanding for more than three months. Check for outstanding deposits and take relevant action to ensure money is banked. All outstanding deposits that are listed on the bank reconciliation statement must be cleared before the account is reconciled the following month. |

Sample Annual Subprogram Budget Report

Selection of Subprograms displayed in the report

Last year budget includes expenditure budget amounts (recurrent and capital) approved by School Council and allocated for the year.

The Uncommitted Balance is the Annual budget less YTD expenditure less Outstanding orders. Negative figures indicate that expenditure is greater than the budget.

Last year actual displays expenditure (recurrent and capital), incorporating all invoices and General Ledger payments relating to the previous year.

This column displays the percentage of budget that has been expended. If the figure is greater than 100 the total budget is over expended.

**Annual Sub Program Budget Report (GL21157)**

From Sub Program 4200 to 4251

Subprogram number and name

| Subprog. | Title | Last year actual | Last year budget | Annual budget | YTD | Budget Expended % | Outstanding Orders | Uncommitted Balance |
|---|---|---|---|---|---|---|---|---|
| **Expenditure** | | | | | | | | |
| 4206 | Physical Education | 1,946 | 899 | 2,410 | 2,563 | 106.35 | | -153 |
| 4207 | Sport Education | 426 | | 4,000 | 3,681 | 92.03 | | 319 |
| 4210 | Personal Learning | | | 100 | 79 | 79.00 | | 21 |
| 4211 | Thinking | | | 500 | 470 | 94.00 | 88 | -58 |
| 4250 | Personal Development | 1,082 | 387 | 550 | 572 | 104.00 | | -22 |
| 4251 | District Sports Association | 1,158 | -112 | 2,200 | 2,233 | 101.50 | | -33 |
| | | | | | | | | $74 |
| | **Expenditure totals** | $4,612 | $1,174 | $9,760 | $9,598 | 98.34 | $88 | $88 |

Orders (GST exec) for recurrent and capital expenditure not yet invoiced.

Annual Subprogram expenditure budget approved by School Council (recurrent and capital). This should reconcile with the total of the recurrent and capital budgets on the operating statement.

YTD displays year to date expenditure (recurrent and capital), incorporating all invoices and General Ledger payments, relating to the current year.

| CASES21 | Application | What to look for |
|---|---|---|
| GL21157 | Provides a summary of the individual Subprogram's annual budget against expenditure (recurrent and capital). The report can also be generated at Program, and Initiative level. The revenue component of this report is not shown in this example. | Expenditure budgets are consistent with the Subprogram Budget approved by school council for the current year. Ensure that the expenditure does not exceed budget and that the '% budget expended' compares to the percentage of the year that has elapsed. |

# Sample Invoices Awaiting Payment (Detailed) Report

Report name and format number

Credit Note details and value of goods. A credit note can be offset against any outstanding invoice (s) when auto generate payment processing is used.

Report parameters relating to Creditor key, Program, Subprogram, Initiatives.

School Order number

**Invoices Awaiting Payment – Detailed (CR21118)**

From SPORTFORC to SPORTFORC from Program 400 to 940
From Subprogram 4000 to 9450 from initiative 000 to 0000

Purchase of Capital items will display the Asset code.

Creditor key and name

Creditor invoice number

Transaction date

The date the invoice is due to be paid.

Creditors without an ABN that do not have a signed statement of Supplier will be subject to **48.5%** withholding tax.

|  | Invoice | | | | | | Credit Note | | | WH TAX | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Number | Date | Due Date | GST Type | GST Amount | Amount (incl GST) | Outstanding | Number | GST Amount | Amount (inclu GST) | Amount | Rate | Type | Order Number | GL Code | Program | Sub Program | Initiative |

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SPORTFORC Sports Force | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | Nett amount outstanding: | | 550.00 | |
| INV0066666 | 11/12/20XX | 18/12/20XX | G11 | 70.00 | 770.00 | 770.00 | CN000123 | 7.00 | 77.00 | | | | 112233 | 86104 | 400 | 4001 | 000 |
| | | | | | | | | | | | | | | 86104 | 400 | 4001 | 000 |
| INV0000002 | 01/12/20XX | 07/12/20XX | G10 | 300.00 | 3,300.00 | 3,300.00 | | | | | | | | LASER JET1 | 400 | 4001 | 000 |
| | | | | | 4,070.00 | 4,070.00 | | | 7.00 | 77.00 | 0.00 | | | Nett amount outstanding: | | 3,993.00 | |

Total outstanding amount due to the creditor

Total Credit Note amount for the creditor

**Total Nett Amount Outstanding for All Creditors:** 4,543.00

Nett amount outstanding for the creditor. i.e. Invoice amount less credit note amount

| CASES21 | Application | What to look for |
|---|---|---|
| CR21118 | Lists invoices that have been received but not yet paid. Credit notes displayed on the report are yet to be allocated against invoices for this creditor as the allocation takes place at the time of payment. However, the 'Nett amount outstanding' displays the invoice amount less the credit note amount | Report can be produced for one or more creditors with a range of Programs or Subprograms. Ensure there are sufficient funds in the official account for invoices to be paid. Ensure invoices are not older than 30 days or are within the Creditors terms of payment. |

# Sample Cash Receipts Report

Bank account(s) selected for this report.

Date range for the receipts displayed.

Report name and number

**Cash Receipts Report (GL21002)**
From Bank Account 10002 Official Account To 10002 Official Account

For the period 08/12/20xx to 08/12/20xx

Amount of each receipt

| Date | Receipt Number | Description | GL Code | Program | Sub Program | Initiative | Amount | Subtotal | Total |
|------|----------------|-------------|---------|---------|-------------|------------|--------|----------|-------|
| Bank Account | | | | | | | | | |
| 8/12/20xx | DFR0003550 | Mr M & Ms Bishop - Yrs 5&6 Camp | 74301 | 830 | 8320 | 000 | 91.60 | | |
| | DFR0003551 | Ms M Murphy & Mr A Bell - Choir | 74001 | 400 | 4055 | 000 | 30.00 | | |
| | DFR0003552 | Mrs F Brown - Bookpack $27.95 | 74001 | 940 | 9450 | 000 | 27.95 | | |
| | DFR0003552 | Ms F Brown - Melbourne Museum Bugs Alive | 74301 | 840 | 8422 | 000 | 9.00 | 36.95 | |
| | DFR0003553 | Miss J James - Yrs 5&6 Camp | 74301 | 830 | 8320 | 000 | 91.60 | | |
| | DFR0003554 | Mr L & Mrs L Walker - Classic Kids | 74301 | 400 | 4015 | 000 | 12.00 | | |
| | DFR0003554 | Mr L & Mrs L Walker - Cello individual | 74302 | 400 | 4053 | 000 | 240.00 | 252.00 | |
| | | | | | | | | | 502.15 |
| **Unallocated Receipts** | | | | | | | | | |
| | | Mr N Kenny & Ms M Anderson | | | | | 91.60 | | |
| | | Total Unallocated Receipts for the period | | | | | | | 91.60 |
| | | Total receipts for Bank Account 10002 Official Account | | | | | | | 593.75 |

Date of receipt

System generated receipt number

When the receipted amount is allocated to more than one invoice the total amount of the receipt is displayed in the Subtotal column

Receipts that have not been allocated against an invoice are listed separately under Unallocated Receipts

Total receipts for certain date. Report will total each individual day's total receipt

Total unallocated receipts for the report period.

Total received for the bank account for the date range selected

| CASES21 | Application | What to look for |
|---------|------------|------------------|
| GL21001 | Listing in date order of all receipts for a selected bank account within a specified date range. | All relevant receipts are recorded accurately. |

# Sample Cash Payments Report

Bank Account (s) selected for this report.

**Cash Payments Report (GL21003)**

From Bank Account 10002 Official Account to 10002 Official Account

For the period 08/12/20xx to 16/12/20xx

The payee is either the Creditor or the reference to the payment for a direct deposit payroll.

Bank account name and number

| Date | Cheque no/ Reference | Payee | Description | GL Code | Program | Sub Program | Initiative | Amount | Subtotal | Total |
|------|------|-------|-------------|---------|---------|-------------|------------|--------|----------|-------|
| **Bank Accounts: 10002 Official Account** | | | | | | | | | | |
| 08/12/20xx | PAYE000000 | DD Payments | Employee Payroll | 10002 | 000 | 0000 | 000 | 1,587.16 | | |
| | | | Total Payments for 08/12/xxxx | | | | | | | 1,587.16 |
| 13/12/20xx | 10994 | Aussie Oi Oi Oi | ORDER None L4 IN INV0123589 | 86910 | 400 | 4001 | 000 | 235.00 | | |
| | 10994 | Aussie Oi Oi Oi | ORDER None L1 IN INV0123589 | 89101 | 400 | 4001 | 000 | -25.00 | 210.00 | |
| | | | Total Payments for 13/12/xxxx | | | | | | | 210.10 |
| 15/12/20xx | 10995 | Mr & Mrs Wild | EMA Refund | | | | | 20.00 | | |
| | | | Total Payments for 15/12/xxxx | | | | | | | 20.00 |
| 18/12/20xx | 10996 | Balloons & More | ORDER 123123 L1 IN INV0000123 | 86104 | 400 | 4001 | 000 | 1,320.00 | | |
| | | | Total Payments for 18/12/xxxx | | | | | | | 1,320.00 |
| 20/12/20xx | 10997 | Solutions Aust | ORDER 01254 L1 IN INV00321 | 86910 | 420 | 4250 | 000 | 39.60 | | |
| | 10997 | Solutions Aust | ORDER 01254 L1 IN INV00567 | 86910 | 420 | 4250 | 000 | 39.60 | 79.20 | |
| | 10998 | B Brown | Refund Flu vaccination | 89301 | 700 | 7001 | 000 | 25.00 | | |
| | 10999 | D Green | Refund Flu vaccination | 89301 | 700 | 7001 | 000 | 25.00 | | |
| | | | Total Payments for 20/12/xxxx | | | | | | 129.00 | 129.00 |
| | | | **Total Payments for Bank account 10002 Official Account** | | | | | | | 3,266.16 |

Total is the amount of all payments processed for the date displayed.

When a credit note is offset against an invoice the subtotal displays the adjusted amount actually paid to the creditor.

Date of payment transaction

Cheque No./Reference is either the cheque number or the Direct Debit (DD) reference number.

Refund EMA money to parent. CoA codes are not displayed as the family payment is allocated to the original EMA receipt.

Description column gives an explanation of the payment. Creditor payments display the order and invoice numbers relating to the payment. General Ledger payments display the description used for the payment

Total payments processed within the date range of the report.

| CASES21 | Application | What to look for |
|---------|-------------|------------------|
| GL21103 | Listing in date order of all payments for a particular bank account. | All relevant payments are recorded accurately. |

Sample Transaction History Specific Period by Subprogram Report

Invoice reference number of expenditure incurred by the Subprogram

Source is the Creditor key

YTD outstanding orders for the displayed Subprogram

Description of invoiced goods

Opening balance is the Subprogram balance at the beginning of the selected period.

Trans History Specific Period by Subprogram (GL21118)

From Sub Program 7001 to 7001 for period 20xx-12

| Date | Period | Reference | Batch | Type | Source | GL Code | Init | Bank | Description/Payee | Amount | Balance |
|------|--------|-----------|-------|------|--------|---------|------|------|-------------------|--------|---------|
| 7001 Administration | | | | | Outstanding Orders total $87.50 | | | | Opening Balance | | 1,063.99 |
| 07/12/20xx | 20xx-12 | INV0124574 | 529 | J | BIGPRINT | 86103 | 000 | | Laminating Posters | 500.00 | 1563.99 |
| 19/12/20xx | 20xx-12 | INV0124574 | 530 | J | BIGPRINT | 86103 | 000 | | Laminating Posters | -181.82 | 1,382.17 |
| | | GLR0000047 | 533 | R | DEECD | 70080 | 000 | 10001 | Other Dept Grants | -454.55 | 927.62 |
| | | | | | | | | | Total | | $927.62 |

Date and period of the transactions

Batch number

GL code used for each transaction

GST exclusive amount for each invoice/

Balance for the selected range of Subprograms in the selected period.

Number of Sub Programs: 1

Number of transaction records: 5

| CASES21 | Application | What to look for |
|---------|-------------|------------------|
| **GL21118** | Provides the Coordinator with a detailed listing of all transactions within Subprograms, so that individual transactions for a specific period can be checked. | All transactions listed within the specified period are accurate for the Subprogram. |

# Annual Subprogram Budget Variance Report

Name and format number of the report

Orders (GST excl) for recurrent expenditure and capital expenditure not yet invoiced.

Subprogram selected for the report

Annual Subprogram Budget Variance (KGLSUB21003)

From Subprogram 4001 to 4001

This column displays the percentage of budget that has been expended. If the figure is greater than 100 the budget is over expended.
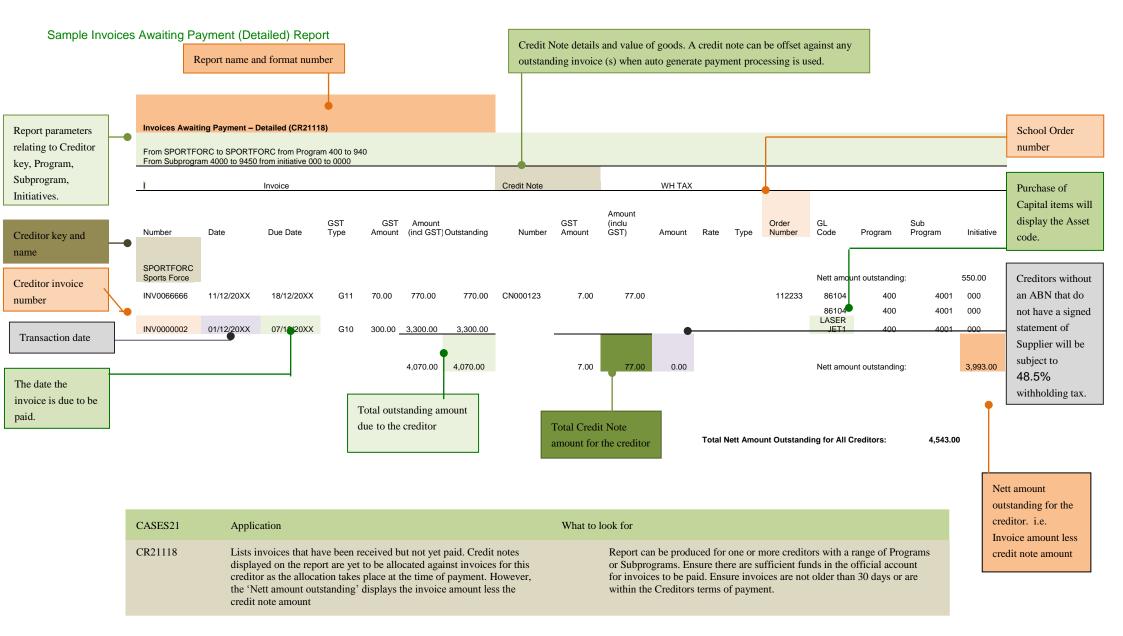
Annual recurrent expenditure budget approved by School Council for the Subprogram

| Code | Account title | Annual Budget | YTD | O/S Orders | Uncommitted Funds | % Budget Expended |
|---|---|---|---|---|---|---|
| | Sub Program | | 4001 Art | | | |
| **EXPENDITURE** | | | | | | |
| 86103 | Printing | 50.00 | 45.00 | | 5.00 | 90.00 |
| 86104 | Class Materials | 5,500.00 | 4,572.30 | 830.00 | 97.70 | 83.13 |
| 86106 | Laminating | 250.00 | 225.00 | | 25.00 | 90.00 |
| 86401 | Furniture/Fitt'gs <$5000 | 250.00 | 200.00 | | 50.00 | 80.00 |
| 86402 | Repairs/Maint-Furniture/Equip | 1,100.00 | 1,000.00 | | 100.00 | 90.91 |
| 86405 | Office Equipment <$5000 | 500.00 | 480.50 | | 19.50 | 96.10 |
| 86803 | Affiliations | 163.00 | 190.00 | | -27.00 | 116.56 |
| 86910 | Conferences/Courses/Seminars | 400.00 | 350.00 | | 50.00 | 87.50 |
| 89101 | Trading Operations Payments | 500.00 | 450.00 | | 50.00 | 90.00 |
| 89203 | General Consultancy | 200.00 | 137.50 | | 62.50 | 68.75 |
| | Totals | 8,913.00 | 7,650.30 | 830.00 | 432.70 | |
| **Capital Budget Expenditure** | | | | | | |
| 26215 | Plant & Equipment >$5000 | 6,000.00 | 6,000.00 | | 0.00 | 0.00 |
| 26220 | Other Assets >$5000 | 5,600.00 | 5,600.00 | | 0.00 | 0.00 |
| | Totals | 11,600.00 | 11,600.00 | | 0.00 | 100.00 |

Year to date expenditure includes all general ledger payments, creditor invoices and local payroll.

The uncommitted funds balance is the Annual budget less YTD expenditure less outstanding orders. Negative figures indicate that expenditure is greater than the budget

| CASES21 | Application | What to look for |
|---|---|---|
| KGLSUB21003 | Provides a summary of each Subprogram's budget and Year to date actual data for revenue (Charges invoiced and GL receipts), recurrent and capital expenditure (creditors invoices and GL payments) and outstanding orders. | Ensure actual current and Capital expenditure is within budget and outstanding orders are also able to be managed. Any variances should be investigated, Negative expenditure figures could represent cancelled payments or journal transactions outside month of invoice. |

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