

NOTES TO AND FORMING PART OF THE  
STATEMENT OF RECEIPTS AND PAYMENTS  
OF Ulong Public School

Year Ended: 30th November 2010

NOTE 1. FINANCIAL MANAGEMENT OF THE SCHOOL  
- ROLE OF THE PRINCIPAL/FINANCE COMMITTEE / SCHOOL COUNCIL / P & C

The Principal is accountable for management of school finances and responsibility for the budget rests with her. The budget committee is established each year for the following year and consists of the Principal and the School Administrative Manager. Consultation with staff occurs prior to the formation of next year's budget. The purpose of the budget committee is to:

- \* identify and express educational, administrative and capital programs in monetary terms.
- \* place programs in order of priority.
- \* regularly monitor the progress of actual budget figures.

The budget plan is formulated each December consultatively with staff.

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NOTE 2. SUMMARY OF ACCOUNTING POLICIES

- i) The Statement of Receipts and Payments and Accompanying Notes have been prepared on a cash basis.
  - ii) Land, buildings and demountables are owned by the Department of Education and Training and are recorded in the Financial Statements of the Department.
  - iii) Salaries and associated costs (with the exception of some casual salaries) are paid for by the Department.
  - iv) The policy of the Department of Education and Training is that all investments held by the school are with the Commonwealth Bank. Schools decide the level of investments (if any) after considering operating cash requirements
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NOTE 3 GLOBAL FUNDS

	2010 RECEIPTS	2009 RECEIPTS
	\$	\$
UNTIED FUNDS *	44,682.10	44,854.77
RECOUPS - MANAGED FUND **	0.00	0.00
GST RECEIVED	671.88	861.60
GST RECOUPS ATO	3,626.00	2,975.55
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TOTAL	48,979.98	48,691.92
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\* Untied Funds - the Department of Education and Training provides funding to schools to cover costs such as utilities, short term relief staff, SASS professional development, maintenance, etc. Savings schools achieve in such areas as these can be used at the discretion of the school.

\*\* The Department of Education and Training operates a Treasury (GIO) Managed Fund. This involves reimbursement to schools of amounts expended resulting from loss or damage to school property. Subject to departmental policy and the consideration of individual claims, some school expenditure (for example, resulting from acts of vandalism, arson) reported under the sub-heading "Maintenance" (Note 14) will be recoupable by schools.

NOTE 4 TIED FUNDS

	OPENING BALANCE (as at 01/12/09)	2010 RECEIPTS	2010 PAYMENTS	CLOSING BALANCE (as at 30/11/10)
	\$	\$	\$	\$
STUDENT ASSISTANCE SCHEME	0.00	638.90	638.90	0.00
RECLAIM WEED AREA	991.31	0.00	991.31	0.00
COMPUTER CO-ORD ALLOCATION	0.00	3,820.00	3,543.33	276.67
FUNDING SUPPORT	2,313.56	4,910.00	7,223.56	(0.00)
Teacher Professional Learning	0.00	2,705.20	2,705.20	0.00
INVESTING IN OUR SCHOOLS GRANT	10,081.60	0.00	10,081.60	0.00
AASC	1,328.50	6,280.00	5,536.53	2,071.97
PRIORITY SCHOOLS PROGRAM	3,043.97	12,200.00	14,339.84	904.13
PREMIERS SPORTING CHALLENGE	419.43	2,107.80	725.43	1,801.80
SCNP Low SES	0.00	5,000.00	4,301.64	698.36
STLA	0.00	960.00	960.00	0.00
TOTAL	18,178.37	38,621.90	51,047.34	5,752.93

Comments:

- \* All funds committed.
- \* Computer Co-Ord Allocation to salary
- \* AASC - Deliveries, Afternoon tea and equipment.
- \* Priority Schools Program - Salary
- \* PSC - Equipment and Seeding Fund
- \* Low SES - committed to salary.
  
- \* The school receives funds for designated activities, programs, etc which can only be spent according to the relevant criteria and conditions of the particular program or funding source. Such amounts are referred to as Tied Funds.

NOTE 5 SCHOOL & COMMUNITY SOURCES

	2010 RECEIPTS	2009 RECEIPTS
	\$	\$
GENERAL SCHOOL CONTRIBUTIONS	0.00	535.00
SUBJECT CONTRIBUTIONS	0.00	0.00
EXCURSIONS *	1,514.00	3,640.05
FUND RAISING	127.30	45.00
HIRE OF FACILITIES	50.00	0.00
SPORT	1,628.00	330.00
SALES TO STUDENTS	1,129.18	500.00
COMMISSIONS	0.00	0.00
DONATIONS (Non P & C)	305.89	209.71
P & C	1,000.00	0.00
SPONSORSHIPS	0.00	0.00
LEASED CANTEEN	0.00	0.00
SALE OF SCHOOL EQUIPMENT	101.00	0.00
PHOTOCOPYING	1,317.47	681.18
OTHER	0.00	0.00
EXTRA CURRICULA **	0.00	0.00
INTENSIVE SWIMMING	1,024.90	792.50
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TOTAL	8,197.74	6,733.44
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\* See Note 8 for Excursion expenditure.

\*\* See Note 9 for Extra Curricula expenditure.

NOTE 6 TRUST TRANSACTIONS

	OPENING BALANCE (as at 01/12/09)	2010 RECEIPTS	2010 PAYMENTS	CLOSING BALANCE (as at 30/11/10)
	\$	\$	\$	\$
BOOKCLUB	51.95	682.50	734.45	0.00
CHARITIES	0.00	459.70	459.70	0.00
LIFE EDUCATION VAN	0.00	20.00	0.00	20.00
UNICEF	0.00	166.85	166.85	0.00
yr 6 fundraising	293.00	(102.00)	100.00	91.00
S Family Trust	0.00	1,123.00	1,123.00	0.00
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TOTAL	344.95	2,350.05	2,584.00	111.00
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\* A broad definition of trust amounts includes those funds which a school receives but to which the school does not have access to spend as it desires. That is, the school is custodian of the money without 'owning' it.

NOTE 7 KEY LEARNING AREAS

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
ENGLISH	1,847.35	4,554.69
MATHS	644.14	2,921.81
SCIENCE & TECHNOLOGY	1,046.42	551.36
HUMAN SOCIETY & ENVIRONMENTAL ED	90.27	27.28
CREATIVE & PRACTICAL ARTS	3,455.02	6,058.92
PD/HEALTH/PE	1,195.33	2,814.98
COMPUTER EDUCATION	0.00	260.68
OTHER	27.20	0.00
CLASSROOM SUPPLIES	681.55	632.42
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TOTAL	8,987.28	17,822.14
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Comments:

- \* Maths and English learning were strongly supported by tied funds SEG STLA (20 days teacher time) and PSFP.
- \* Computer Education was funded through tied funds (Computer Co-Ordinator Allocation) with system programs providing 12 new computers, 3 new laptops and an interactive whiteboard.

NOTE 8 EXCURSIONS

MINOR EXCURSION

TOTAL

2010 PAYMENTS  
\$  
1,479.00  
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1,479.00  
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\* Income for Excursions is shown in Note 5.

NOTE 9 EXTRA CURRICULA

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
SPORT	319.55	798.90
PURCHASES FOR RESALE	1,376.18	778.35
OTHER	0.00	0.00
COMMUNITY SUPPORT	455.90	217.25
INTENSIVE SWIMMING	894.23	645.09
STUDENT WELFARE	1,047.80	3,348.65
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TOTAL	4,093.66	5,788.24
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\* Income for Extra Curricula is shown in Note 5.



NOTE 10 PROFESSIONAL LEARNING

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
TEACHER CASUAL SALARIES	1,499.36	3,392.56
SASS CASUAL SALARIES	0.00	0.00
COURSE FEES	230.00	270.00
TRAVEL AND ACCOMMODATION	0.00	0.00
OTHER	785.13	0.00
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TOTAL	2,514.49	3,662.56
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NOTE 11 SHORT TERM RELIEF

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
TEACHER RELIEF *	3,617.79	2,936.44
SASS RELIEF **	182.32	364.64
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TOTAL	3,800.11	3,301.08
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\* This refers to casuals employed to replace teaching staff taking a period of long service leave or leave without pay of 10 days or less and to casuals employed to replace teaching staff on the first 10 days of a period of sick leave and some minor types of leave.

\*\* This refers to payments to casuals employed to replace school administrative support staff who are on leave for 10 days or less.

NOTE 12 ADMINISTRATION AND OFFICE

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
CASUAL SALARIES/TEACHER	942.33	0.00
CASUAL SALARIES/ANCILLARY	12,282.15	7,889.72
OFFICE SUPPLIES	497.57	555.49
AWARDS/PRIZES	634.19	666.23
PHOTOCOPY PAPER	289.12	635.11
MINOR EXPENSES	766.09	887.21
SAFETY/FIRST AID	12.00	225.15
MINOR EQUIPMENT	1,718.68	709.03
OTHER	423.56	377.87
PRINCIPAL'S RELEASE RELIEF	7,154.18	6,144.76
RENT/LEASE of EQUIPMENT	0.00	0.00
SERVICE AGREEMENT	0.00	0.00
GST PAID TO SUPPLIERS	3,835.84	3,828.71
GST PAID TO ATO	55.00	0.00
SERVICE AGREEMENTS	1,255.82	2,383.85
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TOTAL	29,866.53	24,303.13
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Comments:

\* Casual Ancillary increase is used in part to ensure the Administration Office is in operation each day.

NOTE 13 UTILITIES

2010 PAYMENTS	2009 PAYMENTS
ELECTRICITY	
GAS	
OTHER ENERGY	
POSTAGE/TELEPHONES	
TRADE WASTE	
WATER/SEWERAGE	
SANITARY/NAPPY DISPOSAL	
TOTAL	

2010 PAYMENTS	2009 PAYMENTS
\$	\$
3,353.58	5,487.22
0.00	0.00
0.00	0.00
1,180.45	1,063.44
345.00	330.00
100.00	100.00
138.00	184.00
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5,117.03	7,164.66
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NOTE 14 MAINTENANCE

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
BUILDINGS	143.90	(1,261.97)
GROUNDS	5,094.78	993.78
EQUIPMENT	1,434.26	1,709.20
MANAGED FUND CLAIMS	0.00	0.00
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TOTAL	6,672.94	1,441.01
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Comments:

- \* Grounds maintenance increase was due to the upgrading of grounds for the centenary celebrations.

NOTE 15 CAPITAL PROGRAMS

	2010 PAYMENTS	2009 PAYMENTS
	\$	\$
EQUIPMENT	0.00	257.65
FURNITURE	0.00	0.00
BUILDING REFURBISHMENT	0.00	0.00
GROUND IMPROVEMENTS	0.00	0.00
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TOTAL	0.00	257.65
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\* Capital is defined as any asset which has a value at \$5000 and above (GST inclusive).

NOTE 16 INTENDED USE OF TOTAL FUNDS HELD

	30/11/10	30/11/09
	\$	\$
BALANCE OF FUNDS CARRIED FORWARD	45,659.61	61,341.10
BALANCE OF TIED FUNDS	5,752.93	18,178.37
BALANCE OF TRUST FUNDS	111.00	344.95
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BALANCE OF FUNDS AVAILABLE	39,795.68	42,817.78
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INTENDED USE OF FUNDS AVAILABLE:		
UNPAID ORDERS *	0.00	0.00
UNPAID INVOICES *	0.00	0.00
UNPAID CASUAL SALARIES *	0.00	7,502.25
PROVISION FOR ASSET REPLACEMENT	0.00	10,000.00
PROVISION FOR ADDITIONAL ASSETS **	0.00	0.00
GENERAL PURPOSES	39,795.68	25,315.53

\* Excludes amounts included in balance of Tied Funds and Balance of Trust Funds

\*\* The school, as part of its educational management plan, is saving to acquire resources which cannot be funded within a financial year. Proposed longer term asset acquisitions include:

NOTE 17 PLACEMENT OF TOTAL FUNDS AS AT 30/11/10

	\$
GENERAL A/c (per bank records)	45,741.65
PETTY CASH	0.00
INVESTMENT A/c #1	0.00
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SUB-TOTAL: (per bank a/c certificates of balance)	45,741.65
MINUS: Unpresented cheques at 30/11/10	(82.04)
PLUS: Outstanding deposits at 30/11/10	0.00
PLUS/MINUS: Net bank discrepancies at 30/11/10	0.00
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TOTAL: (Balance Carried Forward as at 30/11/10)	45,659.61
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