

Cash Budget Spreadsheet

User Guide

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Preparation

Action: Before commencement of building the cash budget, download the DET template [Annual Master Budget Summary with Monthly Cashflow Template](#) and transfer your school's sub program data.

Instructions can be found on the Annual Master Budget Summary with Monthly Cashflow Template – Transfer Subprogram Data Tab.

Instructions	Master	Cashflow	EOY Bank Balance Projection	Transfer Subprogram Data
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1. Log onto Cases21 and find the menu item GL21157 Sub Program Budget Report.
2. Right click on the title and select Print-Print to Excel.
3. Save this file and note the directory that you have used.
4. Open the Cash Budget Master Spreadsheet, insert an extra worksheet tab on the spreadsheet.
5. Open the folder where you have saved the GL21157 as an excel document.
6. Open this file and go to the expenditure section of the report to capture current subprograms, copy the subprogram and description columns.
7. Open the Master Cash Budget and paste the copied subprograms and descriptions into the new sheet (tab) that you have just added.
8. On the Master tab ensure there are enough columns in the spreadsheet available to cater for all subprograms.
9. On the new sheet (tab) where you have just copied all the subprogram and description info from GL21157. Copy those two columns and then go to the Master tab and at D4 select horizontal paste.
10. To neaten the spreadsheet, highlight the two rows (4&5) and centre, bold and wrap text to make the headings align.
11. The extra tab that was added as a transit tab to copy and paste the subprograms can then be deleted.

Introduction

This resource is broken down into 5 modules. These modules will take you through each of the areas, step by step, that are essential when preparing your budget.

Schools indicative cash budget **must be** completed prior to the year to which it relates, recommendation is for it to be prepared before the November school council meeting for approval.

The budget figures (both revenue and expenditure) **must be** entered into CASES21 in readiness for the first school council meeting in February.

Module 1 – Budget Preparation

- Covers the preparation required to enable us to understand how to use the Annual Master Cash Budget Spreadsheet.
- Review of Budget Sub Program areas and alignment with DET Chart of Accounts, subprogram maintenance/review.
- Estimation of brought forward held in the school's bank accounts and commitments against those funds.

Module 2 – Existing Financial Commitments

- Introduction of the Financial Commitments within the cash budget worksheet and the Financial Commitment Summary report. The module also includes how to find existing information to record in the spreadsheet.

Module 3 – Expenditure

- This module will assist you with identifying expenditure and how to record this information including capital assets in the cash budget spreadsheet and CASES21.
- SRP managed deficits and treatment within the cash budget spreadsheet.

Module 4 – Revenue

- This module covers all the types of revenue schools receive and the recording of this revenue in the cash budget spreadsheet.

Module 5 – Final Budget

- This module will cover cashflow, initiative tracking and the school operating reserve.
- Reviewing of the cash budget spreadsheet prior to presentation to school council and presenting the cash budget to school council
- Cases21 entry of the cash budget, balance day adjustments and processes for end and start of year, reviewed financial commitments at 31 December and requirements to update your cash budget spreadsheet in the new year.

Module 1 – BUDGET PREPARATION

Timeline – Planning

Using the [Guide to Budget Management v4.pdf](#) (ref pg. 9) identify the timeline that your school will require for the Annual Budget process to enable the school to successfully meet its strategic plan objectives.

Budget Submission Proforma's

A budget submission proforma form is the recommended document to request program areas to submit their budget requests for the following year. The requests from KLA (Key Learning Areas) will need to be considered in line with equity funding, AIP (Annual Implementation Plan) and focussed towards improving student outcomes.

Blank forms are available from the DET website.

[Finance Manual — Financial Management for Schools: Resources | education.vic.gov.au](#)
[Budget Submission Proforma](#)

Cash Budget Spreadsheet

The spreadsheet can be found on the DET website using the following link:

[Annual Master Budget Summary with Monthly Cashflow Template](#)

Creating a Folder

- Create a folder to store the Master Cash Budget Spreadsheet, sub program submission proforma's, financial commitment reports and other supporting documentation that you require.
- These documents can be saved to your U:\\drive so that they are readily accessible when needed.
- Create a folder called – Budgets and then a sub-folder for the coming year.

Saving and Naming Spreadsheets

It is important that you save your cash budget spreadsheet prior to entering figures. This can then be referred to as your Master Copy. Each year you can select **File - Save As and rename**.

As you make changes to your cash budget spreadsheet throughout the year, remember to “**save as**” and in the naming convention of your file, include a version number e.g., V1.0 or V2.0, or dates 100620XX. This way you will have a complete record of all the changes you have made during the year.

Setting up the Cash Budget Spreadsheet

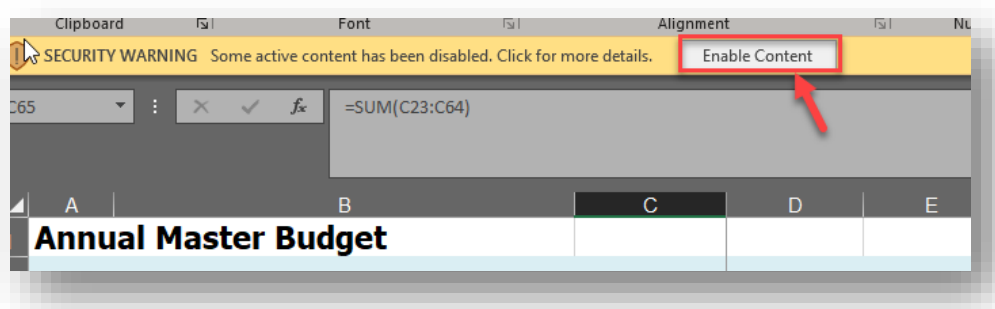
Download [Annual Master Budget Summary with Monthly Cashflow Template](#) spreadsheet and populate with sub programs if you haven't already done this as recommended in preparation.

OR

Your cash budget spreadsheet may have been previously created and your sub programs from your existing CASES21 data imported ready for you to commence.

If you wish to experiment with the spreadsheet, please initially download a blank one from the website or copy the one you may already have and use that as your "sandpit".

Operating the Cash Budget Spreadsheet

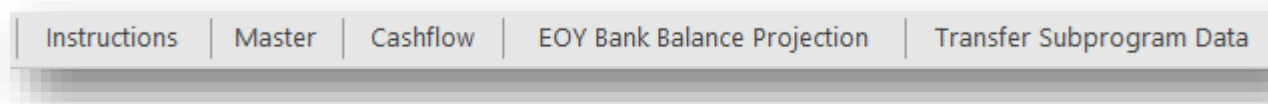


When you first open the cash budget spreadsheet, you will need to click on **Enable Content** to ensure you can adjust things within the spreadsheet.

- **Hide Rows with Zero Value** – this button will hide any GL codes that do not contain data.
- **Show All Rows** - this button will show all of the GL codes including those that do not contain data.
- **Lock/ Protect Cells** – clicking on this button will ensure that formulas in cells are locked and data is not entered over the formulas.
- **Edit Locked Cells** – clicking on this button will unlock the cells to allow you to change sub program data, insert a cell etc.

Cash Budget Spreadsheet TABS

At the bottom of the screen there are 4 tabs:

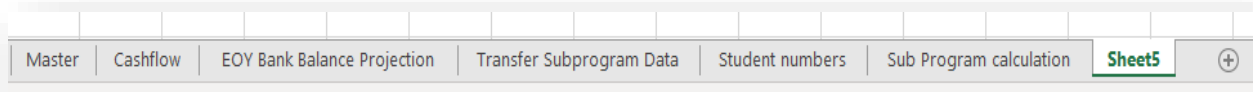


- **Instructions** – Quick reference of how to use document
- **Master** – Master Budget Spreadsheet by Subprogram and General Ledger coding
- **Cashflow** – Reflects the projection of cashflow across the year month by month by GL
- **EOY Bank Balance Projection** – Tool for Estimation of EOY Bank Balance
- **Transfer Subprogram Data** – How to transfer your sub program data from Cases21

Naming the Tabs on the Spreadsheet

Additional tabs may be used for recording additional information that will support your master budget. It is important to label each worksheet tab for ease of finding information.

- Double Click on the Worksheet tab to be named
- Type in the name for the Worksheet
- Click OK



Notes

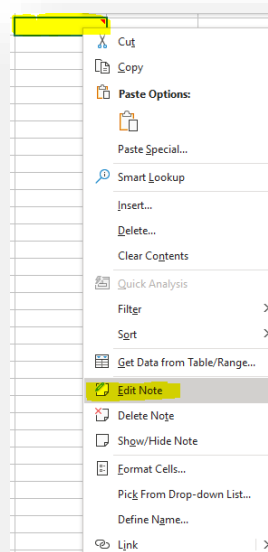
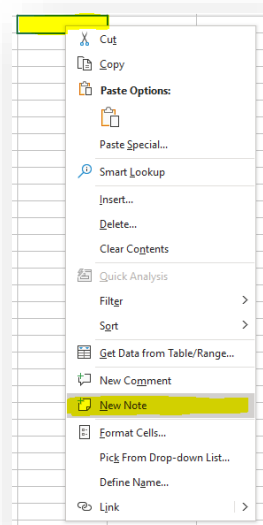
The red triangles on the spreadsheet show information that relates to the data that should be entered in each of the areas and suggestions of what reports to use to find the information.

nated New Revenue			
		NEW	
	SRP Cash Funding	\$0	Indicative SRP Budget Details report will show this figure or use the Budget Management Report from the SRP Planner Enter in 9499 column
	Long Term Leave Premium (negative figure)	\$0	
	SRP Deficit Recovery (negative figure)	\$0	
	Credit to Cash	\$0	
	Cash to Credit (negative figure)	\$0	
	Short Term Leave Reimbursements	\$0	
01	Cash Funding (includes STLR)	\$0	
04	Conveyance Allowance	\$0	
06	Overseas Fee Paying Students	\$0	
07	CSEF	\$0	

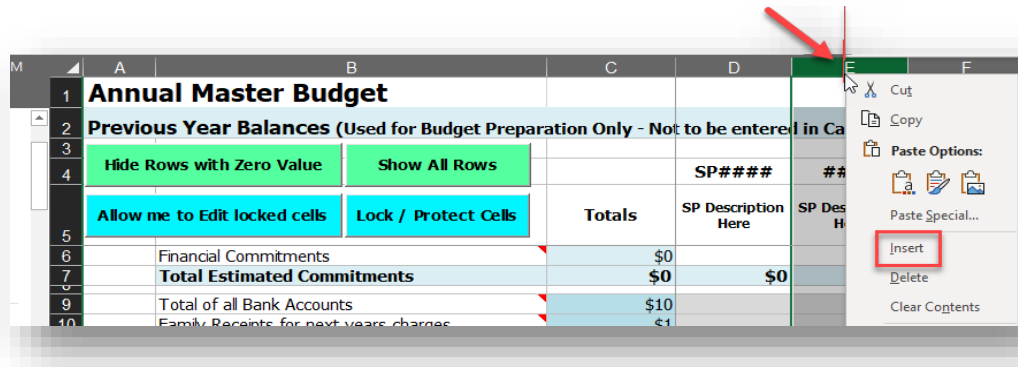
Notes may be added and are a useful way for you to provide a narrative on the data that you enter to substantiate figures and information for reference.

To **add** a note, click on cell, right click on mouse then select 'New Note'

To **edit** a note, click on cell, right click on mouse then select 'Edit Note'

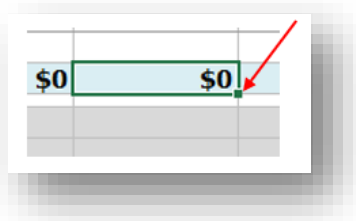


Inserting and Deleting Columns



To inserting/deleting a column - right click on the column "letter" and select *Insert or Delete* (whichever is required).

- Highlight the column in front of where you want to insert the new column. In our example Column E
- Right click
- Select Insert/Delete
- A new column will be inserted/deleted.



NOTE: If you have inserted a column, please ensure you drag the formulas from the cells to the left. This is done by clicking on the cell and dragging the green box in the bottom right corner across to the next cell.

Areas of DET Cash Budget Spreadsheet

- Financial Commitments
- Estimation of Brought Forwards
- SRP Revenue
- New Revenue
- New Expenditure
- Funds for Future Years
- Summary
- Cash Flow
- EOY Bank Balance Projection

Review of Sub Program Alignment with Chart of Accounts

Subprograms need to be maintained to reflect the schools' requirements. This may result in sub programs being deleted or added.

Schools should develop a consistent approach to the use of school defined sub programs in line with their specific needs regarding reporting, monitoring, and reconciling activities. They also need to be aligned to the departments [Chart of Accounts](#).

- Each sub program should have an approved expenditure and if applicable a revenue budget.
- The CASES21 sub programs should always reflect the approved school budget.
- Do not create a sub program that is already defined under a General Ledger expenditure code, for example electricity.
- Keep school defined sub program codes to a minimum.
- When creating a school defined sub program, ensure that it is coded under the relevant program area.

Estimation of Funds Brought Forward

Total of all Bank Accounts	\$0
Family Receipts for next years charges	\$0
Unallocated CSEF receipts & families in credit	\$0
Accounts Payable Control	\$0
Prepaid Expenses	\$0
Total Estimated Brought forward	\$0

This is an outline of funds that are held in the bank accounts and the recognition of amounts that have a specific purpose. The estimated brought forward is the true value that the school may utilise in planning coming into the new year.

Total of all Bank Accounts

Obtain this figure from your Balance Sheet i.e., Total of all bank accounts.

Then estimate anticipated revenue and expenditure to the EOY to come up with a projected EOY bank balance. This figure plus others in this area can be amended in the cash budget after EOY has been processed. This is often left (unless material) until the confirmed SRP is received and the cash budget is taken to School Council for approving the confirmed cash budget. This is an audit requirement.

EOY Bank Balance Projection

A projection of the end of year bank balance at time of preparation of the cash budget for the following year is not fully known until 31st December of that year.

Bank balances can be estimated by determining expected receipts and payments for the remainder of the year utilising the 'EOY Bank Balance Projections' tab.

[illegible]

TIP: Reference the date of estimation to provide clarity when figure was determined.

Family Receipts for Next Year's Charges

Funds **received** in advance for activities that are occurring in the following year i.e. Extra-Curricular Camp.

Use DF21114 - Fee Code Receipt Summary selecting 20XX Fee codes, (note the importance of a fee code naming convention) use the column labelled '*Receipted* amount (cash/cheque, eft, credit card) for the amount of actual money received from families.

NOTE: This is not the Balance Day Adjustment amount – the BDA amount is the full value invoiced to families- At the end of the year, revenue that is reported may include some items that should be attributed to the next year. A BDA is a process run through Cases21 to apply the value to the following year

Unallocated CSEF and Families in Credit

The Family trial balance (DF21102) will show a total of unallocated receipts, this will be a mix of CSEF and sometimes centre pay amounts that have accumulated. Again, this figure is a guide at this stage, perhaps need to consider that CSEF may be reduced with EOY activities being charged to parents etc.

Alternately the Family Receipts or Credit Notes Unallocated Report (DF21107) is a more detailed report that will show the description and details and is a useful report to use for cleaning up unallocated funds and CSEF for left students.

The final family trial balance of the year will provide the final figure when working on the confirmed cash budget of the following year.

TIP: Curriculum contributions received in the

NOTE: *Unallocated CSEF& Families in credit – values sit against the family accounts (not school funds until point of allocation).*

TIP: Curriculum contributions received in the current year should not be left unallocated on the family statements until the following year.

All other genuine credits will be rolled forward on the family statements.

Accounts Payable Control

- Use Creditor trial balance (CR21101)
- Check for errors and ensure all outstanding invoices are valid.
- Majority of schools will have all accounts paid before processing EOY, if this is the situation, this field may be left blank. If at the EOY there are any unpaid creditor invoices in the system they will appear on the balance sheet, and it is that figure that will be used when working on the confirmed cash budget.

Prepaid Expenses

- Expenses paid for future year e.g. camp deposits.
- Amount will be on the balance sheet if the BDA has been processed.

Action: Before the next module complete review of Sub-programs and Estimation of Carry Forward funds section of the spreadsheet.

Module 2 – FINANCIAL COMMITMENTS

Financial Commitments - not entered into C21

\$0

- Each school should have their own policy relating to unspent balances for sub programs which do not have a specific accountability requirement.
- Schools are discouraged from carrying forward funds for curriculum related sub programs.
- Work through your subprograms and identify which ones may have carry forward balances that will need to be included as expenditure next year (*remember this will be an estimate at this time but will need to be confirmed once the end of year is finalised*). Make sure you include your Building and Library fund bank accounts if you have them.
- Make a note to substantiate values (reference if there are source documents i.e. tracked balances tools file reference) and why are you carrying these subprogram funds forward. (See sample notation)

6001	6201	6401	
Buildings	Maintenance & Minor Works	Annual Contracts & Essential Safety	SP
	\$11,000		
\$0	\$11,000	\$0	

Budget, Queen B:
 2021 Carry Fwd \$4,000
 2022 SRP Funding \$50,000
 2022 Expenditure \$43,000
 Financial Commitment \$11,000
 (Balances to be reviewed as at 31/12/2022)

- When preparing the Indicative budget, financial commitments and funds brought forward will be projected/estimated amounts.
- The prior year Financial Commitment Summary required during End of Year roll over process – GLBANK11003, may assist in highlighting funds that need to be recognised during the budget process.
- The financial commitment line on the cash budget is for reference only (it is not added into any formula). It is there to report to school council and to assist with recognising that these committed funds are either expended in the cash budget or carried forward to future years.
- Once expenditure for the budget year has been identified, a check should be completed to make sure that identified financial commitments have been incorporated into the expenditure budgets for next year and/or beyond.

NOTE: *Financial commitments should be reviewed as a part of the end of year process and entered onto CASES21. The budget spreadsheet should also be updated/reviewed as soon as possible in the new year with the reviewed commitment values and submitted to school council for approval.*

Tools that may be utilised to determine financial commitments:

[Tracked balance tool - monthly version](#)

[Tracking subprogram balances - guidance](#)

[Trading profit & loss \(examples and proforma\)](#)

Examples of Committed Funds to Carry Forward

The committed fund figures are to be the projected amount as at 31st December.

- Fundraising, Parents & Friends
- Specific Targeted fundraising
- SRC - Student Representative Council
- JSC – Junior School Council
- SRP Funding Lines – received via CASH:

Should be expended during the year, however, should there be a balance remaining ensure this is committed.

TIP: Your school may have other SRP funding lines not stated here. Familiarise yourself and account for any funding that should be tracked.

- Grants – unspent balances i.e. Sporting Schools
- CSEF balances from LEFT students (*not unallocated CSEF*)
- Bank Accounts Funds:
 - 8001 Building
 - 8101 Library Fund
 - Beneficiary bank accounts*Estimate projected balance using the current balance sheet figure as a starting point.*
- Scholarship balances – tracked balance tool may be used.

NOTE: scholarships are normally processed to students at the EOY, so take those into account when projecting an EOY balance
- School Council decision projects, or funds held for asset replacement
- Long Service Leave Provision (GL 81002) – Amount journaled to the provision account on the balance sheet for school level payroll employees. Should be regularly monitored.
- Deposits held (GL 38003), if any should be reflected on the balance sheet, may be bonds held for hire of facilities.
- All carry forward funds will need to be confirmed as at 31 December when the EOY is complete.

Action: Before the next module complete Financial Commitments section of the spreadsheet.

Module 3 - EXPENDITURE

How are funds allocated to be spent within the school?

Ideally expenditure will be linked to the School Strategic Plan and Annual Implementation Plan (AIP) and the priorities in the plans.

Best practice is to ask for submissions from budget leaders.

Most of the expenditure will relate to funding received from the SRP for maintenance, utilities, equity, school specific and targeted initiatives. The funds received need to be allocated correctly.

Other expenditure can relate to locally raised funds i.e. trading operations.

TIP: Certain funding lines may be pulled back from school by DET if not allocated appropriately with expenditure clearly shown against them

When reviewing expenditure within the school, take the following into consideration:

- Evaluate program spending and how it relates to achieving student outcomes. This should be linked to priorities for the teaching and learning programs with the school.
- Value for Money - in basic terms VFM means “getting a good deal from school expenditure”. It is based not only on the minimum purchase price (economy) but also on the maximum, efficiency, and effectiveness of a purchase. This means finding solutions which achieve the best mix of quality and effectiveness for the least outlay. This may not always mean choosing the cheapest option since, for instance, it may be more cost effective to buy a more reliable service or a better-quality asset with lower maintenance costs and a longer operating life.
- Review current and prior year expenditure (don’t always allocate based on prior history or what a budget submission may list).
- Develop a whole school procurement strategy, rationalise costs where possible across the school, example: freight – do you know how much it costs for individual delivery’s when a whole school approach could be more efficient.
- Review contracts on a regular basis.
- Repair, recycle, re-use, reduce and share.
- Combine with other schools to increase purchasing power.

Types of Expenditure

SRP Funded Expenditure

SRP Funding including school infrastructure, school specific and targeted initiatives

- Do you understand what these are funded for and how they must be spent?
- Do you know how the Equity funding is to be spent/allocated?
- Do you know if any of the cash funding received is to be spent on the credit side of the SRP (Staffing)?
- Will school specific programs and targeted initiatives be the same next year?

Ensure commitment of expenditure is made against lines that are funded through the SRP (notation may be made in the relevant sub program column as reference of funds to be committed).

Hide Rows with Zero Value	Show All Rows								
Allow me to Edit locked cells	Lock / Protect Cells	Totals	4209	Swimming & Water Safety					
<div>Budget, Queen B: 2023 SRP Planner 30/10/2022 Swimming & Water Safety \$7,500</div>									
Financial Commitments	will be included in expenditure or funds held for future years	\$0							
Total Estimated Commitments		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Cash to Credit (negative figure)	\$0							
	Short Term Leave Reimbursements	\$0							
70001	Cash Funding (includes STLR)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
70004	Conveyance Allowance	\$0							
70006	Overseas Fee Paying Students	\$0							
70007	CSEF	\$0							

NOTE: All SRP funding should be receipted to 9499.

Recurrent Expenditure

Expenditure associated with the day to day running of the school. Expenditure is allocated to codes starting with '8' in the chart of accounts. Examples are:

- Consumables - classroom materials and supplies
- Administrative expenses - photocopying, telephone, postage, communication expenses, third party providers and operating leases
- Utilities
- Property expenses - sanitation and garbage removal
- Equipment replacement – short and long term
- Leases
- Building and grounds maintenance, works and upkeep – short and long term
- Inspections on essential services around the school and grounds
- SLP Salary Expenditure
- Staffing replacement
- Professional development
- Camps, excursions and other extracurricular school activities
- Trading operations

Have the expenditure submissions been received from the budget leaders?

Capital Expenditure

Assets with a value equal to or greater than \$5,000 that provide benefit to the school beyond the current year. Capital expenditure is allocated to codes starting with '2' in the chart of accounts. Capital assets can be an individual item or works for example, a new playground.

[Cases21 Finance Section 04 Assets](#)

Trading Operations

- Will these be operating the same next year?
- Do you know if any of the cash funding received is to be spent in the credit side of the SRP?
- Do you have salaries paid on SLP?
- Have you completed a profit and loss? If running at a loss has school council approved this?
- Anything else you can think your school may have i.e. new programs?

Identifying Expenditure

Work through the below reports from CASES21 and identify the expected expenditure for the following year. Remember this is an indicative budget. You may like to reference any submissions you have received.

- View the Operating Statement– Detailed report (GL21150). This will assist in identifying what expenditure the school will have at general ledger level.
- View Annual Sub Program Budget Variance (KGLSUB21003) and/OR
- Annual Sub Program Budget Report (GL21157) to identify expenditure at sub program level.

Expenditure should be broken down into the subprogram, and the general ledger (GL) codes the actual spending is to occur against.

For subprograms with expenditure against different areas, entry MUST NOT be lumped together against one general ledger code, but must rather be reflective of all the GL codes that each sub program transacts in.

Once the entry of expenditure budget has been completed, check the cash flow tab. Make any adjustments to the phasing as required to reflect the period the expenditure will occur in.

***TIP:** Adding notes including historical data to substantiate values and by adding periodisation of payments will assist in building a more accurate cashflow statement. This is the story of your school.*

Hide Rows with Zero Value	Show All Rows		6001	6201	6401
Allow me to Edit locked cells	Lock / Protect Cells	Totals	Buildings	Maintenance & Minor Works	Annual Contracts & Essential Safety
86408 Leased Facilities		\$0			
86409 Hired Equipment		\$0			
86410 Hired Facilities		\$0			
86450 ECD Equipment/Maintenance/Hire		\$0			
86452 Electricity		\$21,000	\$21,000		
86453 Gas -Mains		\$0			
86454 Gas – LPG		\$0			
86455 Water ind Water Rates		\$0			
86456 Sewerage		\$0			
86457 Rates - Property		\$0			
86470 ECD Utilities		\$0			

Budget, Queen B:
AGL
Quarterly
2020 Expenditure \$20,000
2021 Expenditure \$21,000
2022 Expenditure YTD 30/10/2022 \$18,000

Fund Held for Future Years

If the school has funds put aside to spend in future years, this should be included in the budget.

A school's master budget worksheet must account for all funds held by the school, which includes money set aside for future spending.

- These funds should be shown on the Annual Master Cash Budget in the line *Funds Held for Future Years*, as funds that are **not to be** expended in the current year.
- It is important that where funds are allocated to future spending, it is clearly identified what the expenditure is intended to be spent on and approximate time frame.
- These funds will also make up part of the Financial Commitment Summary completed as part of the end of year process in CASES21.

NOTE: A budget is not entered into CASES21 for expenditure projects occurring in future years.

SRP Deficit Repayment Treatment

- Funds held for SRP deficit being recovered in term 3 and possibly term 4.
- i.e., OSHC, Gardener and Canteen staff, Equity cash spent on credit wages.
- This will be reflected as a reduction in the SRP Cash Funding in the Revenue section of the Cash Budget Spreadsheet.

Estimated New Revenue		
		NEW
	<i>SRP Cash Funding</i>	\$0
	<i>Long Term Leave Premium (negative figure)</i>	\$0
	<i>SRP Deficit Recovery (negative figure)</i>	\$0
	<i>Credit to Cash</i>	\$0
	<i>Cash to Credit (negative figure)</i>	\$0
	<i>Short Term Leave Reimbursements</i>	\$0

- Should the deficit being recovered be greater than the value of the term 3 and term 4 cash funding, further recovery of the balance would be shown and reflected as an expenditure line against GL89361 School to DET transfer.
- This item is reflected in the Financial Commitment Summary as part of EOY, with the term 3 and 4 cash funding amount being notated in comments with the School to DET transfer amount as a commitment.

Surpluses & Managed Deficits

- The current year's Budget Management Report will reflect any projected Deficit your school may be expecting:

Management Reports	
Budget Management	- Displays the current and projected breakdown of budget expenditure
Salaries Fortnightly Transaction	- Displays a fortnightly breakdown of your staff charging
Employee Charging History	- Displays a detailed view of an employee's payroll charging
Credit Cash Transfer Status	- Displays the status of any credit cash transfer requests
School Budget Management Variance	- Displays variances in a school's surplus/deficit, budget and projection positions between pay periods

School Budget Management - 2022

01123400 Being Amazing School

Pay Period: 202208

End Date: 22 Aug 2022

SRP

Summary	Section 1 Credit	Section 2 Cash	Total
Budget - Current Year	\$6,303,200	\$500,200	\$6,803,400
Surplus B/F from previous year	\$0	\$0	\$0
Credit to Cash Transfers	\$0	\$0	\$0
Cash to Credit Transfers	\$0	\$0	\$0
Total Funds available	\$6,303,200	\$500,200	\$6,803,400
Projected Expenditure	\$6,942,150	\$500,200	\$7,442,350
Projected Balance	(\$638,950)	\$0	(\$698,950)
Surplus available to school or deficit to be repaid	(\$638,950)	\$0	(\$638,950)
	Deficit	Surplus	Deficit

Action: Before the next module complete the expenditure section of the spreadsheet including funds held for future years.

NOTE: Any lines with Financial Commitments:

Financial Commitments + New Revenue (inclusive of any specific SRP funding) = Expenditure + Funds held for future years

Module 4 - REVENUE

General

- Utilise sub program 9499 for most of the revenue (i.e., not usual have revenue going into KLA areas).
- Utilise fee codes if required i.e., 9499-74408 Curriculum Contributions or 8401-74301 Camps/Excursions.
- Only use other sub programs where **tracking** is required.
- Budget lines required for all anticipated revenue, even if in and out (e.g., Camps/Excursions, Charities & Collections).
- Include any revenue to be used for future years spending.
- Use prior historical data, also considering validity/suitability of data i.e., Covid-19 impacted causing reduction in revenue activity.
- Conservative approach in estimating revenue amounts.

Entering SRP Funding

Annual Master Budget			
Hide Rows with Zero Value	Show All Rows		9499
Allow me to Edit locked cells	Lock / Protect Cells	Totals	Revenue Control
Total of all Bank Accounts		\$0	
Family Receipts for next years charges		\$0	
Unallocated CSEF receipts & families in credit		\$0	
Accounts Payable Control		\$0	
Prepaid Expenses		\$0	
Total Estimated Brought forward		\$0	
Estimated New Revenue			
	NEW		
SRP Cash Funding	\$500,242	500,242.20	
Long Term Leave Premium (negative figure)	\$0	0.00	
SRP Deficit Recovery (negative figure)	\$0	0.00	
Credit to Cash	\$0	0.00	
Cash to Credit (negative figure)	\$0	0.00	
Short Term Leave Reimbursements	\$0	0.00	
70001 Cash Funding (includes STLR)	\$500,242	\$0	\$500,242

Budget, Queen B:
SRP Cash Funding - Planner 1 -2022 30/10/2022
Total Budget \$500,242.20

- Entered in sub program column 9499.
- Overview of SRP funding (Credit/ Cash, ensure you understand your various funding lines - refer Cash Report or SRP Budget) [SRP Overview](#)

Indicative SRP Budget

- The Indicative SRP Budget is issued in September or October of the preceding year using census data and enrolment projections advised by schools.
- This budget provides the basis for planning.
- May be utilised until Confirmed SRP Budget is received.

Planner Reports

- [Guide to the SRP Budget and Workforce Planner](#)
- Adjustments may be made with consultation with Principal for more accurate projections if change of students/staffing are known utilising the Indicative SRP Cash as the base.
- The Planner may continue to be used through term 1 of the following year for a more accurate school profile.
- Utilise the Budget Management Report or the Cash Report for clarity of Cash funding figures.

Long Term Leave Premium

- Rates and application are not shown on Indicative SRP.
- Refer to SRP **Budget Management Report** page 3 to obtain this figure.

NOTE: Does not show on the Budget Details Report for Indicative, Planner and Confirmed budgets.

Credit to Cash

- Need to be in surplus (utilising previous years & current years).
- Application and approval required.
- Distribution of funds is paid via the quarterly cash grant and apportioned equally over the remaining terms.

Cash to Credit

- Occurs in scenarios where staff are employed centrally but funds come via cash i.e. OSHC.
- A managed deficit is a preferred option rather than cash to credit for schools.

Managed Deficits

- A Deficit will cause a reduction in the cash grant. Identify the amount of recovery occurring in the coming year. The deficit will not show on the planner reports, refer to the current year Budget Management Report for the projected Deficit

NOTE: These values may be adjusted up until the SRP Reconciliation is finalised in term 1.

- Cash funding lines may support a deficit in the SRP of Credit expenditure e.g. Equity, Student Excellence Program, MYLNS.
- Overseas student money (not part of SRP) – comes in cash, can also be another example of managed deficit.

SRP Funding Lines

- Identify the various funding lines that are funded through the SRP (notation may be made in the relevant sub program column as reference of funds to be committed) i.e.

Hide Rows with Zero Value	Show All Rows		6201				
Allow me to Edit locked cells	Lock / Protect Cells	Totals	Maintenance & Minor Works				
<div>Budget, Queen B: 2023 SRP Cash Funding - Planner 1 - 30/10/2022 Maintenance & Minor Works Funding \$45,200</div>							
Financial Commitments	<small>will be included in expenditure or funds held for future years</small>	\$0					
Total Estimated Commitments		\$0	\$0	\$0	\$0	\$0	\$0
	<i>Cash to Credit (negative figure)</i>	\$0					
	<i>Short Term Leave Reimbursements</i>	\$0					
70001	Cash Funding (includes STLR)	\$0	\$0	\$0	\$0	\$0	\$0
70004	Conveyance Allowance	\$0					
70006	Overseas Fee Paying Students	\$0					
70007	CSEF	\$0					

Government Funding

Other government funding that schools may receive examples:

- 71080 Commonwealth Government Grants – Sporting Schools Grant
- 72080 State Government Grants – Advance Funding
- 74401 Outside School Hours Care – Sustainability Grant & CCS (Child Care subsidy)

Family Receipts

- Consider charges for upcoming year.
- Parent Payment Arrangements & SC Motion ref [Parent Payments Policy](#)
- Collection rate - use the amount expected to be received in budgeting not the invoiced amount.
- If invoices are entered onto CASES21 before EOY and collection of funds received a Balance Day Adjustment for revenue would be required (so revenue of the current year would not be inflated).
- Curriculum Contributions 74408 will be recognised on a cash basis in the year they are received. No BDA required for these receipts.
- Camps and Excursions – Costings, utilise fee codes, see example below.

TIP: Begin fee codes with the year, this will group them together in the Fee Code listing.
i.e., 23CAMP06 and 23CAMP06FD.
Creating consecutive fee codes allows them to appear in sequence in the fee code list, this makes tracking and reporting easier.

- Profit and Loss required for all camps and excursions to be reported to School Council, including recognition of School Council student subsidies.

Hide Rows with Zero Value		Show All Rows			8301				
Allow me to Edit locked cells		Lock / Protect Cells		Totals	Camps				
74201	Hire of School Facilities / Equipment			\$0					
74202	Canteen License			\$0					
74301	Camps / Excursions			\$20,500	\$20,500				
74302	Government School Camps			\$0					
74303	International Student Travel			\$0					
74401	Outside School Hours Care			\$0					
74402	Trading Operations			\$0					
74403	Charities and Collections			\$0					
74408	Curriculum Contributions			\$0					

Budget, Queen B:
 22CAMPD1 - 100 Students @ \$30 pp = \$3000
 22CAMPD1FD - 100 Students @ \$50pp = \$5000
 TOTAL \$8,000
 22CAMPD3 - 100 Students @ \$50 pp = \$5000
 22CAMPD3FD - 100 Students @ \$75pp = \$7500
 TOTAL \$12,500

NOTE: Budgeting for CSEF revenue is not required. When receipted sits in system program area 0000 against family accounts.

Recognised when invoices are raised and allocated through families, which then applies it to the applicable general ledger code.

TIP: Tracked Balances tool may be utilised to track balances for profit & loss for individual Camps, Excursions & Activities.

[Tracked balance tool - monthly version](#)

[Tracking subprogram balances - guidance](#)

Other Locally Raised Funds – this list is not exhaustive

- Hire of Facilities (School Council to approve, refer to prior year data)
- Trading Operations – Profit & Loss is required to be presented to School Council. Is any of this Cash supporting Credit staffing? If yes identify in 'funds held for future years' (managed deficit scenario).
- Fundraising – Motion to School Council for approval also identifying intention of funds raised.
- Interest Received
- Advertising by local business via newsletters and billboards
- Sponsorships

TIP: Spending fundraising profit should occur against the sub program and general ledger code for nature of expenditure not from the fundraising sub program.

Fundraising profit and loss would show the expenditure of the profit towards

Action: Before the next module complete the revenue section of the spreadsheet, including: SRP Funding and all expected/known new revenue.

Add notes including historical data to substantiate values, include information for the coming year of plans surrounding fundraising and extra-curricular camps & excursions.

Module 5 – FINALISING THE CASH BUDGET

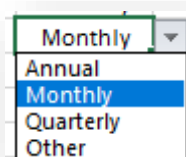
Cash flow

School Councils are required to develop a cash flow budget as a means of estimating and monitoring the cash available to the school throughout the year.

The preparation of this type of budget, which compliments the normal revenue and expenditure budgets, provides the school council with a valuable tool in the financial control of the school's operations.

Schools must plan to have enough cash available to cover payments (Refer to Cash Flow Tab).

- Notes from the 'Master' tab may have been utilised to provide detail to define phasing/periodisation of transactions. Use this data to support adjustments.
- Figures from your master cash budget will flow through to the cashflow spreadsheet.
- Select the appropriate phasing for the budgeted revenue and expenditure against each code by using the drop-down selection in the phasing column.



- The spreadsheet will automatically calculate the annual, quarterly or monthly phasing for each item. For the quarterly option, the annual amount will be split into Jan, April, July & Oct.
- If you select "Other" as your phasing option, the row will be highlighted red and you will need to manually enter the phasing for that revenue or expenditure item.
- If the total for that row does not match the total phased across the year the row will remain highlighted and should be reviewed.

Building an accurate cashflow may provide school council with a clear picture of your school's position and support quality decision making.

Initiatives Tracking

Initiatives are predetermined by the Department for accountability purposes. They can be selected against one or more Sub Programs for ease of reporting on revenue and expenditure. Reports can be printed which capture transactions entered across one or more Sub Programs. They provide the ability for multi-campus schools to report on an individual campus basis.

[Equity Spreadsheet2021.xlsx](#) is a template that may be used to track CR/CASH expenditure.

Principals report the use of their Equity spending in the SPOT tool. They may also utilise the tracker to assist in sharing this information with the Business Manager to support correct coding to reflect in the reporting.

This tool may also be utilised for 5102 – Disability Inclusion or other areas where funding may be distributed in both CR and CASH to be tracked i.e., 315 Equity.

Schools Operating Reserve

The school must include an operating reserve in the budget. Schools should use the amount calculated in CASES21 Financial Commitment Summary [GLBANK11003] as a guide.

Summary	
Funds brought forward	\$0
Total Estimated Revenue (current year)	\$0
Total Proposed Expenditure (current year)	\$0
Total Funds Held (future years)	\$0
Recommended Operating Reserve	\$0
BALANCE	\$0

Operating Reserve is based on:

- Average of 2 months recurrent expenditure over the year.
- Automatically adjusted for Building Works (86504), Ground Works (86505) and Asset Write Down (89591).
- The system calculated operating reserve cannot be reduced. The school must be confident that there will be sufficient funds, to meet their short-term financial commitments.
- In preparation of the indicative Cash Budget – schools should use the **Last Year** value showing in Cases21 against the Financial Commitment Summary [GLBANK11003].
- This amount may be adjusted if the amount from last year appears to insufficient....on the spreadsheet to the current year situation.
- The operating reserve amount should be reviewed with EOY roll on Cases21 to reflect the actual recommended operation reserve from the year just completed.

Review Budget prior to Presentation to School Council

Continue to review & revise the budget:

- Financial Commitments
- Monitor addition of new revenue and expenditure or changed circumstances
- Funds held for future years
- Cash flow – adjust and monitor
- Schools Operating Reserve
- Have you budgeted for all areas of revenue and expenditure?
- Is this budget viable?
- The balance of the Cash Budget should be \$0 or above showing full or near commitment of all resources available to the school.

School Council – Presentation of the Budget

- Draft indicative cash budget must be presented to school council before the end of the current year, this is usually the November school council meeting.
- A motion to approve the budget must be documented in the minutes.

Enter Indicative Budget on CASES21

- Enter the cash budget onto Cases21 with reconciliation of the master cash budget to the data in CASES21.

Check the Operating Statement annual budget column.

(Discuss the figures that may not be in CASES21).
- Both **revenue** and **expenditure** budgets must be entered into CASES21. This must include all estimated revenue and all estimated expenditure. Budget must be the version approved at School Council.
- Best practise would be to enter on Cases21 in the December to co-inside with EOY roll over.
- Must be entered before the first School Council meeting in February.

TIP: 1. 'Annual Cash Budget Master Spreadsheet' - Total Estimated Revenue should match the

Operating Statement – Total Operating Revenue - Annual Budget column.

2. 'Annual Cash Budget Master Spreadsheet' Total Estimated Expenditure should match the

Operating Statement – Total Operating Expenditure - Annual Budget column.

(If these do not match review by GL lines to identify where entry error may have occurred)

NOTE: You will not see the following year figures on the operating statement for the indicative budget until you have completed EOY roll. Ensure you check after your EOY roll that your Cases21 budget entries match your approved indicative cash budget.

Balance day adjustments – Part 1

The recording of transactions under an accrual system may result in revenue and expense items being recognised in a particular period when they relate to a future period.

- Balance Day Adjustments may only be required for Camps and Excursion and any other Extra Curricular Items and Activities for the next school year, where invoices are raised to families in the current year.
NOTE: for revenue use the amount receipted from families not the invoiced amount.
- School must carefully read CASES21 Finance Business Process Guide ref Section 10 – [Cases 21 Finance Section 10 Balance Day Adjustments](#) to determine if they need to make any of these types of adjustments.
- Schools must make journal entries to adjust the accounting records to recognise the revenue or expenses in the correct period.

End of Year – Review and Confirm Final Figures

Once the end of year has passed, the cash budget should be updated with the prior years final figures. This can be presented to School Council again at your first meeting (usually February) for approval.

- Financial Commitments as of 31st December
- Bank Account Balances as of 31st December
- Family receipts for Next Year's Charges as of 31st December
- Unallocated CSEF receipts and families in credit as of 31st December
- **Accounts Payable Control** as of 31st December

This figure is auto populated in the financial commitment summary and will be on the Balance Sheet as of 31st December.

Use Creditor Trial Balance (CR21101) check for errors and ensure all outstanding invoices are still valid.

All unpaid creditor invoices as at of 31st December must be entered into the month of December in CASES21 ([Cases21 Finance Section 03 Creditors](#))

This does not mean that the payment needs to be made from the bank, only that the invoices received are entered into CASES21. Payments against the bank are still made within the terms of the purchase. This is the figure from the Balance Sheet or the Creditor Trial Balance (CR21101) that will be the figure used in the *Accounts Payable Control* row on the Master Budget Spreadsheet.

- School Operating Reserve as of 31st December.

End of year procedures

Section 17 of the Finance Manual sets out all mandatory and prohibited policy for schools and school councils when completing financial processes at the end of each calendar year.

- [Cases21 Finance Section 11 End of Year](#)

Financial Commitments Cases21

Department policy requires schools to identify the intended use and allocation of funds held by the school that are in excess of the school's Cash Reserve Benchmark.

[Financial commitment summary guidelines \(docx - 67.57kb\)](#)

- Use the figures of the reviewed financial commitments.
- The School Operating Reserve is system calculated and cannot be altered.
- Schools need to add Fund IDs in line with the identified commitments.
- Schools by default will have Fund IDs 101 – Other Recurrent Expenditure and 102 Provision Accounts.
- Other than Fund IDs 101 and 102, multiple records can now be entered for each Fund ID along with subprograms to record each commitment allowing multiple records to be entered against individual subprograms.
- Additional fields have been added for recording of long-term Capital commitments.
- A comments field has been added as the requirement to balance back to "0" no longer applies and
- Schools can accurately show a surplus in their held funds or report that they are overcommitted by reporting a deficit.
- The comments field is available to explain any details within the data and/or briefly give a reason for the surplus or deficit.

Balance day adjustments – Part 2

Once the end of year procedures has been completed and the accounting - records have been rolled into the next year, any balance day adjustments should be reversed.

- Reversing entries should be made as early as possible in the period in which the revenue should be recognised.
- School must carefully read CASES21 Finance Business Process Guide
- [Cases 21 Finance Section 10 Balance Day Adjustments](#), to determine if they need to make any of these types of adjustments.
- Schools must make journal entries to adjust the accounting records to recognise the revenue or expenses in the correct period.

Start of Year Processes – Chart of Accounts Maintenance for New Year

Review all Subprograms to align with you Master Cash Budget and de-activate any inactive sub programs.

- To activate or deactivate sub programs use Sub Program Details (KGLSUB11001) format.
- You will need to make sure the Program (KGLPROG11001) is active first.

Action:

1. Enter Operating Reserve and complete adjustment of Cashflow.
2. Review and finalise any adjustments required before presentation to School Council.
3. Once approved at School Council enter on Cases21.
4. Process Balance Day Adjustments – part 1
5. After 31st December complete review of Financial Commitments.
6. Complete End of year procedures including entry of Financial Commitments
7. Process Balance Day Adjustments – part 2
8. Maintain sub programs on Cases21 to align with your Master Cash Budget for the new year.

Further Cash Budget support is available by contacting:

Schools Financial Management Support Unit

Ph: 03 7022 2222

Email: schools.finance.support@education.vic.gov.au

Useful Links, References & Reports:

[A Guide to Budget Management in Victorian Government Schools](#)

[Finance Manual — Financial Management for Schools Resources education.vic.gov.au](#)

- [Annual Master Budget Summary with Monthly Cashflow Template](#)
- [Budget Submission Proforma](#)
- [Tracked balance tool - monthly version](#)
- [Tracking subprogram balances - guidance](#)
- [Trading profit & loss \(examples and proforma\)](#)
- [Chart of Accounts](#)
- [Financial commitment summary guidelines \(docx - 67.57kb\)](#)
- [Finance Manual - Section 6 Budget Management](#)
- [Finance Manual - Funding Sources](#)
- [Finance Manual - Section 11 Expenditure Management](#)

[Guide to School Council Finance Motions](#)

[Camps, Sports and Excursions Funds \(CSEF\)](#)

[Parent Payments Policy](#)

[Equity Spreadsheet2021.xlsx](#)

[Student Resources Package](#)

- [SRP - Funding Allocation and Annual Budget Cycle](#)
- [Guide to the SRP Budget and Workforce Planner](#)

[CASES21 Finance Business Process Guide](#)

- [Cases21 Finance Section 03 Creditors](#)
- [Cases21 Finance Section 04 Assets](#)
- [Cases21 Finance Section 06 Budgets](#)
- [Cases 21 Finance Section 10 Balance Day Adjustments](#)
- [Cases21 Finance Section 11 End of Year](#)

SRP Reports

- SRP Indicative Budget
- SRP Planner
- SRP Budget Management Report
- SRP Cash Report

Cases21 Reports

- CASES21 Operating Statement (GL21150)
- CASES21 Annual Budget Subprogram Report (GL21157)
- CASES21 Annual Subprogram Variance Report (KGLSUB21003)
- Fee Code Receipt Summary Report (DF21114) for following year 20XX charges
- Family Receipts or Credit Notes Unallocated (DF21107)
- Unallocated CSEF Receipts (DF 21313)
- Family Trial Balance (DF21102)