

# Schools Targeted Funding Governance Model

Processes and procedures – detailed guidelines

School staff



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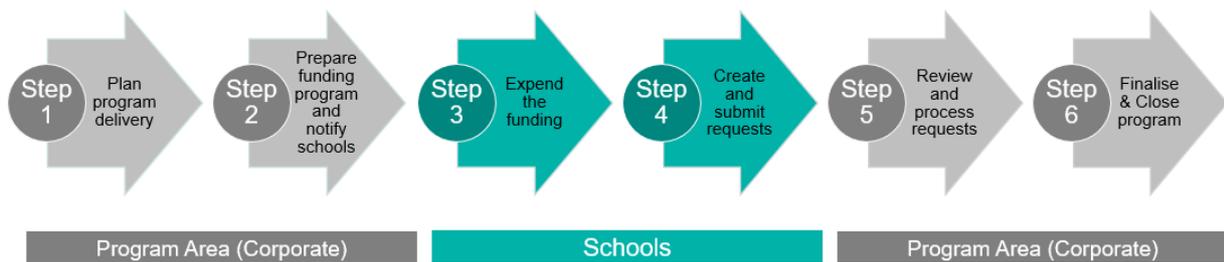
# 1. Introduction

Schools targeted funding is a program-related payment made directly to a Victorian government school in respect to Prep-12 education.

This document provides practical guidance to schools on the Schools Targeted Funding Governance (STFG) process for schools. It supports the [STFG Model](#) (the model) which details the process for distributing program funds to schools outside of the Student Resource Package (SRP). This document should be read in conjunction with the model.

The STFG portal (the portal) is used by schools to submit requests for reimbursement of expenditure made under a targeted funding program.

An overview of the STFG process is detailed in **Figure 1.1**.



**Figure 1.1:** Overview of the STFG process

From 1 July 2017, all schools targeted funding was required to be recorded on a central register in the portal.

## Portal platform transition

Prior to 26 September 2024, the portal operated on a SharePoint platform before transitioning to Salesforce. The key functionalities of the 2 platforms are largely the same.

Following the transition to Salesforce, schools and corporate users now log into the portals via different links (noting previously all users used the same link to access the portal). The school link is provided in **Table 1.1**.

Portal user	URL
School users	<a href="https://stfg.educationapps.vic.gov.au/">https://stfg.educationapps.vic.gov.au/</a>

**Table 1.1:** Portal links

## Terminology changes following the portal transition

The transition from SharePoint to Salesforce has introduced some new and changed terminology for the STFG process.

- A **funding program** (formerly an **initiative agreement**) is a planned initiative that allows a school to seek reimbursement for funding made available for approved expenses.
- A **school funding** (new terminology) is an individual school's allowance for a funding program. It defines the allocated budget for the school.
- A **funding request** (formerly a **reimbursement request**) is created when a school wants to access their allocated funding once an expense has been incurred within the defined categories of a funding program.

In summary, a funding program provides school fundings to schools, against which they can submit funding requests (refer to **Figure 1.2**).



**Figure 1.2:** STFG process

Additional quick guides to support this document are available within the [portal](#).

## 2. Logging into the portal

To access the [portal](#), users log in using their **personal education email address**.<sup>1</sup>

Select **Your Name** and follow the prompts using your personal log in details: [firstname.lastname@education.vic.gov.au](mailto:firstname.lastname@education.vic.gov.au) (refer to **Figure 2.1**).

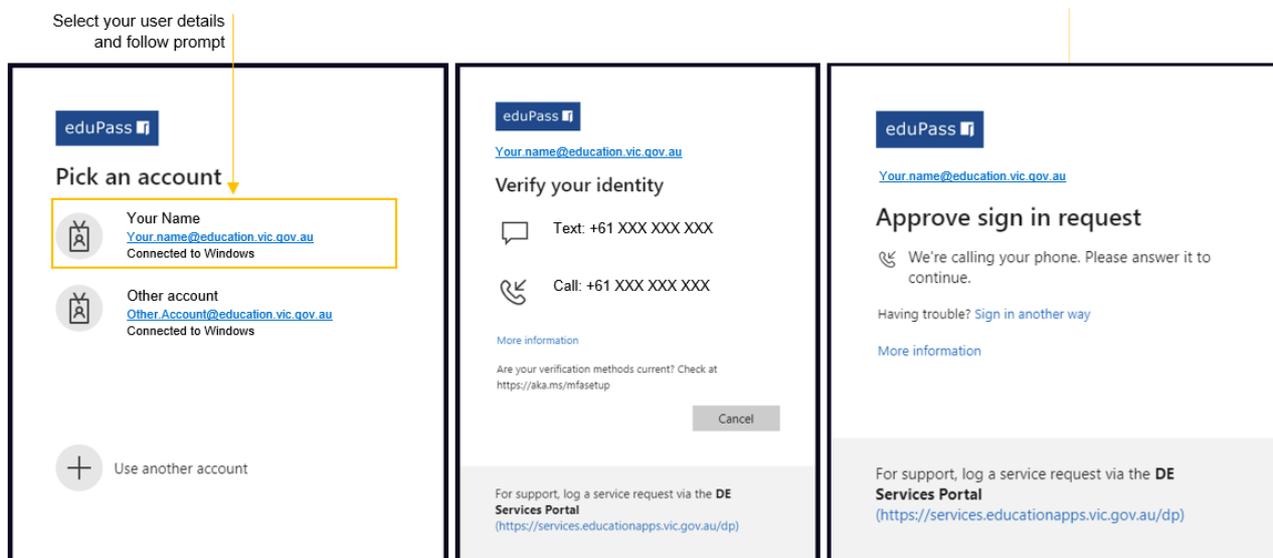


Figure 2.1: Logging into the portal

By default, the school's business manager and principal listed in eduPay have been given access to the portal.

If unable to access the portal, access can be requested by either:

### 1. An existing user requesting access on new user's behalf in the portal

An existing user in the portal can request access on new user's behalf by clicking on the **Request User Access** button available on the home screen (refer to **Figure 2.2**).

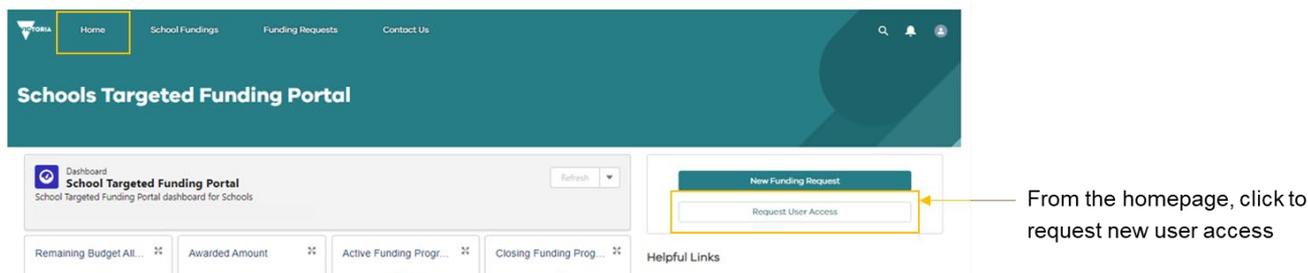


Figure 2.2: Request user access

<sup>1</sup> **Note:** Following the portal transition from SharePoint to Salesforce, schools no longer log in using the school email address.

The user can then complete the required details in the form for the person requiring access (refer to **Figure 2.3**).

The image shows a screenshot of a web form titled "Request User Access". The form contains several input fields, each with a red asterisk indicating it is required. The fields are: "Full Name", "Role", "Email Address", "School" (with a search bar labeled "Search Accounts..."), and "Employee ID". A "Submit" button is located at the bottom right of the form. Three annotations with arrows point to the form: "Request User Access - pop up window" points to the top of the form, "Enter new user's details" points to the input fields, and "Click Submit" points to the Submit button.

**Figure 2.3:** Complete user details

## 2. Contacting the Financial Compliance Unit directly

The school user can contact the [Financial Compliance Unit](#) directly, providing the following details for the person requiring access:

- new user's full name
- role
- email address
- school name
- employee ID.

### 3. The portal dashboard

The portal incorporates an intuitive dashboard in real time updates to assist schools in managing funding requests.

Note: The dashboard must be **refreshed** to ensure the most updated data is displayed.

The dashboard highlights the following fields, and each section contains links to the relevant records (refer to **Table 3.1**). A view of the dashboard is provided in **Figure 3.1**.

Dashboard field	Description
Remaining Budget	The <b>total</b> budget remaining of all funding programs.
Awarded Amount	The <b>total</b> awarded amount of all funding programs.
Active Funding Programs	The <b>count</b> of active funding programs (i.e. in approved status).
Closing Funding Programs	A <b>count</b> and <b>list view</b> of funding programs with timeframe end dates within the next <b>30 days</b> .
Funding Request Summary	A <b>bar graph</b> providing a count of the funding requests with a status of: <ul style="list-style-type: none"><li>• draft</li><li>• submitted to program manager</li><li>• return to school.</li></ul>
Funding Requests Pending Review	A <b>list view</b> of the submitted to program manager status funding requests.
Approved Funding Requests	A <b>list view</b> of approved funding requests.

**Table 3.1:** Dashboard fields

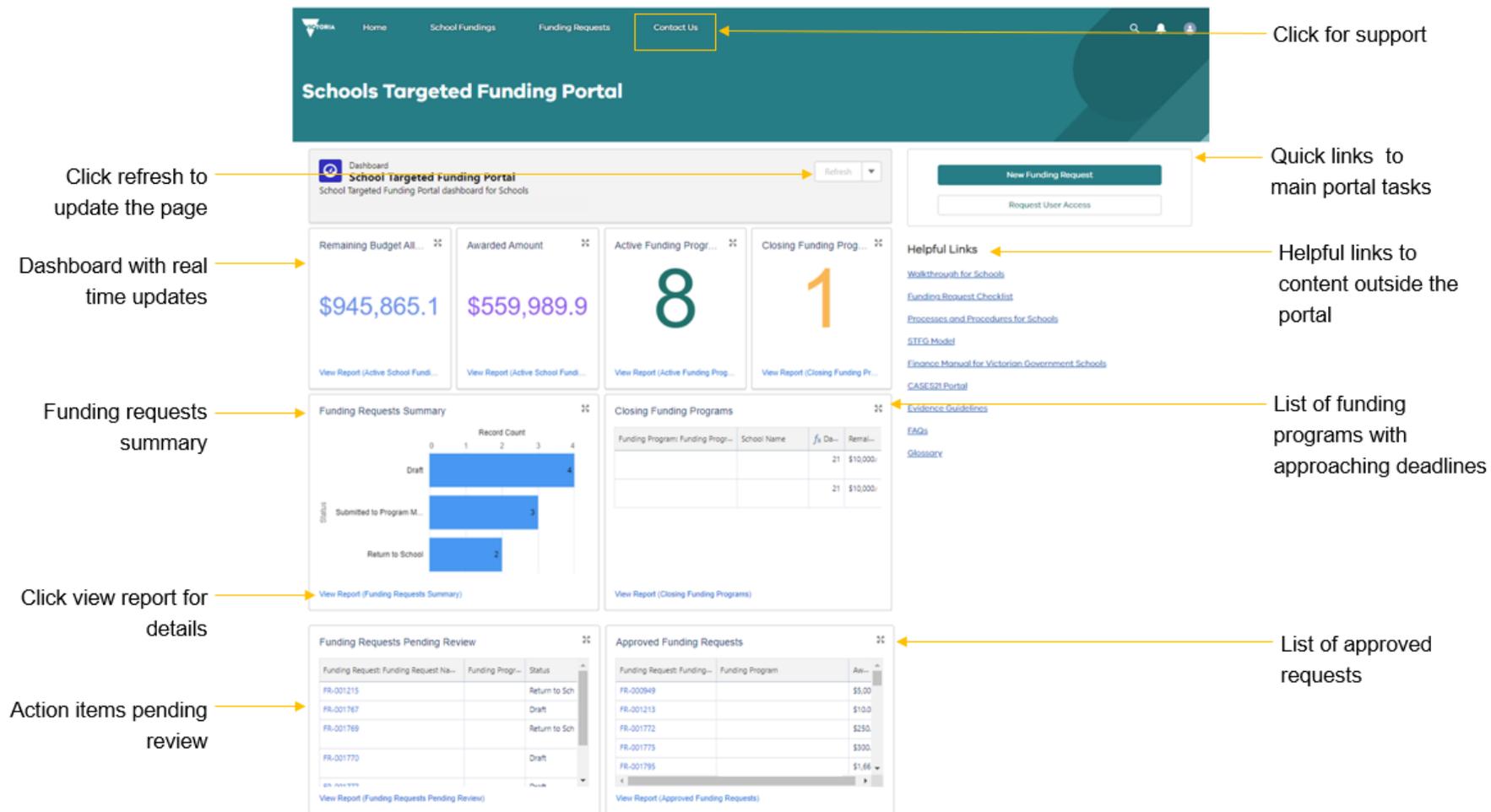


Figure 3.1: STFG portal dashboard

## 4. School notified of inclusion in funding program

Before any funding is distributed to schools, the program area within the department creates a **funding program** within the portal.

Once the funding program has been approved in the portal, participating schools will be notified both directly by the program area and via a workflow notification from the portal.

### Workflow notification

A workflow notification will be sent from the portal once a funding program has been approved. This email informs the school that the funding is available (refer to **Figure 4.1**). It does not include detailed information from the funding program.

Your school has been selected for participation in the funding program FP-##### <program name>.

Your school may incur expenditure and request funding from the program area in accordance with the terms set out in the funding program.

The funding program details the budget allocated to your school and the approved categories of expenditure. Please ensure you review this prior to incurring any expenditure.

Expenditure exceeding your school's budget allocation, or expenditure that does not fall into an approved expenditure category, will not be reimbursed. If you have any doubt as to whether a potential expenditure item is approved under the funding program, you are advised to contact the program area prior to incurring the expenditure.

Please submit funding requests via the Schools Targeted Funding Governance (STFG) Portal.

**Figure 4.1:** Workflow notification to schools following funding program final approval

### Program area communication

The school will also receive communication directly from the program area within the department (via email to the principal, which is copied to the business manager and school account).

The program area will advise that the funding program has been created and provide any further guidance that has been developed by the program area to support the funding program.

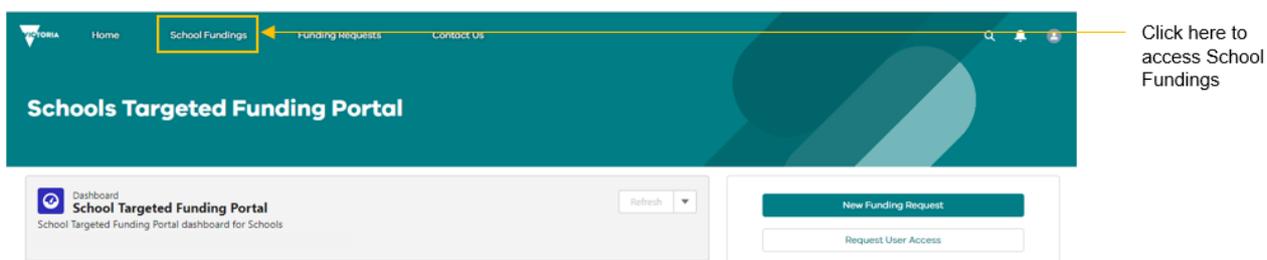
# 5. Review the funding program and school funding

The funding program contains key information about a program, such as the allocated budget to the school (i.e., **school funding**), approved expenditure categories and the timeframe start and end dates.

It is important a school reads and understands the terms set out in the funding program, **prior to incurring any expenditure**, to prevent the risk of incurring expenses not approved for reimbursement. Schools should also be mindful of the timeframe end date to ensure the school plans expenditure to meet deadlines.

Any questions regarding the funding program or about any **cashflow issues** a school may be experiencing (which would limit its ability to fund expenditure prior to reimbursement) should be directed to the program area (i.e., to the program managers listed in the funding program).

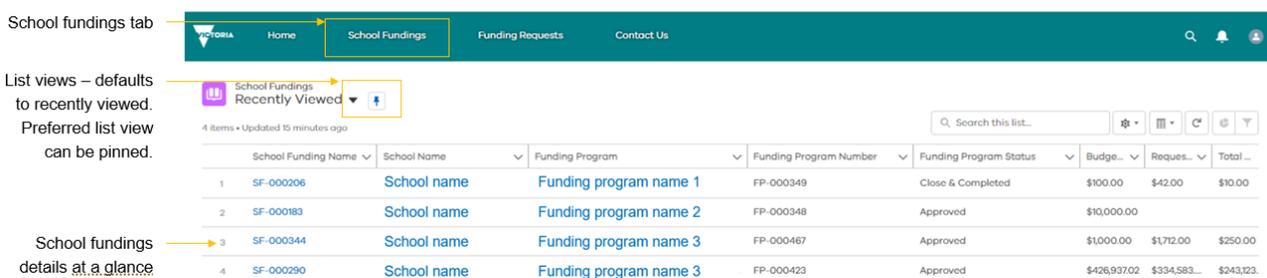
A funding program is accessible via the **Schools Fundings** tab within the portal (refer to **Figure 5.1**).



**Figure 5.1:** Accessing School Fundings

This tab will bring up a list view of the school fundings that are available to the school (refer to **Figure 5.2**). Each school allocated budget within a funding program will be assigned an individual school funding number (**SF-#####**).

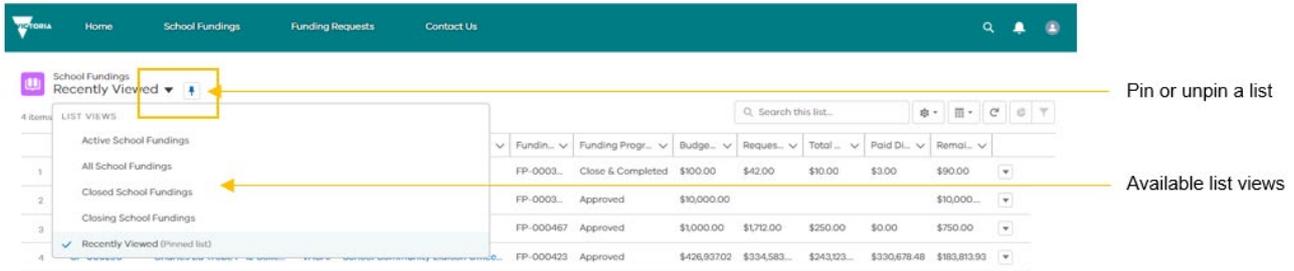
A link to the **funding program** associated with the school funding is accessible via this list view (refer to **Figure 5.2**). Each funding program is also assigned an individual number (**FP-#####**).



**Figure 5.2:** School funding list view

## List views

The portal also provides several list views for school fundings. To change the list view, click on the ▼ arrow. The preferred list view can be pinned by selecting the preferred list and clicking on the pin icon (refer to **Figure 5.3**).



**Figure 5.3:** School fundings list view

An overview of the list views provided in the portal is also provided in [Appendix 1](#).

## Funding Program

**Table 5.1** details the information contained within the funding program.

Field	Description
<b>Funding Program Name</b>	The name of the program under which the school has been approved funding. This name is selected when submitting funding requests.
<b>Funding Program Number</b>	This is an automatically generated number for the funding program record. This number can be used in communicating with the program area regarding the school funding.
<b>Status</b>	The current status of the funding program.
<b>Start date and End date:</b>	The start and end date of the funding program.
<b>Approved expenditure</b>	<p>This is a list of the approved expenditure categories the school may incur expenditure for under the funding program. The approved expenditure categories include:</p> <ul style="list-style-type: none"> <li>• Casual relief teachers</li> <li>• Education support staff - casual</li> <li>• Hospitality</li> <li>• Meals and accommodation</li> <li>• Personal expenditure claims</li> <li>• Presenter, guest speaker or facilitator fees</li> <li>• Printing, stationery and administration</li> <li>• Professional development fees</li> <li>• Program goods and services</li> <li>• Salary, including special and higher duty payments</li> <li>• Travel</li> </ul> <p>It is essential to understand this section of the funding program as the school will only be reimbursed for expenditure falling within approved categories. Seek clarification from the program manager as required.</p>

Field	Description
<b>Business Unit</b>	This details the program area's business unit in the department under which the funding program has been created.
<b>Payment terms</b>	This details the payment terms for the funding programs.  The department's standard payment terms are <b>30 days</b> and program areas are expected to adhere to these timelines. Payments to schools are made in the next pay run after a request has been approved.
<b>Group</b>	This details the program area's relevant departmental group.
<b>CASES21 sub-program codes:</b>	All transactions for this program must be charged to this code.  <b>Pre-defined/existing CASES21 sub-program code</b> <ul style="list-style-type: none"> <li><b>Yes:</b> If a pre-defined, statewide sub-program code exists in CASES21, it will appear in both of the '<b>Sub-program code range (CASES21)</b>' fields below.</li> <li><b>No:</b> If a pre-defined, statewide sub-program code does not exist, choose a code from the range provided. You may need to create the code in CASES21.</li> </ul> For further details, see: <a href="#">Program-defined range of sub-program codes</a> .
<b>CASES21 sub-program name</b>	This is to be used for all transactions for this program.
<b>Program Managers</b>	The program managers are the persons within the department responsible for the day-to-day central operations of the program including creating and managing funding program, reviewing funding requests submitted, and processing or coordinating the processing of payments for approved funding requests.  For program related queries the program managers are the first point of contact for schools.
<b>Files</b>	<b>Program related</b> documentation (such as guidelines, program fact sheets, etc.) the program area has attached to the funding program for schools. These documents are visible to all schools included in a funding program.
<b>School Fundings</b>	The funding available (i.e. allocated budget) to a school under the funding program.  Refer below for further information on <a href="#">School Fundings</a> .

**Table 5.1:** Funding program details

An example of a funding program is provided in **Figure 5.4**.

ACTORIA Home School Fundings Funding Requests Contact Us

Funding Program Name

Status: Approved Start Date: 28/2/2024 End Date: 22/3/2024

Record Type: Initiative Agreement Status: Approved

Funding Program Name: Funding Program Name

Funding Program Number: FP-000467

Start Date: 28/2/2024 End Date: 22/3/2024

Approved Expenditure: Program goods and services

Business Information

Business Unit: Department Business Unit Name

Payment terms: 30

Group: PES - People and Executive Services

Program Owner: Program Owner UAT

Financial Delegate: Financial Delegate UAT

Predefined/existing CASES21 sub-program:

Sub-program code range From: Sub-program code range To: CASES21 sub-program name

Description

System Information

Owner: STFP Financial Compliance Unit Queue Last Modified By

Created By: Program Manager Name, DD/MM/YYYY, 00:00 am

Funding Requests (5)

Funding Request Name	Applying Organization	Status	Ageing	Funding request status
<a href="#">FR-001778</a>	Your school name	Approved	Aged	
<a href="#">FR-001779</a>	Your school name	Approved	Aged	
<a href="#">FR-001780</a>	Your school name	Rejected	Aged	
<a href="#">FR-001781</a>	Your school name	Approved	Aged	
<a href="#">FR-002061</a>	Your school name	Draft		

View All

Program Managers (3)

Program Manager Name	User	Created Date	Created By
<a href="#">FPT-000389</a>	Program manager 1	DD/MM/YYYY, 00:00am	Created by name
<a href="#">FPT-000390</a>	Program manager 2	DD/MM/YYYY, 00:00am	Created by name
<a href="#">FPT-000392</a>	Program manager 3	DD/MM/YYYY, 00:00am	Created by name

View All

Files (0)

Title	Owner	Last Modified	Size
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View More

School Fundings (1)

School Funding Name	School Name	School Number	Budget Allocation
<a href="#">SF-000343</a>	Your school name	5068	\$1,000.00

View All

Printable View New Funding Request

Single click to create a new request

Program start and end date

Sub program code range

Sub program name

Funding program details

Approved expenditure categories

Program description

Itemised funding requests

Links to funding requests

Program manager details

Program related attachments

School funding details

Figure 5.4: Funding Program

## School funding

The details contained in a school funding record are described below. An example of a school funding record is provided in **Figure 5.5**.

### Overarching details section

The overarching details section of the school funding record contains the information detailed in **Table 5.2**:

Field	Description
School funding name (SF-#####)	This is an automatically generated number for the school funding record. This number can be used in communicating with the program area regarding the school funding.
Funding program name	The name of funding program against which the school has been approved funding (funding requests will be submitted against the funding program).
School details	The name of the school and the school number.
Budget allocation	The <b>total</b> budget allocated to the school.
Status	The status of the school funding (active vs inactive).

**Table 5.2:** School funding details

### Summary section

The **Summary** section within the school funding provides details relating to the allocated budget (refer to **Table 5.3**) which will allow the school to track expenditure under the funding program.

Field	Description
Total Awarded Amount	<b>Sum</b> of <u>all</u> approved funding requests submitted against the school funding.
Remaining Amount	Budget allocation <b>less</b> the total awarded amount.
Paid Disbursement	<b>Sum</b> of paid disbursements for funding requests.
Requested Amount	<b>Sum</b> of Approved, Return to School and Submitted to Program Manager funding requests.
Submitted to Program Manager	<b>Sum</b> of funding requests awaiting program manager approval.

**Table 5.3:** Summary section within school funding

## Funding Requests section

The **Funding Requests** section provides details of the funding requests submitted in respect to the school funding provided within the funding program, as detailed in **Table 5.4**.

Field	Description
<b>Funding Request Name (FR-#####)</b>	This provides a link to the funding request.
<b>Applying Organisation</b>	This provides the school details.
<b>Status</b>	This provides the status of the funding request: Draft, Submitted to Program Manager, Approved, Rejected, Return to School or Cancelled.
<b>Ageing</b>	<p>Funding requests should be reviewed by the program area within <b>7 days</b> once submitted by the school.</p> <p>This field tracks the ageing status as follows:</p> <ul style="list-style-type: none"> <li>• <b>Current</b> – <u>within</u> 7 days of the funding request being submitted to the program manager for review.</li> <li>• <b>Ageing</b> – <u>over</u> 7 days since the funding request was submitted to the program manager for review.</li> </ul>
<b>Total Reimbursement Requested</b>	This is the amount requested for reimbursement by the school.
<b>Awarded Amount</b>	This is the amount a program area has approved for payment for the funding request.
<b>Paid Disbursement</b>	This is the amount paid to the school for the funding request.
<b>Payment status</b>	<p>This is the payment status of the funding request.</p> <p>Program areas are required to process payments to schools within <b>30 days</b> of approving a valid funding request. This will be tracked as follows:</p> <ul style="list-style-type: none"> <li>• <b>Pending</b> – Yet to be paid (<u>within 30 days</u> of the funding request being approved)</li> <li>• <b>Paid</b> – Payment has been made to the school.</li> <li>• <b>Overdue</b> – Yet to be paid (<u>exceeding 30 days</u> of funding request being approved).</li> </ul>
<b>School Invoice Number</b>	This is the school's invoice number.

**Table 5.4:** School funding details

**Individual school funding details** → School Funding SF-000343

**School funding and program details** →

School Funding Name	SF-000343	Funding Program	Funding Program name
School Name	Your school name	Budget Allocation	\$1000.00
School Number	5068	Status	Active

Link to Funding program page → Funding Program name

**Summary of reimbursed amount and remaining budget** →

Summary	
Total Awarded Amount	Remaining Amount
\$1,000.00	\$0.00
Paid Disbursement	Requested Amount
\$20.00	\$1170.89
Submitted to Program Manager	
\$0.00	
Created By	Last Modified By
Program Manager name, DD/MM/YYYY; 00:00 am	Program Manager name, DD/MM/YYYY; 00:00 am

**Itemised funding requests** →

**Links to funding requests** →

**Funding request details (Requested; awarded amount; payment status; school invoice)** →

Funding Reque...	Applying Organization	Status	Ageing	Total reimbur...	Awarded Ama...	Paid Disburse...	Payment Stat...	School invoic...
1 <a href="#">FR-001778</a>	Your school name	Approved	Aged	\$444.00	\$444.00	\$0.00	Pending	454564
2 <a href="#">FR-001779</a>	Your school name	Approved	Aged	\$59.99	\$20.00	\$20.00	Paid	45646556
3 <a href="#">FR-001780</a>	Your school name	Rejected	Aged	\$176.55		\$0.00		2445664645
4 <a href="#">FR-001781</a>	Your school name	Approved	Aged	\$666.90	\$536.00	\$0.00	Pending	44455456
5 <a href="#">FR-002061</a>	Your school name	Draft		\$0.00		\$0.00		34534534

Printable View | New Funding Request

Single click to create a new request → New Funding Request

**Figure 5.5:** Example of a school funding

## 6. Confirm which CASES21 sub-program code to use

The school must record all revenue and expenditure for the funding program against a unique sub-program code in CASES21. This will make it easier to identify and report on school-specific and statewide transactions for the program.

### Program-defined sub-program code

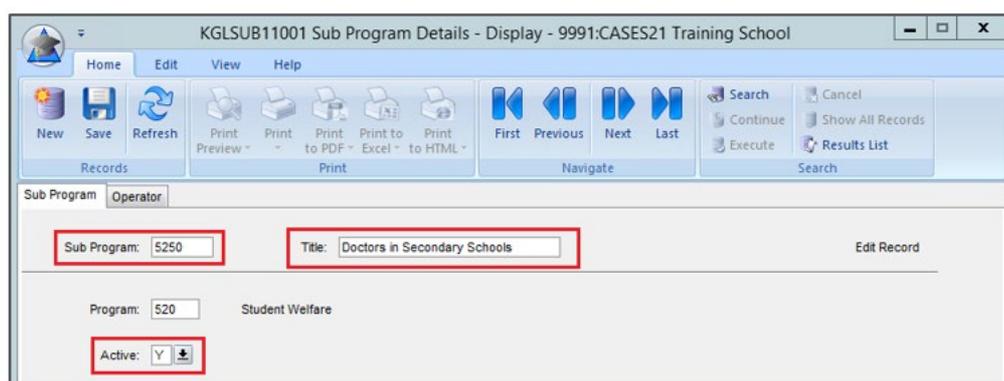
Where the program's funding program has identified a predefined sub-program, simply activate the sub-program, using the Sub Program Details (KGLSUB11001) format in CASES21.

### Program-defined range of sub-program codes

Where the program area has a specified range of sub-program codes in the funding program, the school will need to choose an available code from the range specified and create a new sub-program under the relevant program.

To create a school-defined sub-program in CASES21:

- Open Financial > Reference Tables > Budget Data Maintenance > Sub program Details (KGLSUB11001) format.
- In the **Sub Program** field, click on the down arrow and select the next available school-defined code in the specified sub-program range.
- Click OK and tab to the **Title** field.
- In the **Title** field enter the new title for the sub-program as per the advice from the program area.
- In the **Active** field, select **Y** to make the sub-program available in all drop-down lists in CASES21 and save the changes by clicking on the **Save** icon in the **Home** tab (refer to **Figure 6.1**).



The screenshot shows a web-based form titled "KGLSUB11001 Sub Program Details - Display - 9991:CASES21 Training School". The form has a menu bar with "Home", "Edit", "View", and "Help". Below the menu bar are several toolbars: "Records" (New, Save, Refresh), "Print" (Print Preview, Print, Print to PDF, Print to Excel, Print to HTML), "Navigate" (First, Previous, Next, Last), "Search" (Search, Continue, Execute, Results List), and "Cancel" (Cancel, Show All Records). The form fields are: "Sub Program" (Operator) with a dropdown menu showing "5250", "Title" (Doctors in Secondary Schools), "Program" (520) with "Student Welfare" next to it, and "Active" (Y) with a dropdown arrow. There is an "Edit Record" button on the right side of the form.

Figure 6.1: Sub Program details

**Note:** Not all sub-programs can be used for payments for school level payroll (SLP). For further information please contact [Schools Financial Management Support](#).

## 7. Incur expenditure

The way targeted program expenditure is processed by the school depends on the type of expenditure.

Schools should refer to the [Finance Manual – Financial Management for Victorian Government Schools](#) (Finance Manual) and follow the required standard processes for seeking approval before ordering or paying for expenses, checking receipts, confirming appropriate tax codes, attaching documentation, etc.

The school must provide an itemised invoice and evidence of the expenditure to claim reimbursement for the **GST-free component** from the department.

### Why is GST not included in a funding request for reimbursement?

GST is not included in the invoice as schools are registered for GST and can therefore claim a credit for any GST included in the price of supplies.

Where GST has been charged to a school by a supplier it results in an Input Tax Credit, which the school is entitled to claim back from the Australian Taxation Office (ATO) on its next Business Activity Statement, provided it holds a valid tax invoice from the supplier. **Schools should only seek reimbursement for the GST exclusive cost.**

**Table 7.1** provides guidance the processes to follow for different categories of expenditure.

Category	Process
Procurement of goods and services	Conduct the procurement in accordance with the <a href="#">Schools Procurement Policy</a> and the <a href="#">Finance Manual</a> , make the payment and record it against the sub-program code.
Casual relief teacher (CRT) payments	<ul style="list-style-type: none"> <li>• <b>Local Payroll:</b> Process the payroll in eduPay School Level Payroll (SLP). Refer also to <a href="#">Local Payroll/School Council Employment</a></li> <li>• <b>Agency-based CRTs:</b> Process these invoices through CASES21 payments to creditors. Refer also to <a href="#">Casual Relief Teachers</a>.</li> </ul>
Personal expenditure reimbursement (except travel allowance)	Review the evidence presented by staff, make the payment and record this against the sub-program code. Refer to <a href="#">Travel and Personal Expenses for staff</a> .
Personal expenditure reimbursement for travel allowance	Review the evidence presented by staff and add the payment into eduPay so the staff member is reimbursed when the payroll is processed. The next SRP quarterly cash grant will be reduced accordingly. Refer to <a href="#">Travel and personal Expenses</a> and <a href="#">Travel for Staff</a> .
Salary, including special and higher duty payments	Follow the standard eduPay processes and attach evidence of these payments. See: <a href="#">Remuneration - Teaching Service</a> .

**Table 7.1:** Expenditure processes

## 8. Add a sundry debtor in CASES21

To obtain reimbursement for approved expenditure incurred for the program, the school will need to raise an invoice to the department in Sundry Debtors.

In CASES21 open *Financial > Sundry Debtors > View and Maintain Debtor Details > Debtor Information (DR11001) format*. Click on the **New** icon in the **Home** tab (refer to **Figure 8.1**) and populate as follows:

**Client key:** Enter **DE** and then **Dept of Education** exactly in the next field (**not DE, not the Department of Education [in full] and not to a division**).

**Contact:** Enter the contact's name (usually the program manager) for the program. If the school is involved in more than one funding program, leave this blank and add the contact details for each program in the **Special conditions and notes** tab. This also applies to the email address, telephone, mobile and fax number fields.

**Business name:** This will populate automatically.

**Address:** Enter the physical address of the debtor (2 lines).

- *Central office:* 2 Treasury Place, East Melbourne.
- *Regional offices:* enter the appropriate address of the region (refer to the department's [office locations](#) on its website).

**State:** Enter **VIC**.

**Postcode:** Enter '3001' for the central office or the relevant postcode from the [Regions: Contact Us](#) page on the department's website.

**Mailing name:** Enter the **Dept of Education**.

**Address:** Enter the 2 lines:

- Central office: GPO Box 4367, MELBOURNE, Victoria, 3001.
- Regional offices: enter the appropriate address of the region (refer to the department's [office locations](#) on its website).

**State:** Enter **VIC**.

**Postcode:** Enter the mailing postcode as above.

**Debtors type** Select from the drop-down list **Other**. **This field cannot be blank.**

Figure 8.1: Sundry debtor in CASES 21

## 9. Create a sundry debtor invoice in CASES21

A sundry debtor invoice will need to be created in CASES21.

In CASES21, open *Financial > Sundry Debtors > Process Invoices and Credit Notes > Debtor Invoice Ad Hoc (DR31001)* format and populate as follows:

- **New Batch:** Ensure this is ticked.
- **Description:** This defaults to **Sundry Debtor Invoice**.  
You can change the default to a relevant description that describes and identifies the batch, which could include the date and your initials to enable easy identification of the invoice batch on the Batch Status Report (e.g. 10/02/2017AW Doc in Sec School).
- **Type:** This defaults to **Normal**. **Do not change this.**
- Click on **OK**.
- To enter multiple lines, select **Reference mode** as this will allow you to add individual rows for each expenditure type.
- **Debtor key:** Select **DE** from the **Debtor key** drop-down list.
- **Invoice Date:** Enter the appropriate date.
- **Type of invoice:** This defaults to **GL**. **Do not change this.**
- **Sub Program:** Select the sub program from the drop-down list relating to the program (i.e. the one you created in [Program-defined range of sub-program codes](#)).
- **General Ledger code:** Select **70085 - Targeted program reimbursement** from the list.
- **Unit cost:** Enter the amount of all of the items. Do not include GST in this amount.
- **Quantity:** The number of items invoiced defaults to **1**, so adjust this as required. **This field cannot be blank.**
- **GST type:** Select **NS6** from the drop-down list.
- **Detail:** Enter a relevant description for this invoice. This description appears on the debtor's statement and tax invoice. For example, Program name - CRT expenses – March.
- **Net Amount, GST Amount** and **Amount** fields: These are calculated automatically.
- Tab to add a new row.
- Once you have entered all lines, click on the **Save** icon in the **Home** tab.
- Update the batch.

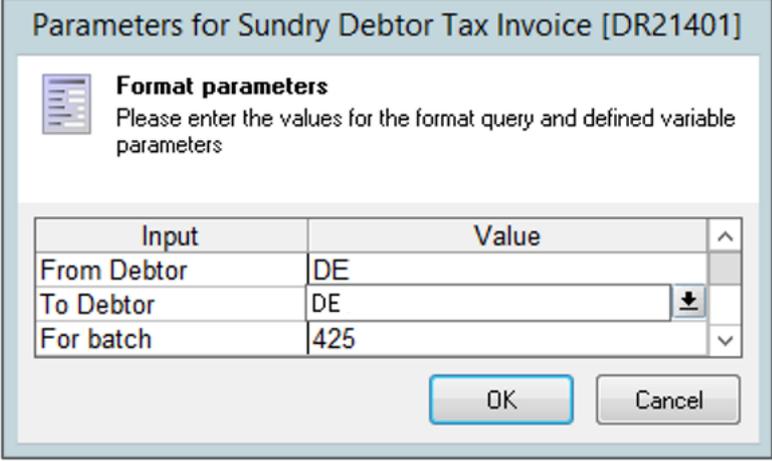
An example sundry debtor invoice is provided in [Appendix 2](#).

# 10. Print the sundry debtor invoice

The sundry debtors' invoice will need to be printed as a PDF (to attach to the funding request).

In CASES21, open Financial > Sundry Debtors > Print Invoices and Statements > Sundry Debtor Tax Invoice (DR21401) format.

- **From debtor** and **To debtor** fields: Select **DE** from the drop-down list (refer to **Figure 10.1**).
- **For batch**: Select the batch from the drop-down list.



Parameters for Sundry Debtor Tax Invoice [DR21401]

**Format parameters**  
Please enter the values for the format query and defined variable parameters

Input	Value
From Debtor	DE
To Debtor	DE
For batch	425

OK Cancel

**Figure 10.1:** Sundry Debtor parameters

- Click on **OK**.
- When the invoice appears, print it or save it as a PDF from the options on the **Home** tab.

An example sundry debtors' invoice to the department for targeted funding reimbursement is provided in [Appendix 2](#).

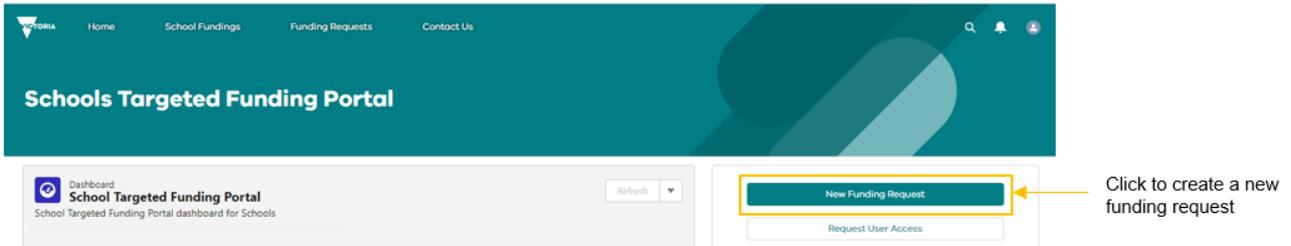
# 11. Prepare and submit a funding request in the portal

To seek reimbursement for the expenditure incurred, the school must submit a **funding request** in the portal against the funding program.

A funding request can be created by clicking on **New Funding Request** from any of the following views:

## Dashboard/Landing page

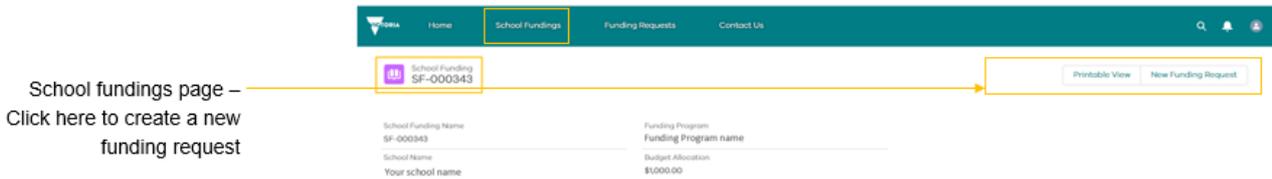
On the portal's landing page (dashboard) select **New Funding Request** (refer to **Figure 11.1**).



**Figure 11.1:** Creating a funding request from the dashboard/landing page

## Schools Funding

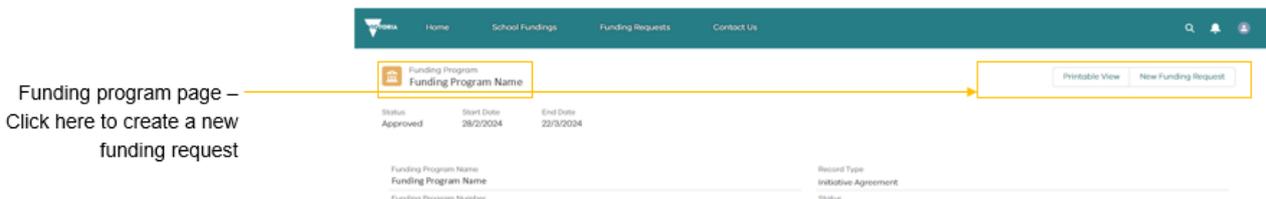
Click on the **Schools Funding** tab and select the link of the required school funding (i.e., SF-#####). From within the school funding record, select **New Funding Request** (refer to **Figure 11.2**).



**Figure 11.2:** Creating a funding request from the Schools Funding tab

## Funding Request

From within a school funding record, click on the linked **Funding Program Name**, then select **New Funding Request** (refer to **Figure 11.3**).



**Figure 11.3:** Creating a funding request from the funding request

## Create a new funding request

After selecting **New Funding Request**, a form will come up for the school to complete (refer to **Figure 11.4**). This will require the information detailed in **Table 11.1**.

**Figure 11.4:** Funding request form

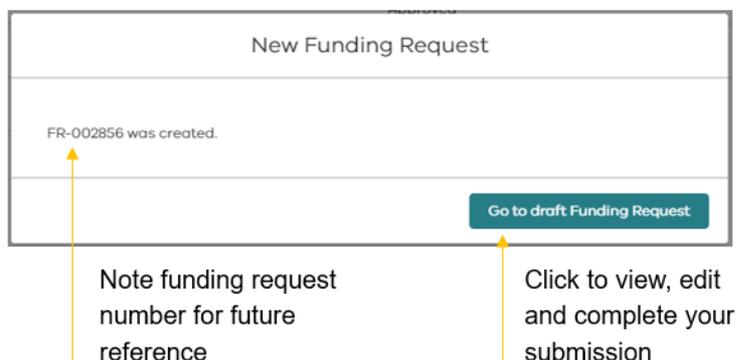
Details	Description
<b>Applying Organisation</b>	The name of the school.
<b>School Invoice No.</b>	The school invoice number (of the sundry debtor's invoice).
<b>Funding Program</b>	The name of the funding program the funding request is being submitted against.
<b>Description (comments)</b>	Enter any details/comments the school wishes to communicate to the program area to support the funding request (e.g., explanations relating to evidence supplied, etc.).
<b>Disclaimers</b>	These are the disclaimers the school is required to complete as part of submitting the funding request to: <ul style="list-style-type: none"> <li>• <b>certify</b> that the good/services requested for reimbursement have been paid for and received; and</li> <li>• <b>acknowledge</b> that the school has read and agreed to the terms and conditions of the initiative agreement/funding program.</li> </ul>

**Table 11.1:** Draft funding request details

Once these details have been completed click **Save**. The funding request is then created and assigned an individual number (FR-#####).

Click on **Go to draft Funding Request** to complete the funding request for submission as detailed below (refer to **Figure 11.5**).

Alternatively, make note of the funding request number to complete it at a later time.



**Figure 11.5:** Go to draft Funding Request

## Viewing and editing a funding request

The created draft funding request can now be accessed via either the:

- **Funding Requests** tab – noting the list view can be altered to assist with the navigation (e.g., Draft funding requests).
- **Landing page/Dashboard (Funding Requests Summary** section) – click on the bar graph to navigate to the draft funding request (refer to the [Monitoring](#) section below for further information).

From here, locate the funding request (FR-#####) and click on the link to complete the funding request.

Refer to **Figure 11.6** which shows how the funding request will appear (noting the fields completed when creating the funding request have been populated with the details provided).

**Funding request number** → FR-002376

**Funding request status** → Draft

**Quick guide** → Quick guide to submitting a request:  
 1. Enter details  
 2. Add Expense Summary  
 3. Add Attachments  
 4. Click Submit to Program Manager  
 Click here for a complete guide.

**Create expense summary and click Submit** → Submit to Program Manager

**Make a note of approved expenditure categories** → Approved Expenditure  
 Program goods and services

**Program timeframe** → 28/2/2024 to 22/3/2024

**School funding budget information (Budget allocation; awarded and remaining budget)** →

School Funding information	
School Funding SF-000343	Total Awarded Amount \$1,000.00
Budget Allocation \$1,000.00	Remaining Amount \$0.00

**School and Program area comments** →

Comments

Approver Comments

✓ I certify these goods/services have been paid for and received.  
 Please tick to certify

✓ I acknowledge I have read and agree to the terms and conditions in the IA.  
 Please tick to acknowledge

System Information

Created By: School user name; DD/MM/YYYY; 00:00 am  
 Last Modified By: User name; DD/MM/YYYY; 00:00 am

**Click edit icon to add comments** →

**Click New to create expense summary** → New

**Click New to create expense summary** → Add Files

Figure 11.6: Funding request

## Complete expense summaries for approved expenditure

An **Expenses Summary** for each category of approved expenditure must be created under the funding request (refer to Figure 11.7). To create a new expenses summary:

- Within the **Expenses Summary** section of the funding request click **New**.
- Complete the required details of the **New Expenses Summary**, including selecting the expenditure category, entering the total cost (excluding GST) and the number of items (if applicable). Refer to **Figure 11.7**.
- Click **Save**.

The screenshot shows a web form titled "New Expenses Summary". The form is divided into sections. The "Information" section contains several fields: "Expenses Summary Name" (text input), "Funding Request" (dropdown menu showing "FR-002376"), "Expenditure Category" (dropdown menu showing "--None--"), and "Total Cost (ex. GST)" (text input). Below these is a "Number Of Items" text input. At the bottom of the form are three buttons: "Cancel", "Save & New", and "Save". Annotations with yellow arrows point to specific elements: "Create expense summary – pop up window" points to the top of the form; "Select approved expenditure category" points to the "Expenditure Category" dropdown; "Enter total cost (excluding GST)" points to the "Total Cost (ex. GST)" input field; and "Click save" points to the "Save" button. A legend in the top right corner indicates that a red asterisk (\*) denotes required information.

Figure 11.7: Expenses summary

Repeat these steps to add further expense summaries.

## Attach files

Supporting documentation for the funding request can be attached in the **Files** section by clicking **Add Files** (refer to **Figure 11.6**).

Information on supporting documentation is provided below.

## Supporting documentation

Appropriate supporting documentation (evidence) which satisfies the program area that the school has expended money for the purposes approved in the funding program must be attached to the funding request

A summary of the supporting documentation required for different expenditure categories is contained in **Table 11.2**.

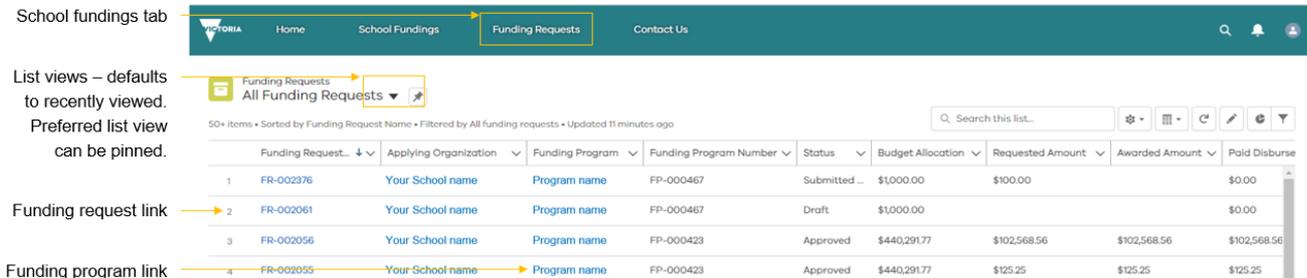
Expenditure Category	Supporting document summary
<p><b>Procurement of goods and/or services for:</b></p> <ul style="list-style-type: none"> <li>• Professional Development Fees</li> <li>• Venue Hire</li> <li>• Travel</li> <li>• Meals and/or Accommodation</li> <li>• Program Goods and Services</li> <li>• Hospitality</li> <li>• Presenter, Guest Speaker or Facilitator Fees</li> <li>• CRT</li> </ul>	<p>Procurement documents:</p> <ul style="list-style-type: none"> <li>• Scans of the original invoices which must: <ul style="list-style-type: none"> <li>• be stamped 'PAID'</li> <li>• be signed to certify receipt of the goods or services show the expenditure category.</li> </ul> </li> </ul>
<p><b>Personal expenditure reimbursement (except travel allowance)</b></p>	<ul style="list-style-type: none"> <li>• Relevant procurement document (refer to procurement of goods and/or services)</li> <li>• A copy of the invoice/receipt and request from the staff member for reimbursement</li> </ul>
<p><b>Centrally paid staff: expenditure reimbursement for travel allowance only</b></p>	<ul style="list-style-type: none"> <li>• The eduPay payroll report or the SRP employee charging report showing travel allowance paid.</li> </ul>
<p><b>Casual relief teacher (CRT) payments</b></p>	<ul style="list-style-type: none"> <li>• For <b>agency-based CRTs</b>, the invoices (refer to procurement of goods and/or services). A CASES21 creditor's report showing the payment can support the invoices.</li> <li>• For <b>local payroll</b>, the GL Analytics report from eduPay SLP (school level payroll) or CASES21 eduPay payroll report.</li> </ul> <p>To support the above evidence:</p> <ul style="list-style-type: none"> <li>• <b>Approved timesheets</b> detailing the hours a CRT has worked (can be scans or screenshots).</li> <li>• Detail in the sundry debtors invoice as to who the CRT replaced</li> </ul>
<p><b>Centrally paid staff: Salary, including special and higher duty payments</b></p>	<ul style="list-style-type: none"> <li>• The eduPay payroll report or the SRP employee charging report</li> <li>• The principal's approval and description of the salary, including special and higher duty payment.</li> </ul>

**Table 11.2:** Supporting documentation

## Saving a funding request

Funding requests can be saved as a draft and completed for submission at a later time if more information is required to be gathered. Note the funding request number (i.e. FR-#####) before closing the window.

A draft funding request can be accessed from the **Funding Requests** tab. Navigate to the required funding request record. Refer to **Figure 11.8**.

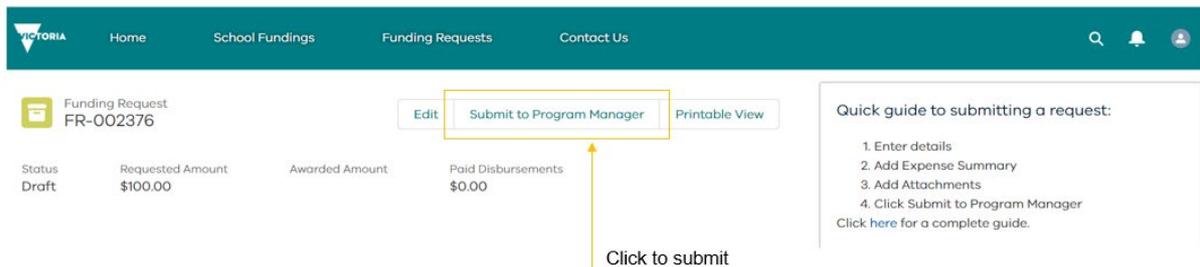


**Figure 11.8:** Accessing a saved funding request

If required, the list view can be filtered by draft funding requests.

## Submitting a funding request

Once ready to submit a funding request for program area review, within the funding request record, click **Submit to Program Manager**. Refer to **Figure 11.9**.



**Figure 11.9:** Submitting a funding request

A workflow notification will be sent to the program area and the school to confirm a funding request has been submitted for the program manager to review.

## Actioning a funding request returned to the school

Following the review of the funding request, the program area will either approve, return it to the school for further action or reject it. These actions are detailed in **Table 11.3**.

A workflow notification will be sent to advise the school of the action taken by the program area.

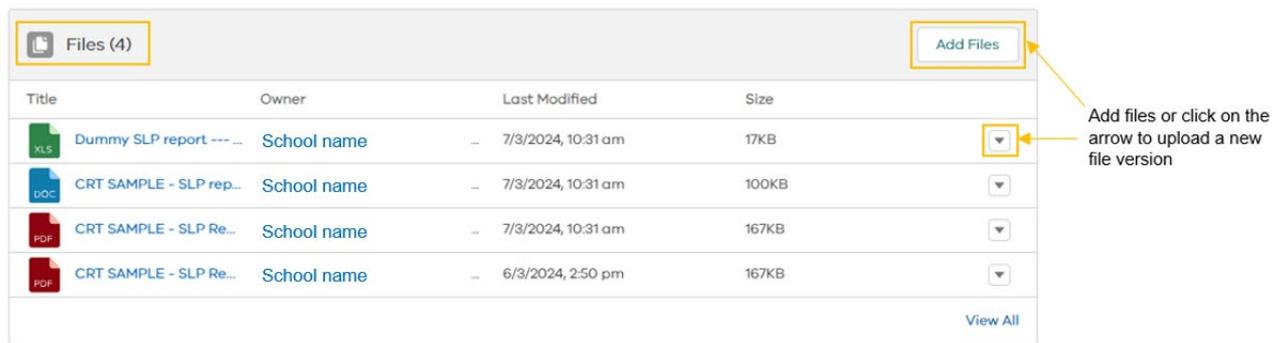
Action	Description
Approve	It is a valid funding request supported by both an overarching (sundry debtor) invoice to the department and appropriate evidence for the expenditure.
Return to School	<p>The funding request has been returned to the school for further action and resubmission due to:</p> <ul style="list-style-type: none"> <li>insufficient evidence being provided (incomplete, incorrect, unclear or inaccessible).</li> <li>the amount requested exceeds the budget allocation.</li> <li>GST being included.</li> </ul> <p>The school can amend the funding request and resubmit it to the program area for review.</p> <p>Comments should have been provided to the school to guide the action required to be taken to resubmit the funding request. If further clarification is required, reach out to a program manager.</p>
Rejected	<p>The funding request was rejected due to:</p> <ul style="list-style-type: none"> <li>expenditure not being within an allowable category under the funding program</li> <li>the amount requested exceeds the budget allocation (e.g., the school may have already been fully reimbursed and has no remaining budget).</li> </ul> <p>The school can no longer amend or resubmit rejected funding requests.</p> <p>Appropriate comments should have been provided by the program area to explain why the funding request was rejected. If further clarification is required, reach out to a program manager.</p>

**Table 11.3:** Funding request actions

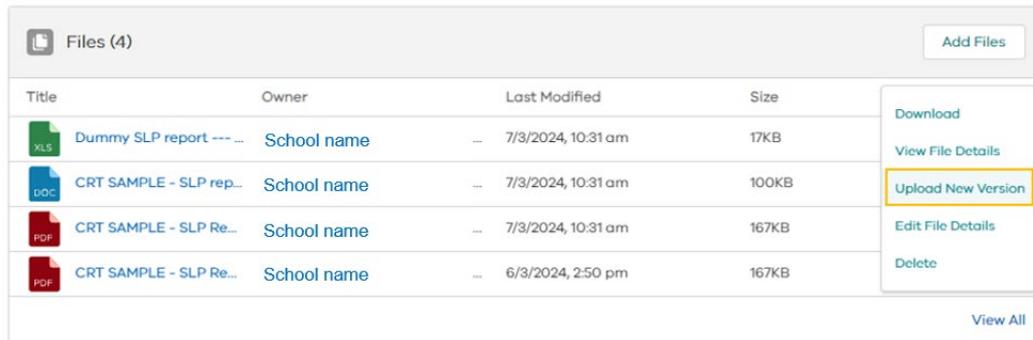
Once the school is ready to resubmit the funding request (after determining the required action by the school) navigate to the funding request to make the required changes (via the **Funding Requests** tab or via the dashboard – **Funding Requests Summary**).

Further supporting documentation can be added to the funding request by selecting **Add Files** within the **Files** section of the funding requests.

Existing files can be amended by clicking on the arrow to the right of the attachment and selecting **Upload New Version**. Refer to **Figures 11.10 and 11.11**.



**Figure 11.10:** Adding an attachment



**Figure 11.11:** Amending an attachment

Once required changes have been made, resubmit the funding request (refer to [Submitting a funding request](#) for further guidance).

**Note:** Attachments can only be amended for draft and returned to schools funding requests.

# 12. Receipt the reimbursement in CASES21

Once reimbursement has been received by the school for a funding request, it will need to be receipted in CASES21.

In CASES21, open Financial > Sundry Debtors > Process and Print Receipts > Debtor Receipt (DR31061) format then follow the below steps (refer also to **Figure 12.1**):

- **New Batch:** ensure this box is ticked.
- **Description:** this defaults to Sundry Debtor Receipt.  
Note: The default Description can be changed to a relevant description that describes and identifies the batch, which could include the name of sundry debtor, the date, and the initials of the person entering the data. A relevant description enables easy identification of the receipt batch on the Batch Status Report.
- **Type:** this will default to **Normal**.
- Click on OK.
- **Client:** select the sundry debtor from the drop-down list.
- **Date:** enter the receipt date.
- **Period and Reference** details: these will be automatically displayed and cannot be altered.
- **Amount:** enter the GST exclusive (NS6) amount.
- **Detail:** enter a relevant description for this receipt.
- **Bank GL Code:** enter 10001 High Yield Investment Account (HYIA) (**not the official account**).
- **Type (of receipt):** select EF.
- Save your changes by clicking on the **Save** icon in the **Home** tab.

The screenshot shows the 'Normal Debtor Receipt' form in CASES21. The form is titled 'Normal Debtor Receipt' and has an 'Add' button with the number '1'. The form contains the following fields and values:

- Client:** DET
- Date:** 21/05/2017
- Period:** 2017-05
- Reference:** DRR0000059
- Client Address:** Dept of Education and Training, 2 Treasury Place, East Melbourne, VIC 3001
- Amount:** 100.00
- Detail:** Receipt - Thank you
- Bank GL Code:** 10001 (High Yield)
- Type:** EF (Efpos)

Summary table:

Unallocated:	\$0.00
Current:	\$0.00
30-60 days:	\$0.00
60-90 days:	\$0.00
90-120 days:	\$0.00
120 + days:	\$0.00
<b>Balance:</b>	<b>\$0.00</b>

Batch number: 428      Batch total: \$100.00

Page Mode: All Receipts      Training Mode

**Figure 12.1:** Debtor receipt

- The **Debtor Allocations** screen will be displayed.
- Allocate the receipt to the appropriate invoice and update the batch.

# 13. Monitoring funding requests

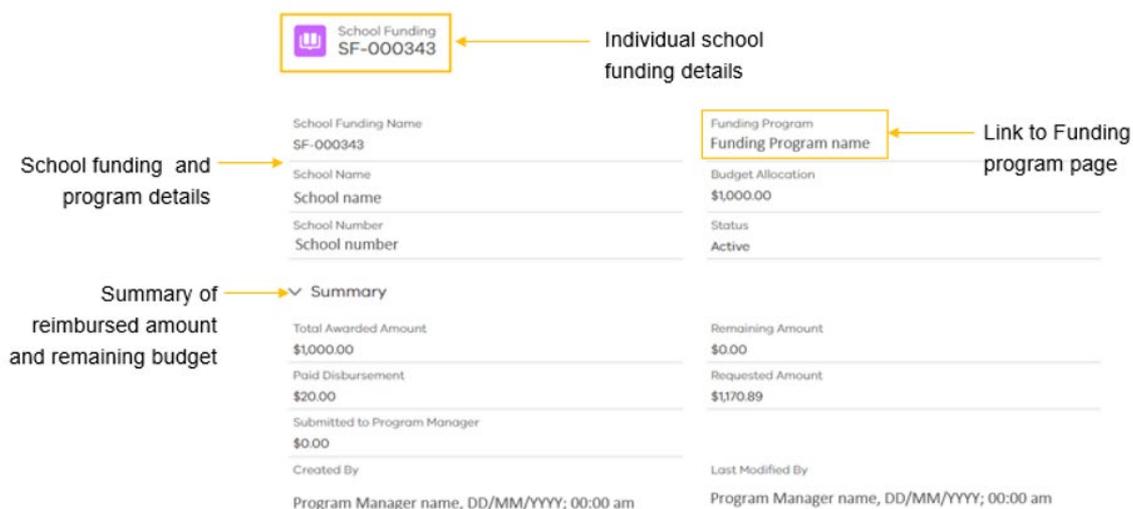
The school funding record provides several features to assist the school in tracking its funding availability under a funding program.

## Monitoring the overall funding provided to a school

Within the **Summary** section of the school funding record, the school can track the **overall** budget remaining within a funding program (refer to **Table 13.1** and **Figure 13.1**).

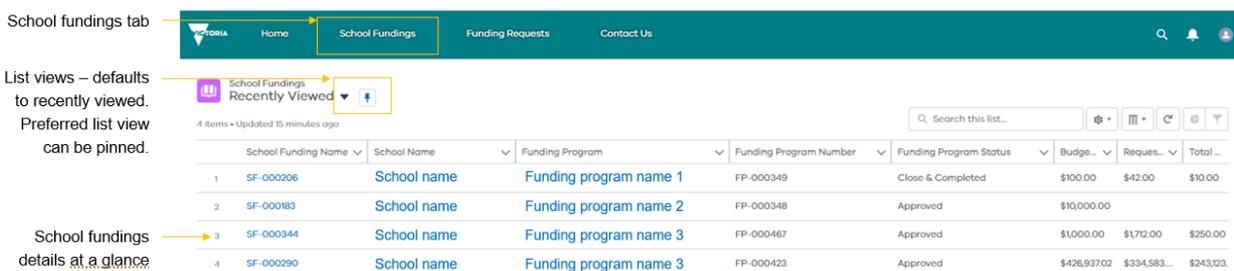
Amount	Description
<b>Budget allocation</b>	The <b>total</b> budget allocation for the school.
<b>Awarded amount</b>	The <b>sum</b> of the approved funding requests for the school.
<b>Requested amount</b>	The <b>sum</b> of Approved, Return to School and Submitted Program Manager Funding requests submitted by the school.
<b>Paid disbursements</b>	The <b>sum</b> of the paid disbursements to the school for approved funding requests.
<b>Remaining amount</b>	The budget allocation to the school <b>less</b> the awarded amount (i.e. remaining funding that can be paid to the school under the funding program).

**Table 13.1:** Amounts tracked in the school funding record



**Figure 13.1:** Summary of overall school funding budget tracking

These can also be tracked for each school funding via the **School Funding** tab list view (refer to **Figure 13.2**).



**Figure 13.2:** School Funding tab list view

## Monitoring individual funding requests

Within the **Funding Requests** section (refer to **Figure 13.3**) of a school funding, the school can track for each **individual** funding request the:

- status (of the funding request)
- ageing (i.e., has the funding request been reviewed within 7 days)
- total reimbursement requested
- awarded amount
- paid disbursement
- payment status (has an approved funding request been paid within 30 days).

Created By  
Program Manager name, DD/MM/YYYY; 00:00 am

Last Modified By  
Program Manager name, DD/MM/YYYY; 00:00 am

Itemised funding requests →

Links to funding requests →

Funding request details (Requested; awarded amount; payment status; school invoice) ↓

Funding Reque...	Applying Organization	Status	Ageing	Total reimbur...	Awarded Amo...	Paid Disburse...	Payment Stat...	School Invoic...
1 <a href="#">FR-001778</a>	Your school name	Approved	Aged	\$444.00	\$444.00	\$0.00	Pending	454564
2 <a href="#">FR-001779</a>	Your school name	Approved	Aged	\$59.99	\$20.00	\$20.00	Paid	45646556
3 <a href="#">FR-001780</a>	Your school name	Rejected	Aged	\$176.55		\$0.00		2445664645
4 <a href="#">FR-001781</a>	Your school name	Approved	Aged	\$666.90	\$536.00	\$0.00	Pending	44455456
5 <a href="#">FR-002061</a>	Your school name	Draft		\$0.00		\$0.00		34534534

View All

**Figure 13.3:** Funding request section (within a school funding)

# 14. Support and further information

## Support

Area	Team	Contact details
Funding program questions	Program managers	Contact the program managers specified in the funding program.
STFG (portal and processes)	Financial Compliance Unit	<a href="mailto:schools.targeted.funding.governance@education.vic.gov.au">schools.targeted.funding.governance@education.vic.gov.au</a>
CASES21	Schools Financial Management Support	<a href="mailto:schools.finance.support@education.vic.gov.au">schools.finance.support@education.vic.gov.au</a>

## Information

The following resources are also available:

### STFG portal and processes

- [Walkthrough for School Staff](#)
- [Funding Request Checklist](#)
- [Schools Program Funding Governance Framework](#)
- [Schools Targeted Funding Governance Model](#)
- [Cash flow support request process](#)
- [Cash flow support template](#)
- [Evidence Guidelines](#)
- [FAQs](#)
- [Glossary](#)

### CASES21

- [CASES21 portal](#)
- [CASES21 sub-program code form](#)
- Refer to the department's Service Gateway in the contact section of [School Administration Systems](#).

### Casual relief teachers

- [Casual Relief Teachers](#)

### Chart of accounts (codes)

- [Chart of Accounts for Victorian Government Schools](#).

### CRT rates

- [Salary Rates \(casual pay rates\)](#)

## **Finance Manual**

- [Finance Manual for Victorian Government Schools](#)

## **Local payroll**

- [Local Payroll/School Council Employment](#)

## **Procurement**

- [Schools Procurement Policy](#)
- [Schools Procurement Help Desk](#)

## **Salary, including special and higher duty payments**

- [Remuneration – Teaching Service](#)

## **Sundry debtors**

- [Sundry Debtor section of the CASES21 Finance Business Process Guide](#)

## **Travel Policy / Personal expenditure reimbursement**

- [Travel and personal Expenses](#)
- [Staff travel applications](#)

# Appendix 1: Portal list views

Tab	List View	Description
Funding Requests	Recently viewed	Funding requests viewed over the last 90 days by the user (max 200 items).
	All Funding Requests	All funding requests.
	Approved Funding Requests	Funding requests with approved status.
	Draft Funding Requests	Funding requests with draft status.
	Rejected Funding Requests	Funding requests which have been rejected.
	Returned to School Funding Requests	Funding requests returned to the school for editing and resubmission.
	Submitted (Pending) Funding Requests	Funding requests submitted to the program managers for review.
School Fundings	Recently viewed	School fundings viewed over the last 90 days by the user (max 200 items).
	All School Fundings	All school fundings (including those in closed funding programs).
	Active School Fundings	School Fundings included within approved status funding programs.
	Closing School Fundings	School fundings included in funding programs with timeframes lapsing within the next 30 days.
	Closed School Fundings	School fundings within closed funding programs.

# Appendix 2: Sample CASES21 sundry debtors' invoice to the department

School logo

**Name of school**  
Address  
Town  
Postcode

Phone (03) 1234 5678  
Fax (03) 1234 5678

Shortened name of the Department

**TAX INVOICE**      **ABN: 12345678901**

**Dep't of Education**  
Address  
Town  
Postcode

01 January YYYY  
Invoice No: DRI0000123

Description of supply/service	Qty	Nett	GST	Amount
E.g. CRT for policy development session 22 Feb 2017 @321.75 Attendees: (name1, name2, name3, name4, name5)	5	965.25	0.00	965.25
Policy facilitator S Citizen (Business name)	1	1000.00	0.00	1000.00
<b>Total</b>		1965.25	0.00	1965.25

No GST on reimbursements

TERMS - 7 DAYS NETT

Please remit Payment to: Postal address  
Town  
Postcode

OR  
Direct Deposit to: School name Council      Client key: DE  
123456      Invoice reference: DRI0000123  
12345678  
Name of bank

Please include the invoice number DRI0000123 in the reference field when making a payment.  
OR

 12345  
1234567890

01 Month YYYY

Telephone & Internet Banking - BPAY®  
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

All CASES21 sundry debtor tax invoices have this format number [DR21401]

## Appendix 3: Glossary

Term	Definition
<b>Ageing</b>	<p>Status column which appears for funding requests in the 'Submitted to Program Manager' status.</p> <ul style="list-style-type: none"> <li>• <b>Current:</b> Funding Request has been submitted within the last 7 days.</li> <li>• <b>Aged:</b> Funding Request has been submitted over 7 days ago and is overdue for review.</li> </ul>
<b>Approved Expenditure</b>	<p>List of expenditure categories in the funding program that are acceptable for the program, such as casual relief teachers, professional development fees and venue hire.</p> <p>Categories include:</p> <ul style="list-style-type: none"> <li>• Casual relief teachers</li> <li>• Education support staff - casual</li> <li>• Hospitality</li> <li>• Meals and accommodation</li> <li>• Personal expenditure claims</li> <li>• Presenter, guest speaker or facilitator fees</li> <li>• Printing, stationery and administration</li> <li>• Professional development fees</li> <li>• Program goods and services</li> <li>• Salary, including special and higher duty payments</li> <li>• Travel</li> <li>• Venue hire</li> </ul>
<b>Budget Allocation</b>	<p>The amount of approved funding available for the school for the specified timeframe (formerly School Budget).</p>
<b>CASES21 sub-program code(s)</b>	<p>A four-digit code that schools are required to use to track program expenditure and reimbursement receipts in CASES21, their financial management system. It is the school equivalent of the Oracle project code.</p>
<b>Casual Relief Teachers (CRTs)</b>	<p>Casual employees engaged by school councils under Part 2.3 of the <i>Education and Training Reform Act 2006</i>.</p> <p>A more detailed definition is available <a href="#">here</a>.</p>
<b>Casual Relief Teacher Rate (CRT Rate)</b>	<p>Salary paid to a replacement teacher employed by the school council for up to and including 30 working days.</p> <p>The most up-to-date rate can be found on the intranet under <a href="#">Leave Reimbursement Cash Rates</a>.</p>
<b>Closing Funding Programs</b>	<p>Approved funding programs due to lapse in 30 days.</p>
<b>Department</b>	<p>Department of Education</p>

Term	Definition
<b>Education Support Staff – Casual</b>	Expenses for teacher aides, library and IT staff, clerical and administrative staff, and school counsellors etc.
<b>Financial Compliance Unit (FCU)</b>	The team responsible for maintaining the operation of the portal and guidance materials. The team are contactable via email: <a href="mailto:schools.targeted.funding.governance@education.vic.gov.au">schools.targeted.funding.governance@education.vic.gov.au</a>
<b>Financial Delegate (FD)</b>	A financial delegate is the officer in the position holding the financial authorisation – who is typically manager level and above.  The financial delegate, who is committing the funds to the schools, has responsibility to ensure the expenditure is within the availability of funds.
<b>Funding Program (FP)</b> (formerly Initiative Agreement)	Contains key information about a program, such as approved funding, participating schools and approved expenditure type(s). The funding program also shows amounts awarded, remaining and disbursed.
<b>Funding Request (FR)</b> (formerly Reimbursement Request)	Request placed by a school within a relevant funding program. Contains a sundry debtor invoice generated by the school, along with any relevant evidence to substantiate the request.
<b>GST</b>	Goods and Services Tax.
<b>Group</b>	The specific department group name to which the funding program relates.
<b>Hospitality</b>	Expenses for gifts, benefits or hospitality. Refer to the <a href="#">Gifts, Benefits and Hospitality Policy</a>
<b>Invoice</b>	A supplier of goods or services documents the details of the sale in a valid tax invoice that includes an ABN, date, items provided, unit cost, GST amounts, total cost etc. Note that for reimbursements from the Department to schools, GST is not paid.
<b>Meals and accommodation</b>	Expenses for staff meals and accommodation the school is paying, associated with travel for school business, including professional development.  See: <a href="#">Travel Policy</a>
<b>Paid Disbursements</b>	Total amount that has been paid (marked as 'Disbursed').
<b>Payment Status</b>	The status of an approved funding request, split into three different categories: <ul style="list-style-type: none"> <li>• <b>Paid:</b> Funding Request has been paid.</li> <li>• <b>Pending:</b> Funding Request has been submitted within the last 30 days, but not paid.</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• <b>Overdue:</b> Funding Request has been submitted over 30 days ago and is overdue for payment.</li> </ul>
<b>Payment Terms</b>	The timeframe that indicates how soon program areas must pay invoices received from schools for approved program expenditure. The department's standard payment terms are 30 days.
<b>Personal Expenditure Claims</b>	Expenses that staff incur and request reimbursement from the school, such as mileage and mobile phone use.
<b>Presenter, Guest Speaker or Facilitator Fees</b>	Fees paid to a presenter, speaker or facilitator for their sessions at a professional development event, network session etc.
<b>Printing, Stationery and Administration</b>	Expenses for consumables and printing.
<b>Professional Development Fees</b>	Fees charged for attendance at a professional development activity.
<b>Program area</b>	Responsible for day-to-day central operations of the program, such as procurement and reimbursement of school expenditure, preparation of acquittals and briefings as required, and provision of support to schools.
<b>Program Goods and Services</b>	Expenses that do not fit into any of the other default categories.
<b>Program Manager (PM)</b>	One or more central or regional officers responsible for the day-to-day central operations of a program including creating and managing funding programs, reviewing funding requests submitted and processing or coordinating the processing of payments for approved requests.
<b>Program Owner (PO)</b>	The one officer with end-to-end accountability for the delivery of the program and the achievement of its objectives.
<b>Reimbursement Charge Code</b>	<p>The 21-digit code used in Oracle Cloud, department's financial ERP application, made up of:</p> <ul style="list-style-type: none"> <li>• Entity Code – 2 digits</li> <li>• Business Unit Code – 4 digits</li> <li>• Account Code – 5 digits (always 84236 for STFG payments)</li> <li>• Project Code – 6 digits</li> <li>• Site Code – 4 digits (always 0000)</li> </ul>
<b>Remaining Amount</b>	Total budget allocation less the total awarded amount.
<b>Requested Amount</b>	Total amount currently requested by the school. The sum of all 'Approved', 'Submitted to Program Manager' and 'Returned to School' funding requests.

Term	Definition
<b>Salary, including Special and Higher Duty Payments</b>	Salary payments for a program that include: <ul style="list-style-type: none"> <li>• Lead teacher/higher duties, often in the form of a fraction of fulltime equivalence (e.g. 0.2 FTE)</li> <li>• Hiring a part-time staff member or increasing the hours of part-time staff to coordinate a school program</li> <li>• <a href="#">Special payments</a> for additional tasks for the classification level and salary range of a teacher</li> </ul>
<b>Schools Fundings</b>	The funding available (i.e. allocated budget) to a school under a funding program.
<b>STFG Framework</b>	The overarching governance framework that provides an overview of the policies governing the distribution of Prep-12 funding to or on behalf of Victorian government schools by the department has been established.
<b>STFG Model</b>	A subset of the STFG Framework, dealing specifically with processes and procedures of reimbursing schools for local procurement of goods and services that are not funded through the Student Resource Package (SRP).
<b>STFG</b>	Schools Targeted Funding Governance
<b>STFG Portal</b>	The central register where all schools targeted funding must be recorded. Program areas set up funding programs and schools submit funding requests via this portal.  School portal link: <a href="https://stfg.educationapps.vic.gov.au/s/">https://stfg.educationapps.vic.gov.au/s/</a>
<b>Sundry Debtor Invoice</b>	Generated by a school in CASES21. The invoice must contain the details of the sale in a valid tax invoice including an ABN, date, items provided, unit cost, GST amounts, total cost etc. Note that for reimbursements to schools, GST is not paid.
<b>Total Awarded Amount</b>	Total amount of all approved funding requests.
<b>Travel</b>	Expenses for staff airfares, taxi, public transport, freeway tolls, staff parking, etc. the school is paying, that are associated with travel for school business or professional development.  See: <a href="#">Travel Policy</a> , <a href="#">Private Vehicle Policy</a> , <a href="#">Vehicles Policy</a>
<b>Venue Hire</b>	Costs charged to hire a venue, which may or may not include the costs for catering, etc.