

# Non-State Schools Allowance Acquittal Form – Systems «YearOfCollection» («PreviousYear» data) *Education (General Provisions) Act 2006 – section 374*

## General information

This allowance acquittal form relates to the schools operated by «GoverningBody». Allowance acquittal details for all Queensland schools operated by «GoverningBody» are attached (Attachment 1).

## Purpose of the acquittal form

The purpose of this form is to provide allowance acquittal details for all schools operated by «GoverningBody» for the «**PreviousYear**» **calendar year**, in accordance with the requirements of section 374 of the *Education (General Provisions) Act 2006* (the Act) and section 7.2 of the Non-State Schools Recurrent Grant Policy.

## Declarations

The Allowance Acquittal Declaration (page 2) and each page of Attachment 1 must be signed by two authorised people, as follows:

- i) a person who is authorised by «GoverningBody» to provide this information on its behalf to the Minister for Education; and
- ii) an accountant who is independent from the school and the governing body and who is one of the following:
  - a) a member of CPA Australia who is entitled to use the letters 'CPA' or 'FCPA'; or
  - b) a member of Chartered Accountants Australia and New Zealand, who is entitled to use the letters 'CA', 'ACA' or 'FCA'; or
  - c) a member of the Institute of Public Accountants who is entitled to use the words 'AIPA', 'MIPA' or 'FIPA'.

*Note: The same person **cannot** sign both the authorised person and accountant sections.*

## Submission and due date

Email all pages of the completed allowance acquittal form to the Office of Non-State Education at [OfficeOfNonStateEducation@qed.qld.gov.au](mailto:OfficeOfNonStateEducation@qed.qld.gov.au) by **30 June «YearOfCollection»**.

Under section 374(4) of the Act, failure to submit a completed allowance acquittal form is a ground for withholding future allowance payments to «GoverningBody».

## Contact

Any questions about the form should be directed to the Office of Non-State Education by email at [OfficeOfNonStateEducation@qed.qld.gov.au](mailto:OfficeOfNonStateEducation@qed.qld.gov.au) or on telephone (07) 3513 6746.

## Use of funds

Allowances must be expended, or committed to be expended, for their relevant purpose, as follows:

A. The **State Recurrent Grant** must only be used for the following:

- teaching and general staff salaries;
- professional development;
- curriculum development and implementation;
- maintaining the school's land and building; and
- general operating expenses of the school.

NB: The State recurrent grant must not be expended, or committed to be expended, for the purchase of land and buildings.

B. The **Textbook and Resource Allowance** must be either:

- a) sent to parents who have elected this option; or
- b) expended by the school for the benefit of those students whose parents have elected this option.

C. The **Remote Area Tuition Allowance** must be expended by crediting the amount for each eligible student to that student's tuition fee account.

## Allowance Acquittal Declaration for «GoverningBody»

i) **Declaration by an authorised person**

I confirm that I am authorised by «GoverningBody» to provide this information on its behalf to the Minister for Education.

I confirm that the allowances provided by the Queensland Government through the Department of Education, detailed in **Attachment 1**, have been expended, or committed to be expended, in accordance with the purpose for which they were granted.

**Name**

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**Position**

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**Organisation**

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**Signature**

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**Date**

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ii) **Declaration by an independent accountant**

I confirm that the allowances provided by the Queensland Government through the Department of Education, detailed in **Attachment 1**, have been expended, or committed to be expended, in accordance with the purpose for which they were granted.

**Name of accountant**

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**Qualification**

- CPA     FCPA     CA     ACA     FCA  
 AIPA     MIPA     FIPA

**Membership number**

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**Company name**

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**Signature**

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**Date**

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## Privacy Collection Notice

The Department of Education (the department), through the Office of Non-State Education, is collecting your personal information, including your name, position, organisation, qualification, school, company name and signature. Sensitive personal information collected includes membership of a professional association and membership number of that association.

The purpose of this collection is to verify the appropriate individuals have reviewed and confirmed the receipt and expenditure of allowances provided by the Queensland Government, through the department. The information is being collected in accordance with the section 374 of the *Education (General Provisions) Act 2006* (EGPA).

If you do not provide your personal and sensitive information, the department will be unable to verify that the relevant allowances have been expended for the permitted purposes, and assess the governing body's compliance with section 374 of the EGPA. This may affect future payments of funding to that governing body.

Your personal and sensitive information may be disclosed to the Office of the Minister for Education for the purpose of reporting, including determining if an overpayment of funding has been made.

Your personal and sensitive information will be managed in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at <https://qed.qld.gov.au/privacy>.

## Attachment 1

### Allowance acquittal details for schools operated by «GoverningBody» for «PreviousYear» calendar year

Note: All allowances shown below are GST exclusive.

QLD School Code	School Name	Suburb	State Recurrent Grant	Textbook and Resource Allowance	Remote Area Tuition Allowance
«School Code»	«SchoolName»	«SchoolSuburb»	«StateRecurrent GrantAmount»	«TextbookAndResource AllowanceAmount»	«RemoteAreaTuition AllowanceAmount»

#### Person authorised by the governing body

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Accountant

Signature \_\_\_\_\_ Date \_\_\_\_\_