

Non-State Schools Allowance Acquittal Form

«Year» («PreviousYear» data)

Education (General Provisions) Act 2006 – section 374

General information

This allowance acquittal form relates to the following school and governing body:

Name of school: «SchoolName»
 Address of school: «SchoolAddress»
 Name of governing body: «GoverningBodyName»

Purpose of the acquittal form

The purpose of this form is to provide allowance acquittal details for «SchoolName» for the «**PreviousYear**» **calendar year**, in accordance with the requirements of section 374 of the *Education (General Provisions) Act 2006* (the Act) and section 9.3 of the *Non-State Schools Recurrent Grant Policy*.

Who can sign the form?

This form is required to be signed by two authorised people, as follows:

- i) a person who is authorised by «GoverningBodyName» 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 The Institute of Chartered Accountants in Australia, who is entitled to use the letters 'CA' or 'FCA'; or
 - c) a member of the Institute of Public Accountants who is entitled to use the words 'MIPA' or 'FIPA'.

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

When is the acquittal form due?

30 June «Year».

How should the form be submitted?

Email all three pages of the completed allowance acquittal form to the Office of Non-State Education at OfficeOfNonStateEducation@qed.qld.gov.au.

Are there consequences for not submitting the form?

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

Any questions about the form should be directed to the Office of Non-State Education:

Phone: (07) 3513 6746

Email: OfficeOfNonStateEducation@qed.qld.gov.au

QLD School Code:

«SchoolCode»

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**Queensland
Government**

Details of allowances paid in «PreviousYear» for «SchoolName»

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.

D. Any other allowances must be expended according to the relevant purpose.

Table 1: Details of allowances paid in «PreviousYear» for «SchoolName»

Total income from Queensland Government allowances for «SchoolName» in the «PreviousYear» calendar year and administered by the Department of Education are as follows:

Allowance Name	Allowance received
A. State Recurrent Grant	«StateRecurrentGrant Amount»
B. Textbook and Resource Allowance	«TextbookandResource AllowanceAmount»
C. Remote Area Tuition Allowance	«RemoteAreaTuition AllowanceAmount»
D. Other allowances «Other»	«OtherAmount»

Note: All allowances included in Table 1 are GST exclusive.



Allowance Acquittal Declaration for «SchoolName»

Information Privacy: The collection of personal information on this form is authorised by s.374 of the *Education (General Provisions) Act 2006* (the Act). The information is being collected for the purpose of administering the payment of allowances to non-state schools in accordance with ss.368(1)(b) and 374 of the Act. Personal information collected on this form will be stored securely and will only be accessed by authorised officers of the Department of Education and the Minister for Education. The personal information will not be otherwise used or disclosed except as permitted or required by law. If you have any concerns about the handling of your personal information, please contact the Manager, Office of Non-State Education by email at OfficeOfNonStateEducation@qed.qld.gov.au in the first instance.

i) Declaration by a person authorised by «GoverningBodyName»

I confirm that I am authorised by «GoverningBodyName» 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 Table 1, have been expended, or committed to be expended, in accordance with the purpose for which they were granted.

Name

Position Held

Organisation

Signature

Date

ii) Declaration by an accountant

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

Name of accountant

Qualification (i.e. CPA, FCPA, CA, FCA, MIPA or FIPA)

Membership number

Company name

Signature

Date

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

Please email all three pages of the signed form no later than **30 June «Year»** to:

OfficeOfNonStateEducation@qed.qld.gov.au

QLD School Code:

«SchoolCode»

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