Victorian Academy
of Teaching and Leadership

SRP and Workforce Budgeting

BMV | New BM’s
SRP 101

VICTORIA State Government | Department of Education

Acknowledgement of Country

In the spirit of reconciliation, the Department of Education acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community.

We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Session Aims

- Provide an overview of the Student Resource Package (SRP) funding model and some key school funding policy and procedures
- Illustrate the relationship between a school’s SRP, staffing decisions and leave management.
- Provide an overview of school workforce planning and budgeting concepts and processes.
- Elaborate on good process and practice in the efficient and effective use of the SRP.

FISO 2.0 Improvement Model

The strategic direction and deployment of resources to create and reflect shared goals and values; high expectations; and a positive, safe and orderly learning environment.

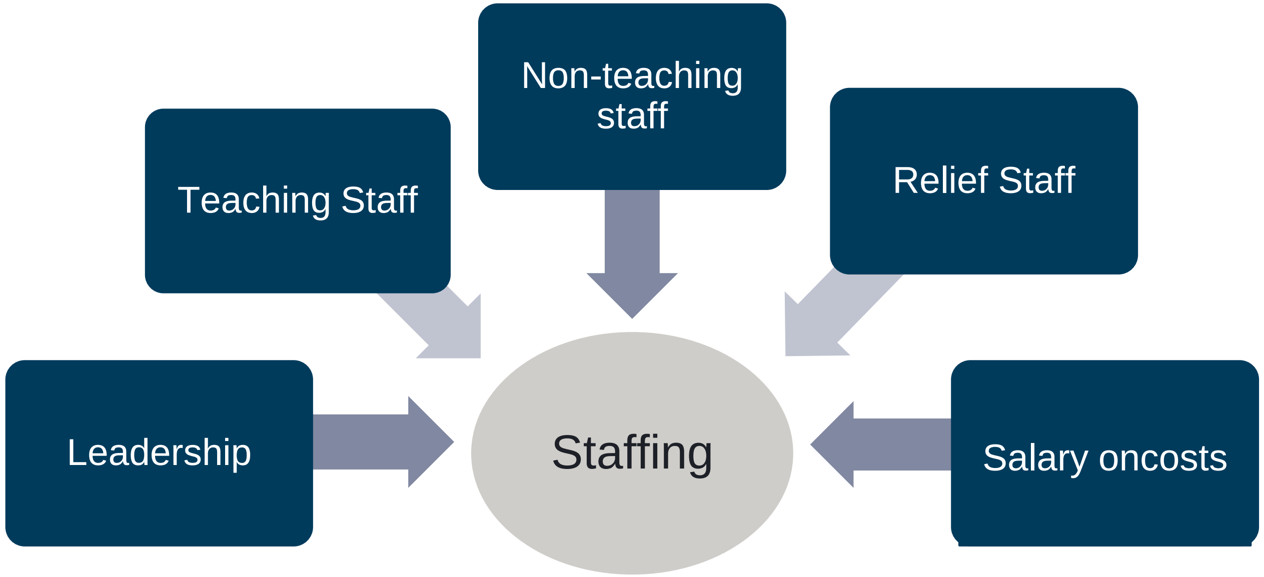
Be a Strategic Financial Manager

Look at the big picture as well as managing the more immediate day to day operations including finances and other resources (e.g. Human, Physical).

- **Think Strategically**
  - Be clear on what you want the school to achieve, not just this term, but this year & over the next few years.
- **Plan Strategically**
  - How do you plan to achieve this? What needs to be put in place in terms of structures, personnel and other resources to support this and achieve your desired outcomes?
- **Resource Strategically**
  - How will you activate this plan? – resourcing it.
  - What do you need to do (funding, timelines and other actions) to put the appropriate **personnel** in place (leaders, teachers, support staff, outside agencies, etc).
  - What do you need to do (funding, timelines and other actions) to put the appropriate **structures** in place (grade structures, new subjects, support structures, new curriculum initiatives, etc). This may well include allowing for the time and expense of review and change to existing practices.
  - What other resourcing actions and resources need to be put in place to ensure SSP/AIP is adequately resourced?
  - How do your plans allow for some flexibility where you review/revise your actions in light of data and outcomes along the way? e.g. Covid, tutoring, big changes in student numbers.

Understanding the foundations

The SRP provides for



Non-teaching staff

Teaching Staff

Relief Staff

Leadership

Staffing

Salary oncosts

Curriculum Expenses

Administration Costs

Other Operational Costs

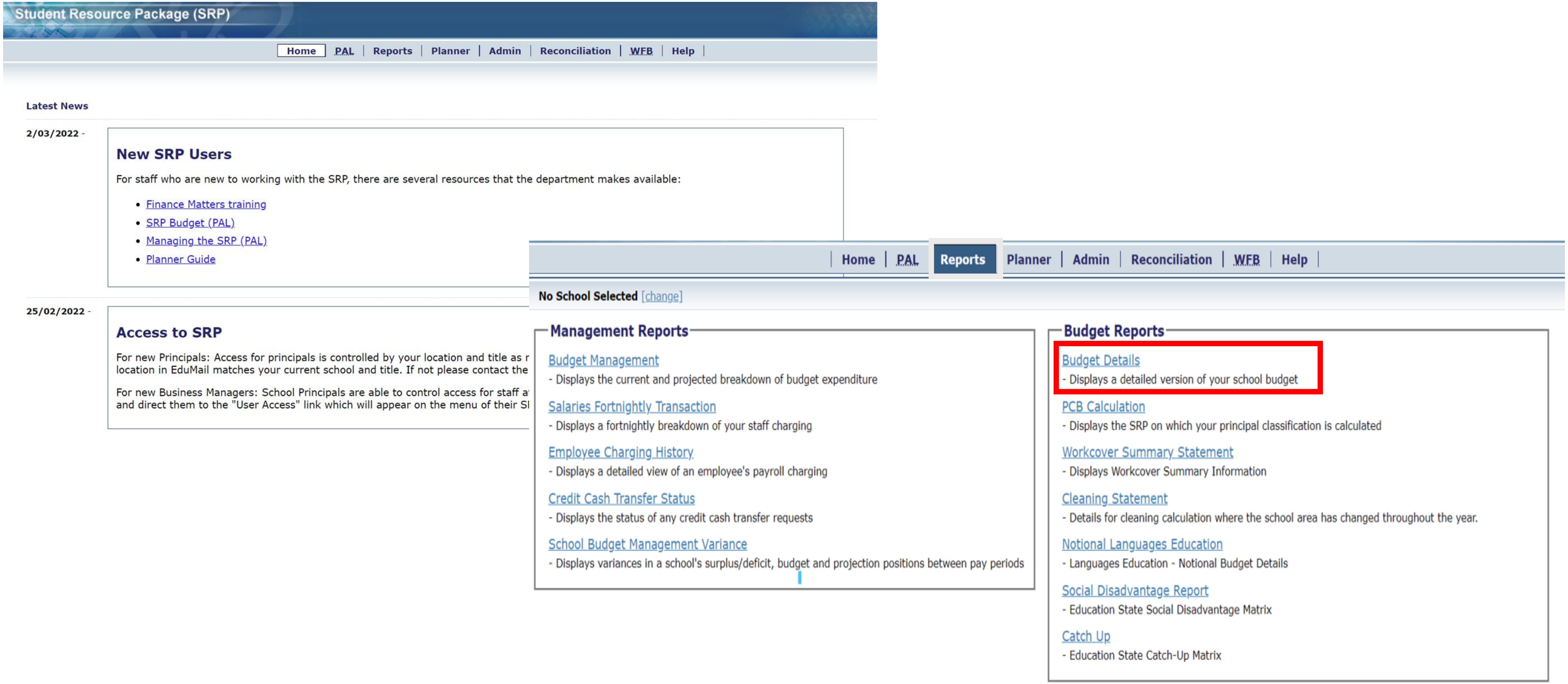
An overview of the year

Term 1	**Review the student enrolments, staffing decisions (needs), programs in place consistent with funds available and school priorities.** **CONFIRMED BUDGET – based on February census data, released in the last week of Term.**
Term 2	Monitor and adjust the budget for this year and start to think about next year. What will next year look like? Bigger picture planning time. **REVISED BUDGET – including, enrolment changes identified through enrolment audit process, released in the last week of Term.**
Term 3	Build the (curriculum) structures, plans and refining (staff and student) numbers for next year. **INDICATIVE BUDGET – based on principal projections for the following year provided to DET in August, released in the last week of Term.**
Term 4	Implement the decisions to ensure plans for next year are in place in line with resourcing available.

Now in Term 4 you will get a REVISED UPDATED budget

Budget Type **2024 Revised** **Budget Version** (13/12/2024 10:45 AM)

The SRP Portal



Latest News

2/03/2022 -

New SRP Users

For staff who are new to working with the SRP, there are several resources that the department makes available:

- Finance Matters training
- SRP Budget (PAL)
- Managing the SRP (PAL)
- Planner Guide

25/02/2022 -

Access to SRP

For new Principals: Access for principals is controlled by your location and title as r
location in EduMail matches your current school and title. If not please contact the

For new Business Managers: School Principals are able to control access for staff a
and direct them to the "User Access" link which will appear on the menu of their SI

No School Selected [change]

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

Budget Reports

Budget Details
- Displays a detailed version of your school budget

PCB Calculation
- Displays the SRP on which your principal classification is calculated

Workcover Summary Statement
- Displays Workcover Summary Information

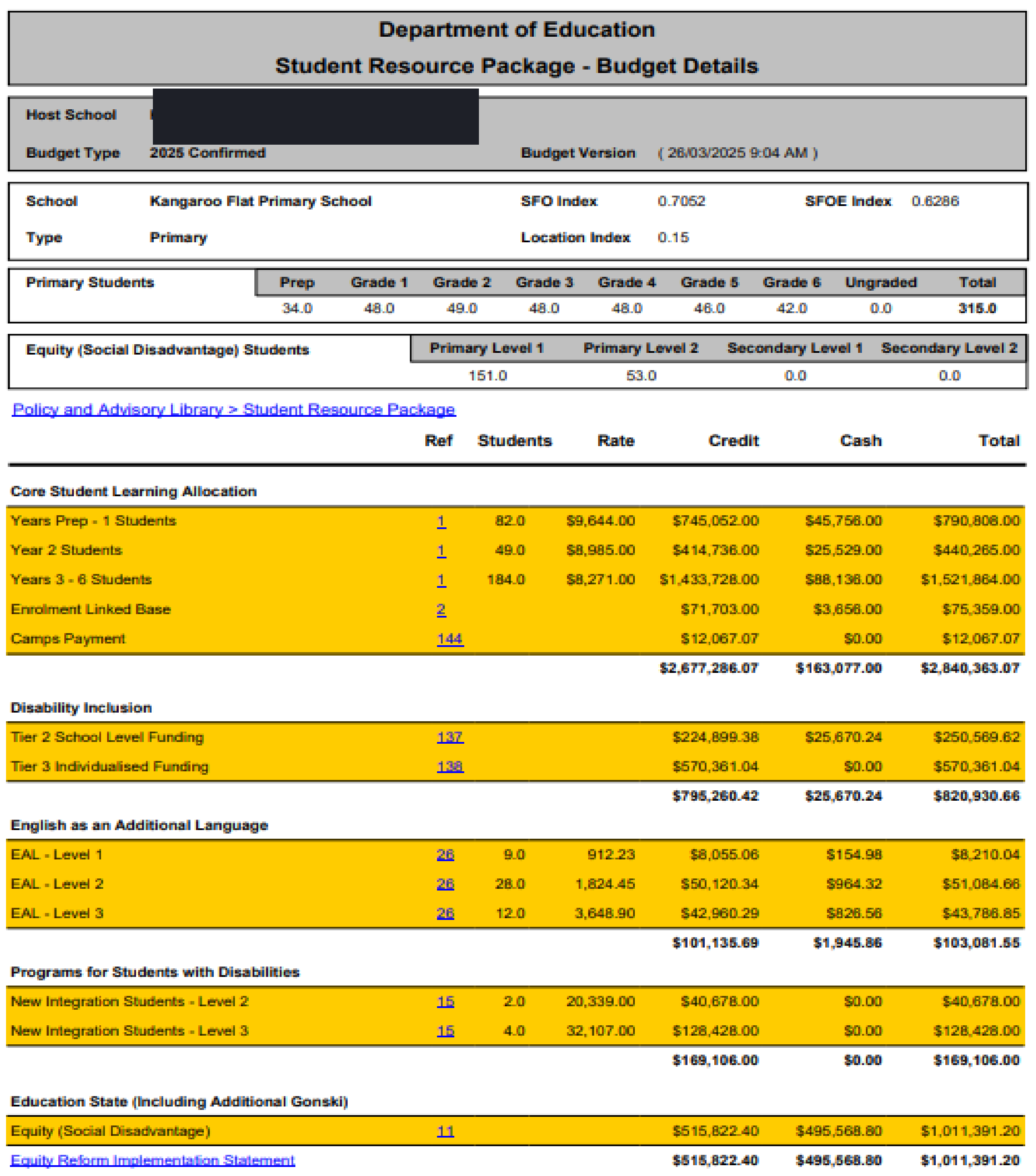
Cleaning Statement
- Details for cleaning calculation where the school area has changed throughout the year.

Notional Languages Education
- Languages Education - Notional Budget Details

Social Disadvantage Report
- Education State Social Disadvantage Matrix

Catch Up
- Education State Catch-Up Matrix

SRP Budget



Department of Education

Student Resource Package - Budget Details

Host School [redacted]

Budget Type 2025 Confirmed **Budget Version** (26/03/2025 9:04 AM)

School Kangaroo Flat Primary School **SFO Index** 0.7052 **SFOE Index** 0.6286

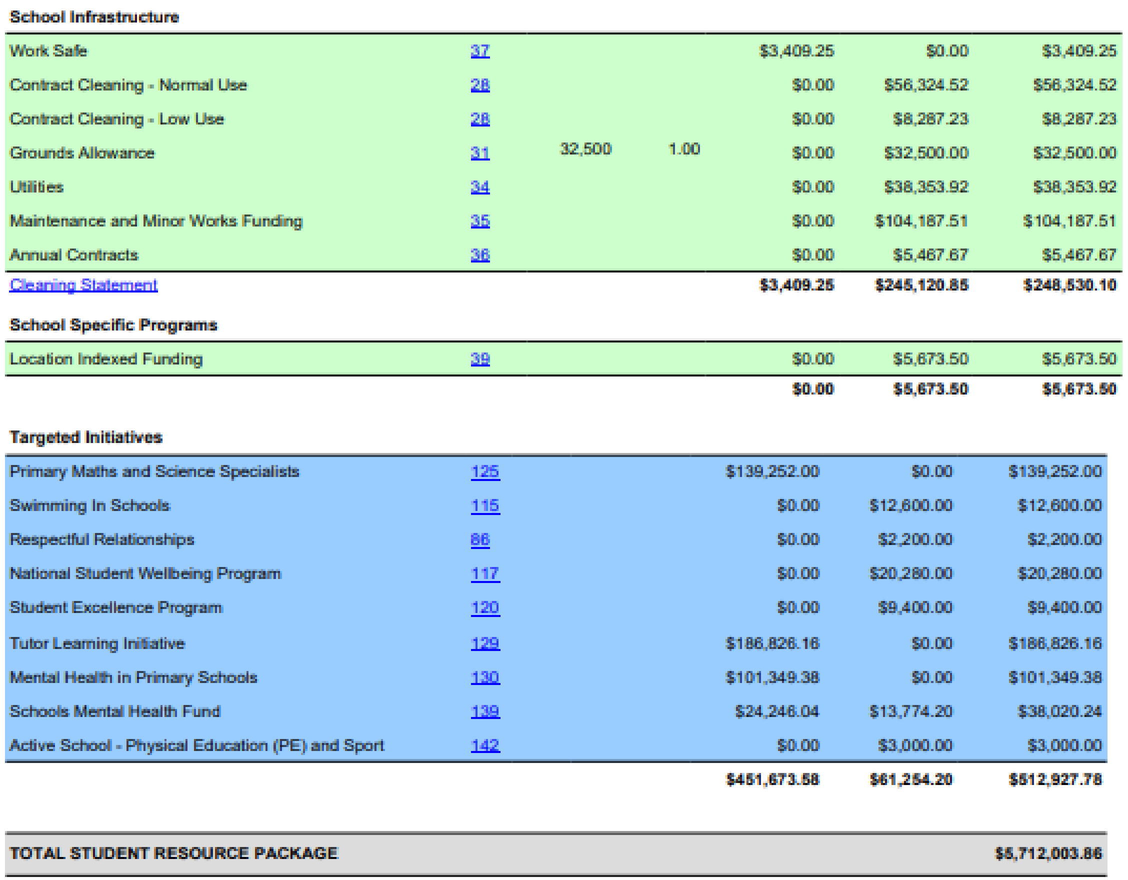
Type Primary **Location Index** 0.15

Primary Students	Prep	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Ungraded	Total
	34.0	48.0	49.0	48.0	48.0	46.0	42.0	0.0	**315.0**

Equity (Social Disadvantage) Students	Primary Level 1	Primary Level 2	Secondary Level 1	Secondary Level 2
	151.0	53.0	0.0	0.0

Policy and Advisory Library > Student Resource Package

	Ref	Students	Rate	Credit	Cash	Total
Core Student Learning Allocation						
Years Prep - 1 Students	1	82.0	$9,644.00	$745,052.00	$45,756.00	$790,808.00
Year 2 Students	1	49.0	$8,985.00	$414,736.00	$25,529.00	$440,265.00
Years 3 - 6 Students	1	184.0	$8,271.00	$1,433,728.00	$88,136.00	$1,521,864.00
Enrolment Linked Base	2			$71,703.00	$3,656.00	$75,359.00
Camps Payment	144			$12,067.07	$0.00	$12,067.07
				$2,677,286.07	**$163,077.00**	**$2,840,363.07**
Disability Inclusion						
Tier 2 School Level Funding	137			$224,899.38	$25,670.24	$250,569.62
Tier 3 Individualised Funding	138			$570,361.04	$0.00	$570,361.04
				$795,260.42	**$25,670.24**	**$820,930.66**
English as an Additional Language						
EAL - Level 1	26	9.0	912.23	$8,055.06	$154.98	$8,210.04
EAL - Level 2	26	28.0	1,824.45	$50,120.34	$964.32	$51,084.66
EAL - Level 3	26	12.0	3,648.90	$42,960.29	$826.56	$43,786.85
				$101,135.69	**$1,945.86**	**$103,081.55**
Programs for Students with Disabilities						
New Integration Students - Level 2	15	2.0	20,339.00	$40,678.00	$0.00	$40,678.00
New Integration Students - Level 3	15	4.0	32,107.00	$128,428.00	$0.00	$128,428.00
				$169,106.00	**$0.00**	**$169,106.00**
Education State (Including Additional Gonski)						
Equity (Social Disadvantage)	11			$515,822.40	$495,568.80	$1,011,391.20
Equity Reform Implementation Statement				**$515,822.40**	**$495,568.80**	**$1,011,391.20**



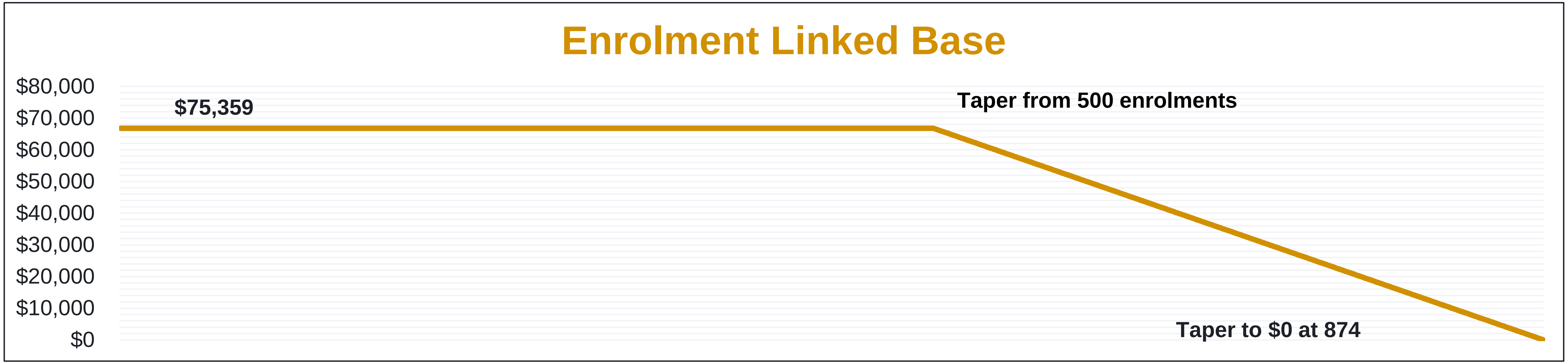
School Infrastructure						
Work Safe	37			$3,409.25	$0.00	$3,409.25
Contract Cleaning - Normal Use	28			$0.00	$56,324.52	$56,324.52
Contract Cleaning - Low Use	28			$0.00	$8,287.23	$8,287.23
Grounds Allowance	31	32,500	1.00	$0.00	$32,500.00	$32,500.00
Utilities	34			$0.00	$38,353.92	$38,353.92
Maintenance and Minor Works Funding	35			$0.00	$104,187.51	$104,187.51
Annual Contracts	36			$0.00	$5,467.67	$5,467.67
Cleaning Statement				**$3,409.25**	**$245,120.85**	**$248,530.10**
School Specific Programs						
Location Indexed Funding	39			$0.00	$5,673.50	$5,673.50
				$0.00	**$5,673.50**	**$5,673.50**
Targeted Initiatives						
Primary Maths and Science Specialists	125			$139,252.00	$0.00	$139,252.00
Swimming In Schools	115			$0.00	$12,600.00	$12,600.00
Respectful Relationships	86			$0.00	$2,200.00	$2,200.00
National Student Wellbeing Program	117			$0.00	$20,280.00	$20,280.00
Student Excellence Program	120			$0.00	$9,400.00	$9,400.00
Tutor Learning Initiative	129			$186,826.16	$0.00	$186,826.16
Mental Health in Primary Schools	130			$101,349.38	$0.00	$101,349.38
Schools Mental Health Fund	139			$24,246.04	$13,774.20	$38,020.24
Active School - Physical Education (PE) and Sport	142			$0.00	$3,000.00	$3,000.00
				$451,673.58	**$61,254.20**	**$512,927.78**
TOTAL STUDENT RESOURCE PACKAGE						**$5,712,003.86**

SRP Per Capita - Primary

Per Student Rate 2025

Yr. P-1 $9,644 **Yr. 2 $8,985** **Yr. 3-6 $8,271**

+



SRP Per Capita - Secondary

Per Student Rate 2025

Yr. 7-12	$10,832

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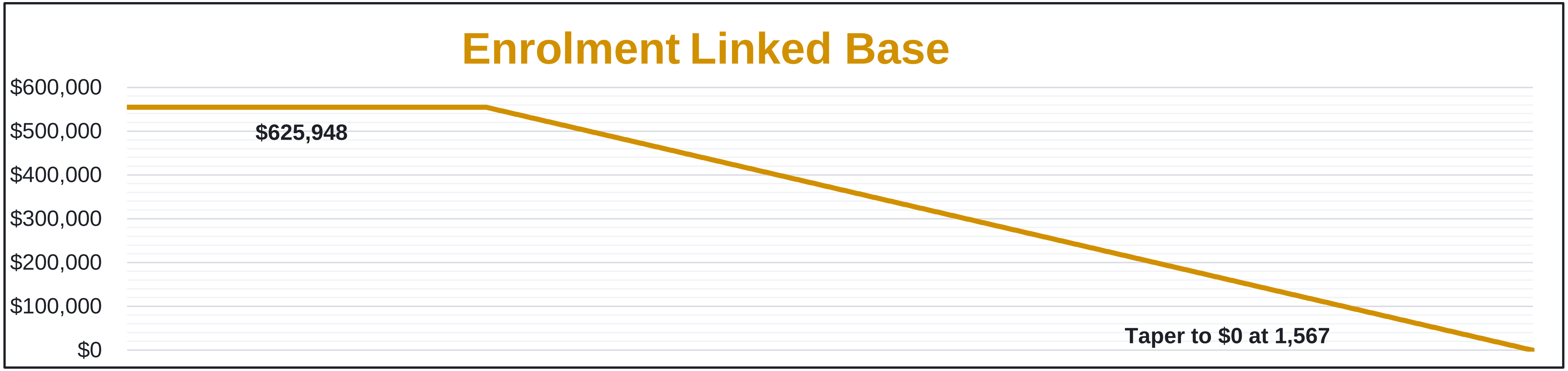


Equity

Equity

Student Family Occupation and Education ($389m)

- Used to determine funding through the Equity (Social Disadvantage) funding line. This forms part of the Education State (Including Additional Gonski) reform first introduced in 2016.

Tier 2 Funding ($255m)

- Funding to develop more inclusive education environments, with flexibility to tailor support to their local context and needs of their student cohort.

Program for Students with Disabilities ($595m approx.)

- Six level index based on a student's need ranging in value from $8,589 to $65,557.

Tier 3 Disability Inclusion ($448m)

- Introduces new funding and support model for students with disability over a staged rollout between 2021 and 2025.

English as an Additional Language ($138m)

- Students coming from a language background other than English.
- Speak a language other than English at home as their main language.
- Enrolled in an Australian school for less than five years.

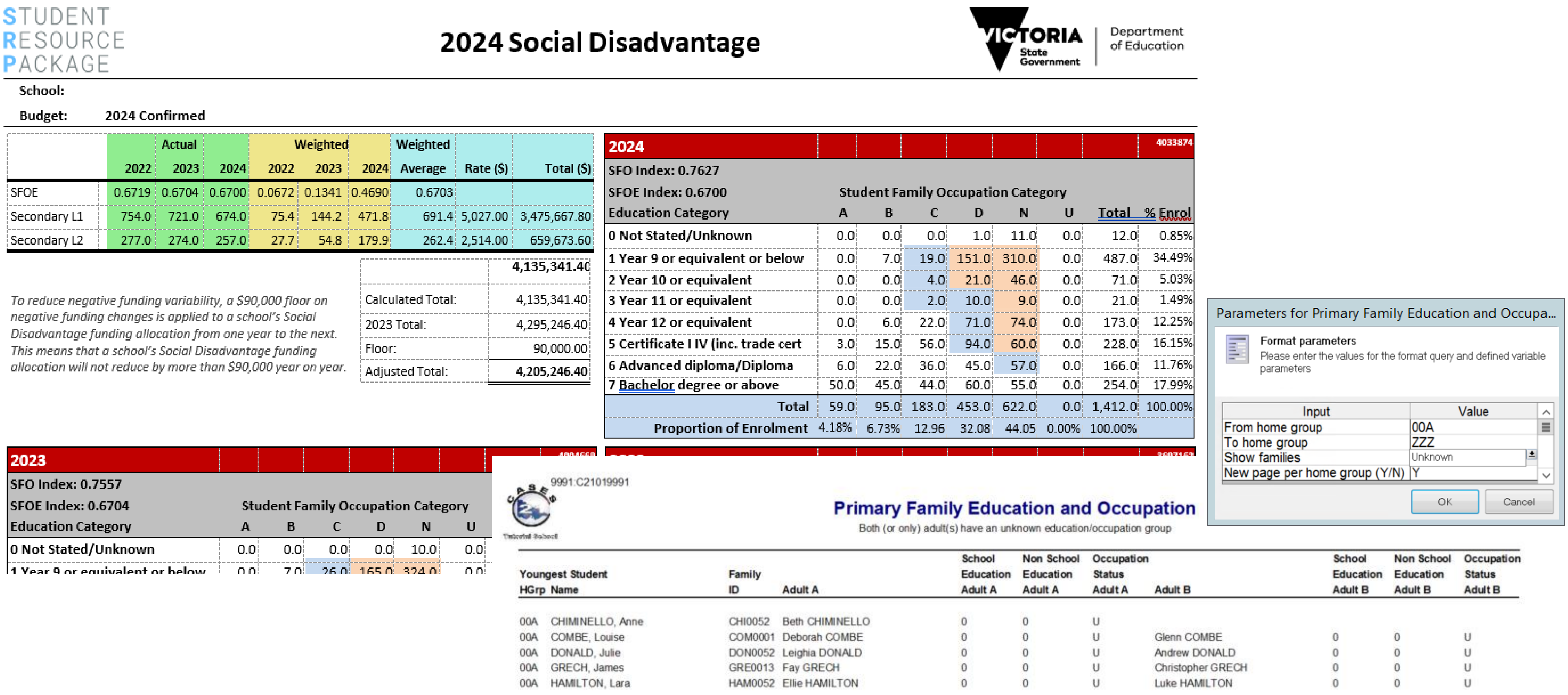
Catch up ($10m)

- Secondary students who did not meet the national minimum standards in the NAPLAN in Year 5. This forms part of the Education State (Including Additional Gonski) reform first introduced in 2016.

Mobility ($2.2m)

- Schools with a transient enrolment density equal to or greater than 10% when averaged over 3 years and with transient enrolments in each of the three benchmark years.

Equity – Social Disadvantage



2024 Social Disadvantage

School:

Budget: 2024 Confirmed

	Actual			Weighted			Weighted		
	2022	2023	2024	2022	2023	2024	Average	Rate ($)	Total ($)
SFOE	0.6719	0.6704	0.6700	0.0672	0.1341	0.4690	0.6703		
Secondary L1	754.0	721.0	674.0	75.4	144.2	471.8	691.4	5,027.00	3,475,667.80
Secondary L2	277.0	274.0	257.0	27.7	54.8	179.9	262.4	2,514.00	659,673.60

	4,135,341.40
Calculated Total:	4,135,341.40
2023 Total:	4,295,246.40
Floor:	90,000.00
Adjusted Total:	**4,205,246.40**

To reduce negative funding variability, a $90,000 floor on negative funding changes is applied to a school's Social Disadvantage funding allocation from one year to the next. This means that a school's Social Disadvantage funding allocation will not reduce by more than $90,000 year on year.

2024 4033874

SFO Index: 0.7627

SFOE Index: 0.6700

Education Category	A	B	C	D	N	U	Total	% Enrol
	Student Family Occupation Category							
0 Not Stated/Unknown	0.0	0.0	0.0	1.0	11.0	0.0	12.0	0.85%
1 Year 9 or equivalent or below	0.0	7.0	19.0	151.0	310.0	0.0	487.0	34.49%
2 Year 10 or equivalent	0.0	0.0	4.0	21.0	46.0	0.0	71.0	5.03%
3 Year 11 or equivalent	0.0	0.0	2.0	10.0	9.0	0.0	21.0	1.49%
4 Year 12 or equivalent	0.0	6.0	22.0	71.0	74.0	0.0	173.0	12.25%
5 Certificate I IV (inc. trade cert	3.0	15.0	56.0	94.0	60.0	0.0	228.0	16.15%
6 Advanced diploma/Diploma	6.0	22.0	36.0	45.0	57.0	0.0	166.0	11.76%
7 Bachelor degree or above	50.0	45.0	44.0	60.0	55.0	0.0	254.0	17.99%
Total	59.0	95.0	183.0	453.0	622.0	0.0	1,412.0	100.00%
Proportion of Enrolment	4.18%	6.73%	12.96	32.08	44.05	0.00%	100.00%	

2023

SFO Index: 0.7557

SFOE Index: 0.6704

Education Category	A	B	C	D	N	U
	Student Family Occupation Category					
0 Not Stated/Unknown	0.0	0.0	0.0	0.0	10.0	0.0
1 Year 9 or equivalent or below	0.0	7.0	26.0	165.0	324.0	0.0

Parameters for Primary Family Education and Occupa...

Format parameters

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

Input	Value
From home group	00A
To home group	ZZZ
Show families	Unknown
New page per home group (Y/N)	Y

9991:C21019991

Primary Family Education and Occupation

Both (or only) adult(s) have an unknown education/occupation group

Youngest Student HGrp	Name	Family ID	Adult A	School Education Adult A	Non School Education Adult A	Occupation Status Adult A	Adult B	School Education Adult B	Non School Education Adult B	Occupation Status Adult B
00A	CHIMINELLO, Anne	CHI0052	Beth CHIMINELLO	0	0	U				
00A	COMBE, Louise	COM0001	Deborah COMBE	0	0	U	Glenn COMBE	0	0	U
00A	DONALD, Julie	DON0052	Leighia DONALD	0	0	U	Andrew DONALD	0	0	U
00A	GRECH, James	GRE0013	Fay GRECH	0	0	U	Christopher GRECH	0	0	U
00A	HAMILTON, Lara	HAM0052	Ellie HAMILTON	0	0	U	Luke HAMILTON	0	0	U

Equity –Social Disadvantage

E.G Equity Funds received

Credit = $200k
Cash = $200k

Can only spend $150k in Cash and need to isolate/hold $50k to put towards staffing deficit.

CREDIT COMPONENT

Credit spend = $250,000

ADDITIONAL CREDIT EXPENDITURE
$50,000 from CASH

CASH COMPONENT

$150,000

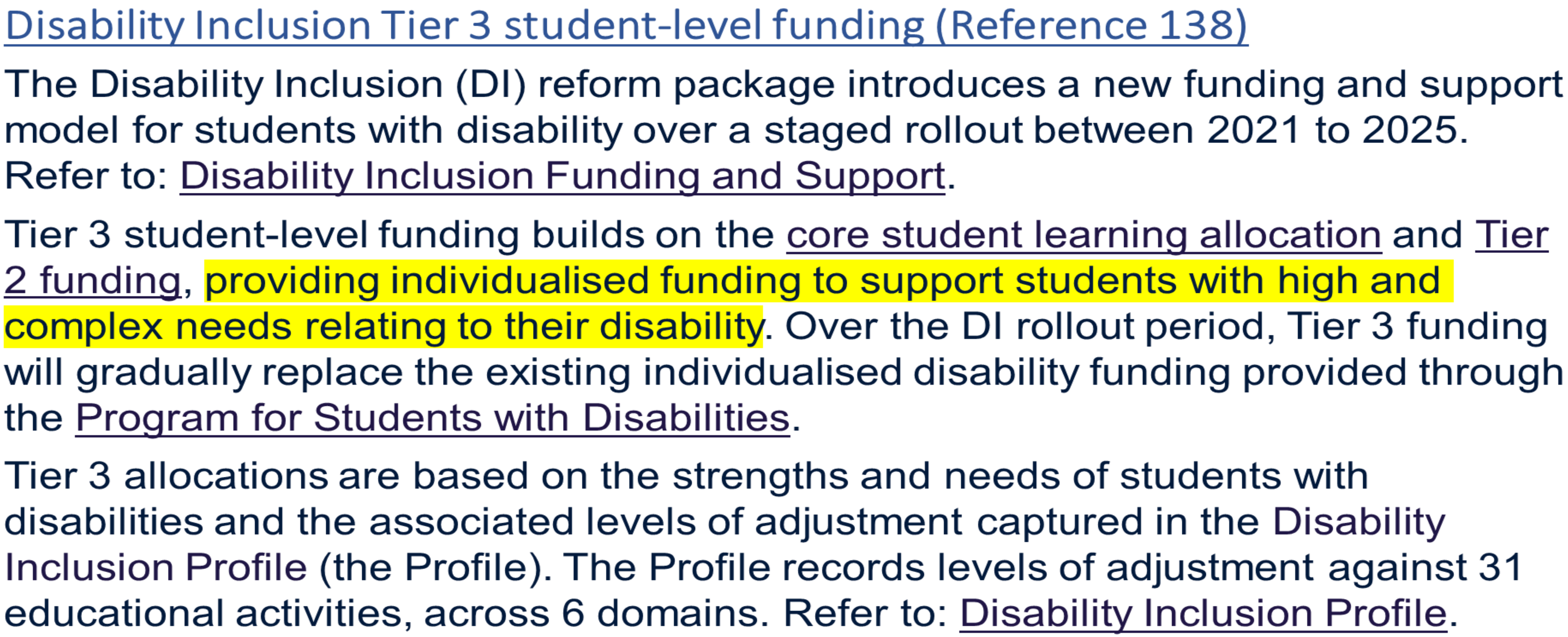
$50,000

This component of the cash needs to be isolated (not double spent)

Tier 2 Disability Funding

- All schools should now be eligible for Tier 2 funding
- Tier 2 school-level funding builds on the quality teaching and differentiated practice for all students, including students with disability.
- Schools receiving Disability Inclusion Tier 2 funding can use the Funding Planner tool on the Strategic Planning Online Tool (SPOT), to plan how they will use their Tier 2 funding allocations, as part of their Annual Implementation Plan (AIP) development.
- Requirements for reporting Disability Inclusion Tier 2 expenditure in Edupay and CASES21:
  - **Edupay** project code 283004
  - Are the staff showing correctly in your **SRP reports**?
  - Is your **CASES21** budget reflective of any cash expenditure?
  - Does this align with the plan outlined in your **AIP**?

Disability Inclusion - Tier 3



Disability Inclusion Tier 3 student-level funding (Reference 138)

The Disability Inclusion (DI) reform package introduces a new funding and support model for students with disability over a staged rollout between 2021 to 2025. Refer to: Disability Inclusion Funding and Support.

Tier 3 student-level funding builds on the core student learning allocation and Tier 2 funding, providing individualised funding to support students with high and complex needs relating to their disability. Over the DI rollout period, Tier 3 funding will gradually replace the existing individualised disability funding provided through the Program for Students with Disabilities.

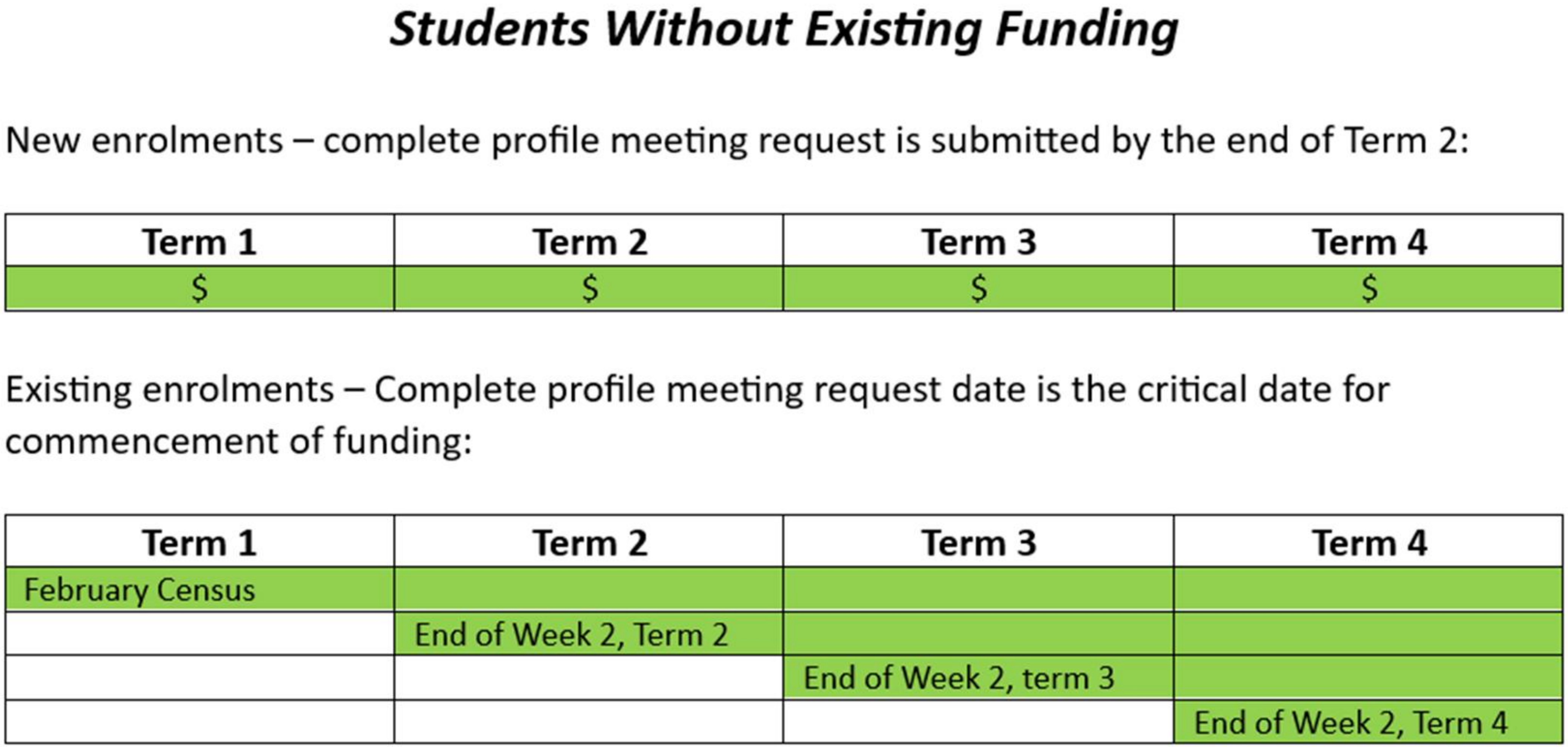
Tier 3 allocations are based on the strengths and needs of students with disabilities and the associated levels of adjustment captured in the Disability Inclusion Profile (the Profile). The Profile records levels of adjustment against 31 educational activities, across 6 domains. Refer to: Disability Inclusion Profile.

Tier 3 & your SRP Budget

Profile timelines for new enrolments

- This advice is applicable to all schools from 28 February 2025
- For new enrolments, schools are encouraged to document adjustments for 10 weeks prior to initiating a Profile process
- Completion of a Profile for this cohort typically occurs no earlier than late Term 2, meaning:
    - a Tier 3 outcome isn’t known before late Term 2
    - the Tier 3 funding outcome doesn’t appear in the school’s budget until Revised SRP or later
- Funding will be backdated for new enrolments
- However, the different timing of Tier 3 funding may have an impact on planning and budget management

Tier 3 Funding- Critical Dates



Students Without Existing Funding

New enrolments – complete profile meeting request is submitted by the end of Term 2:

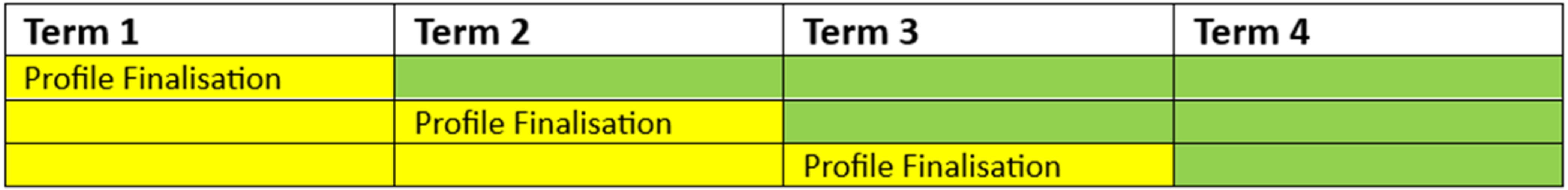
Term 1	Term 2	Term 3	Term 4
$	$	$	$

Existing enrolments – Complete profile meeting request date is the critical date for commencement of funding:

Term 1	Term 2	Term 3	Term 4
February Census	🟩	🟩	🟩
	End of Week 2, Term 2	🟩	🟩
		End of Week 2, term 3	🟩
			End of Week 2, Term 4

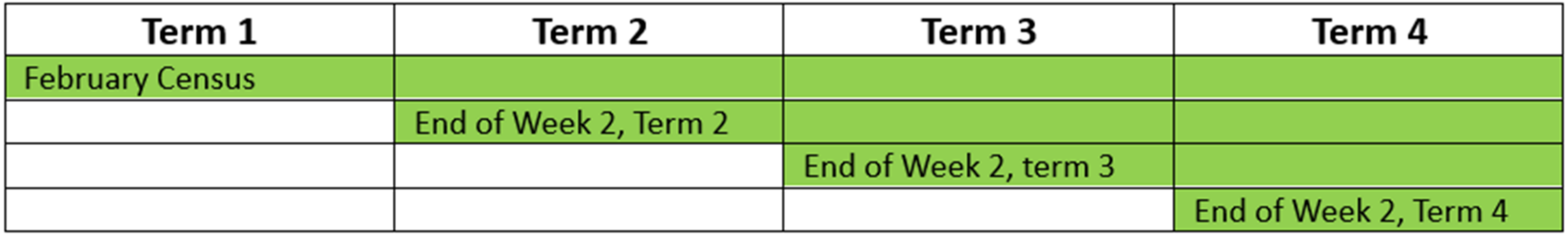
Tier 3 Critical Dates

Students with Active PSD Funding



Term 1	Term 2	Term 3	Term 4
🟨 Profile Finalisation	🟩	🟩	🟩
🟨	🟨 Profile Finalisation	🟩	🟩
🟨	🟨	🟨 Profile Finalisation	🟩

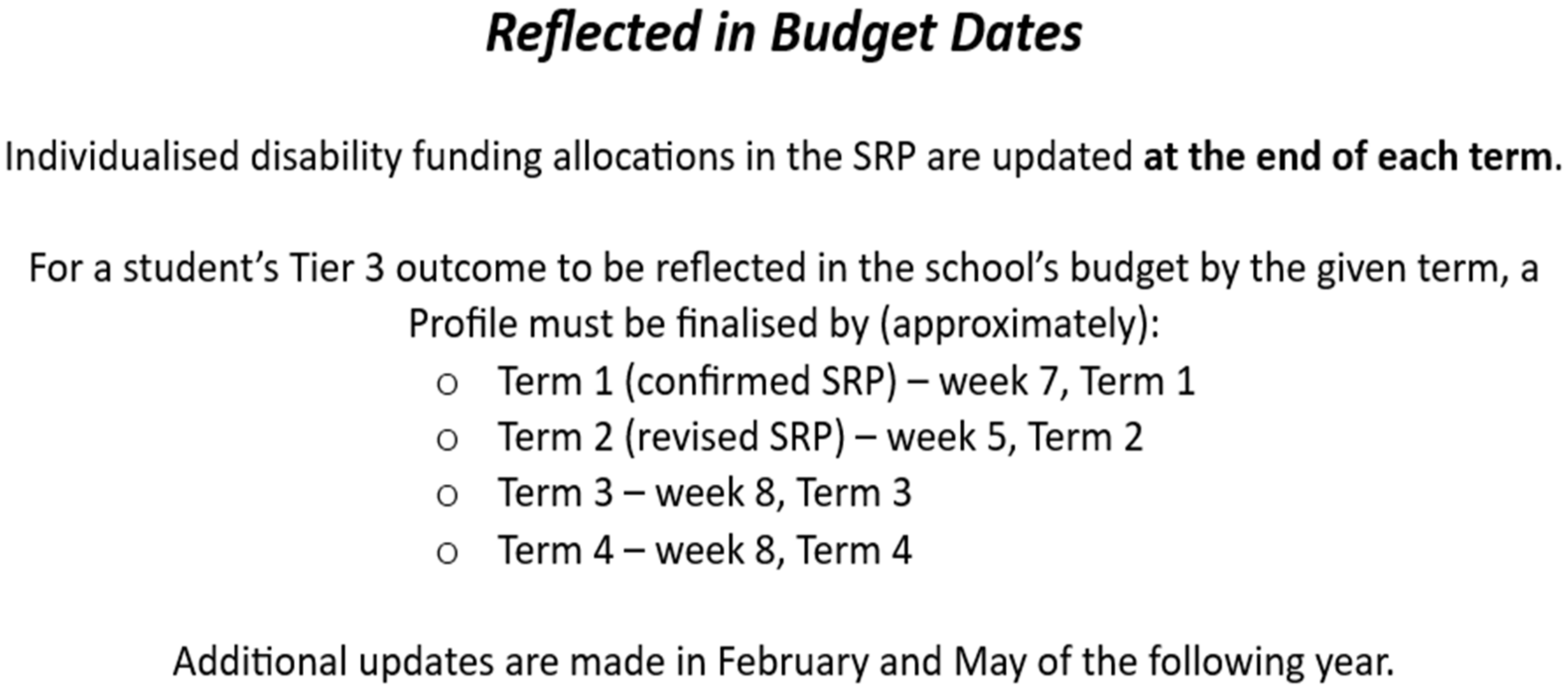
Term Critical Dates – New Enrolments with Tier 3 Funding



Term 1	Term 2	Term 3	Term 4
🟩 February Census	🟩	🟩	🟩
	🟩 End of Week 2, Term 2	🟩	🟩
		🟩 End of Week 2, term 3	🟩
			🟩 End of Week 2, Term 4

🟨 **PSD Funding**	🟩 **Tier 3 Funding**

Tier 3 Reflected in your SRP Budget



Reflected in Budget Dates

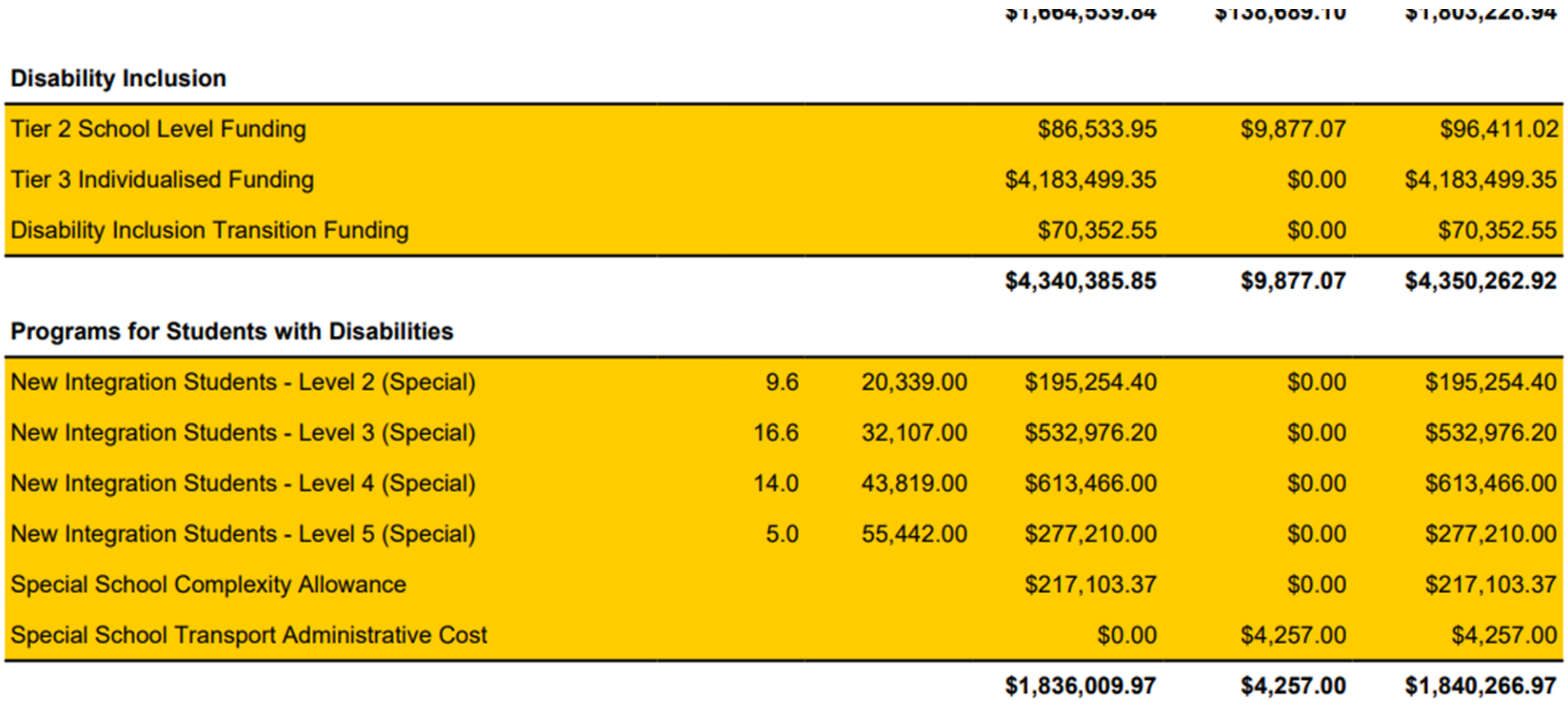
Individualised disability funding allocations in the SRP are updated **at the end of each term.**

For a student's Tier 3 outcome to be reflected in the school's budget by the given term, a Profile must be finalised by (approximately):

- Term 1 (confirmed SRP) – week 7, Term 1
- Term 2 (revised SRP) – week 5, Term 2
- Term 3 – week 8, Term 3
- Term 4 – week 8, Term 4

Additional updates are made in February and May of the following year.

SRP Budget Details Report



			$1,664,539.84	$138,689.10	$1,803,228.94
Disability Inclusion					
Tier 2 School Level Funding			$86,533.95	$9,877.07	$96,411.02
Tier 3 Individualised Funding			$4,183,499.35	$0.00	$4,183,499.35
Disability Inclusion Transition Funding			$70,352.55	$0.00	$70,352.55
			$4,340,385.85	**$9,877.07**	**$4,350,262.92**
Programs for Students with Disabilities					
New Integration Students - Level 2 (Special)	9.6	20,339.00	$195,254.40	$0.00	$195,254.40
New Integration Students - Level 3 (Special)	16.6	32,107.00	$532,976.20	$0.00	$532,976.20
New Integration Students - Level 4 (Special)	14.0	43,819.00	$613,466.00	$0.00	$613,466.00
New Integration Students - Level 5 (Special)	5.0	55,442.00	$277,210.00	$0.00	$277,210.00
Special School Complexity Allowance			$217,103.37	$0.00	$217,103.37
Special School Transport Administrative Cost			$0.00	$4,257.00	$4,257.00
			$1,836,009.97	**$4,257.00**	**$1,840,266.97**

Spending your Tier 2 & Tier 3 funding

TIER 2-

- AP?
- LT- DI Coordinator?
- Additional ES across the school for all students benefit?
- Allied Health?- E.g. Speech, OT, Psych?
- Resources?

DO I NEED THE FUNDS AS ***CASH*** OR ***CREDIT?***

TIER 3-

- Individual1:1 Support ES/Teacher?
- Allied Health?
- Specialised resources?

School funding

Targeted Programs

Programs with specific targeting criteria or that have a defined lifespan.

<table>
<tr><th colspan="3">Primary</th><th colspan="3">Secondary</th></tr>
<tr><td colspan="3">Primary Welfare</td><td colspan="3">Career Education Funding,</td></tr>
<tr><td colspan="3">Swimming in Schools (inc. Positive Start funding)</td><td colspan="3">VETiS/VDSS</td></tr>
<tr><td colspan="3">Primary Maths and Science Specialist</td><td colspan="3">Middle Years Literacy Numeracy Support (MYLNS)</td></tr>
<tr><td colspan="3">Early Years/Extended KLNP</td><td colspan="3">Doctors in Secondary Schools</td></tr>
<tr><td colspan="3">Mental Health in Primary Schools</td><td colspan="3">Head Start</td></tr>
<tr><td colspan="3"></td><td colspan="3">VCE Revision Lectures</td></tr>
<tr><td colspan="3"></td><td colspan="3">Job, Skills and Pathways Coordination</td></tr>
<tr><td colspan="2">Active Schools</td><td colspan="2">National Student Wellbeing Program</td><td colspan="2">Schools Mental Health Fund</td></tr>
<tr><td colspan="2">Tutor Learning Initiative</td><td colspan="2">Refugee and Asylum Seeker Wellbeing Support</td><td colspan="2">Respectful Relationships</td></tr>
<tr><td colspan="2">Student Excellence Funding</td><td colspan="2">Career Start</td><td colspan="2">Mental Health in Special Schools</td></tr>
<tr><td colspan="6">Teach today and teach tomorrow programs</td></tr>
<tr><td colspan="6">Flexible work for school leaders’ initiative (revised)</td></tr>
</table>

School Specific Funding

Funding linked to programs run by individual schools or groups of schools

Examples:

- Alternative/ancillary settings
- Alternative regional grant programs
- Bus coordination
- Country Areas Program
- Designated Bilingual programs
- Instrumental music
- Joint community programs
- Language Assistants Program
- Location index
- MARC/MACC
- P12 Complexity
- Science and Technology

Where your school is coordinating a school-to-school arrangement ensure the appropriate monitoring and governance are in place.

Tutor Learning Initiative

There is no Tutor Funding in 2026

How much will your school lose from their budget?

Staffing reduction?

School Infrastructure

Schools receive a range of allocations dependent on eligibility:

- Contract cleaning
- Cross infection prevention allowance
- Cleaning minimum allowance
- Grounds allowance
- Building area allowance
- Split-site/Multi-site allowance
- Utilities
- Maintenance and minor works
- Annual Contracts
- Workers’ Compensation

SRP Budget for Special Schools

Specialist & SDS Settings – Funding for 2025

Core Index Stage 1 Ages 5-10	$11,112
Core Index Stage 2 Ages 11-16	$ 8,316
Core Index Stage 3 Ages 17-18	$ 9,022

Based on February Census
Approx. 90% CREDIT 10% CASH

Integration	Level 1	$ 8,795
	Level 2	$20,339
	Level 3	$32,107
	Level 4	$43,819
	Level 5	$55,442
	Level 6	$67,129

Funding moves with the student and calculated each term - CREDIT only

School Complexity rate per student varies from $274.50 to $2,376.30 dependent on complexity index.

Based on February Census - CREDIT only

If < 45 students, Size Adjustment Supplementation
(45 – enrolment) x $6,682
Maximum $151,675

Based on February Census
CREDIT/CASH components

Autism Schools

Pre 2006 enrolment

Core Index Stage 1 Ages 5-10	$9,059
Core Index Stage 2 Ages 11-16	$6,578
Core Index Stage 3 Ages 17-18	$7,205

Integration Level 1 – 6 funding

School Complexity rate for pre 2006 students (only)

2006 onwards enrolment

Stages of Schooling Age 4-6	$54,870
Stages of Schooling Age 7-8	$51,839
Stages of Schooling Age 9-11	$47,621
Stages of Schooling Age 12+	$45,617

Based on February Census
Provided as CREDIT only

Enrolment Linked Base separately for each campus depending on the size of each campus

Based on February Census
Approx 95% CREDIT 5% CASH

Establishing good practice

Monitoring Expenditure

Principal and business manager schedule a regular (weekly/fortnightly) meeting to track finances – credit and cash.

SRP Reports

- Budget Mgt Report
- F/N Salaries Report
- Budget Mgt Variance

CASES21 Reports

- CRT Budget & Expense
- Equity Cash
- Overall cash budget

Other Reports

- Pay certification
- PSDMS reports
- Leave portal
- AIP/Equity Planner

Is expenditure tracking as expected? Are all staff appearing as expected?

Routinely review TLI, PSD, EAL, Tier 2/3 expenditure vs funding

Review leave taken (SRP reports) - outside budget vs leave reimbursement request

How is the CRT budget tracking – extras vs CRT engagement

Future leave and strategies for replacement

Is equity expenditure (credit and cash) tracking as expected?

Other issues as they arise e.g. Workcover, cashflow

Credit Carryover

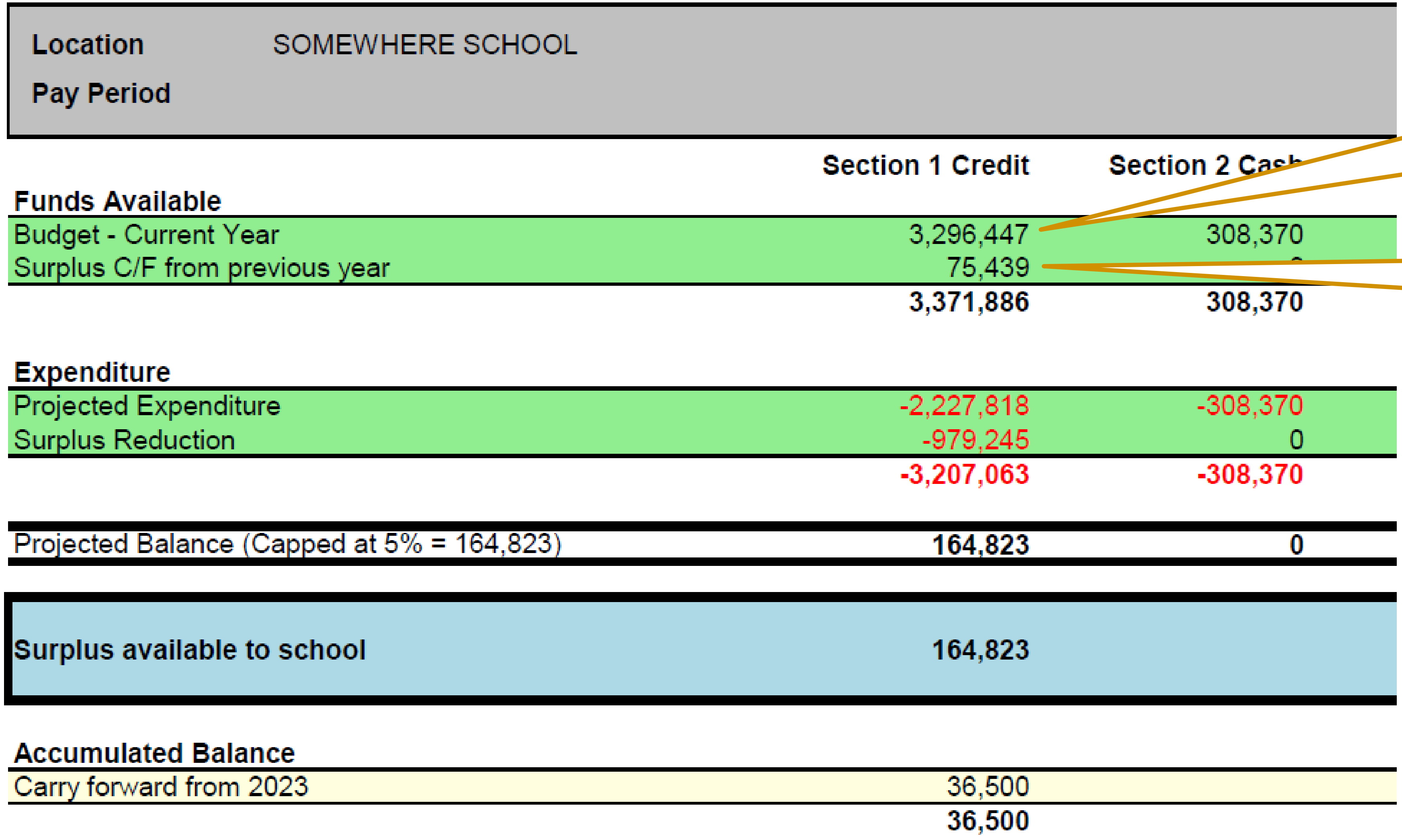
- A school should spend its SRP credit allocation on staff salaries for that year.
- Where there is an ‘underspend’ of SRP credit in a calendar year, the school will only be allowed to retain a percentage of that credit amount, with the remainder returning to the department’s contingency to be reallocated in the following year.
- Schools will not be permitted to compound carryover amounts over a number of years (which will be achieved by setting a carryover threshold).
- Schools will not have their surplus adjusted below $100,000 ($200,000 for specialist schools). This is to protect small schools who may otherwise be disproportionately impacted by a percentage-based model.

Retention rate	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Ongoing
All schools	7.5%	5%	5%	3%	3%
Specialist schools	10%	10%	10%	10%	10%

All Schools: Maximum SRP credit that can be retained after Year 1 = the greater of:
Total Annual SRP Credit x 7.5% OR $100,000

Specialist Schools: Maximum SRP credit that can be retained after Year 1 = the greater of:
Total Annual SRP Credit x 10% OR $200,000

Sample BMR x Credit Carryover



Location SOMEWHERE SCHOOL

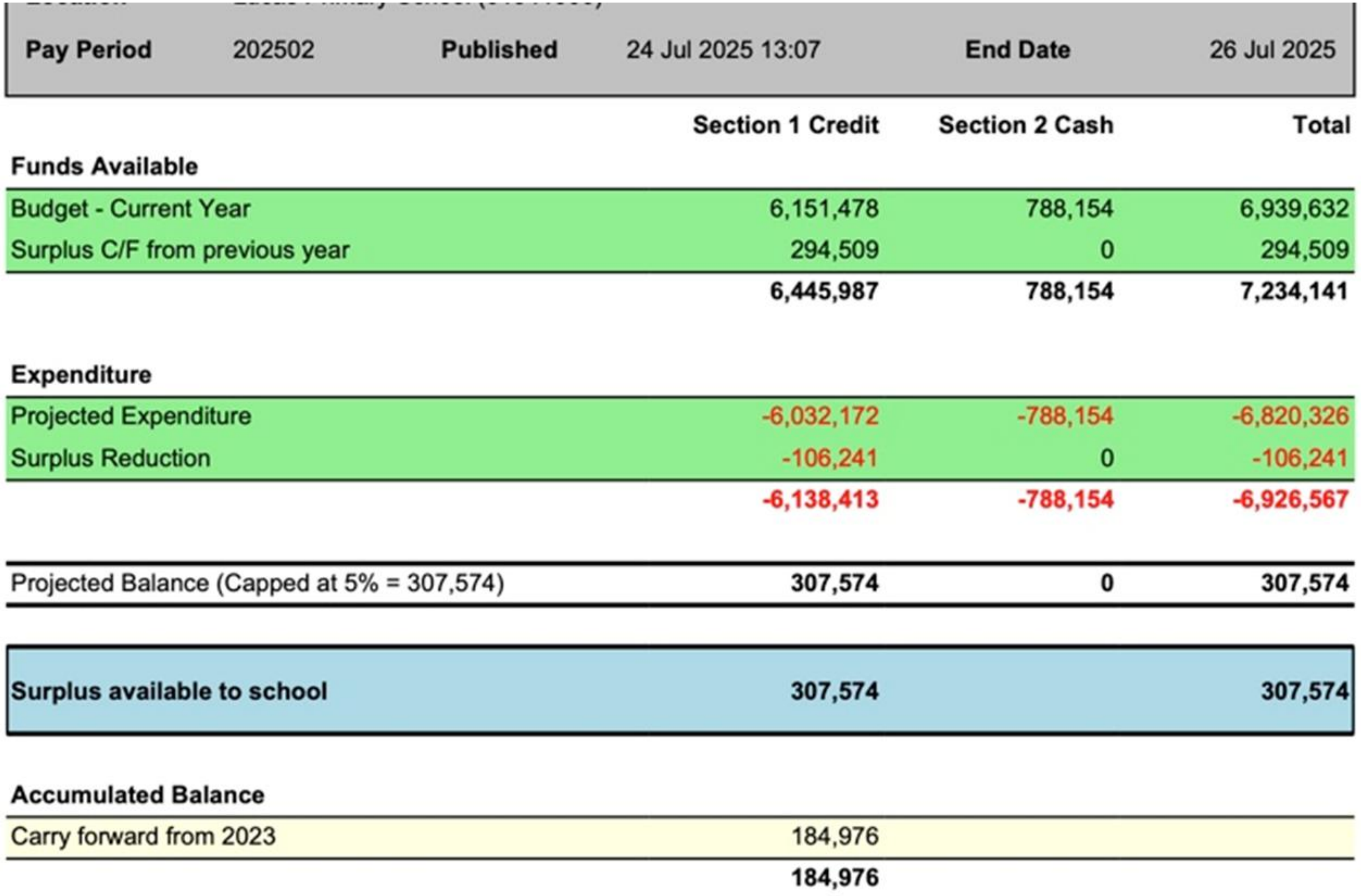
Pay Period

	Section 1 Credit	Section 2 Cash
Funds Available		
Budget - Current Year	3,296,447	308,370
Surplus C/F from previous year	75,439	0
	3,371,886	**308,370**
Expenditure		
Projected Expenditure	-2,227,818	-308,370
Surplus Reduction	-979,245	0
	-3,207,063	**-308,370**
Projected Balance (Capped at 5% = 164,823)	**164,823**	**0**
Surplus available to school	**164,823**	
Accumulated Balance		
Carry forward from 2023	36,500	
	36,500	

The 5% relates to the **Current Year Credit Budget**, not total funds available.

The surplus carried forward from previous year is **excluded** from the 5% calculations.

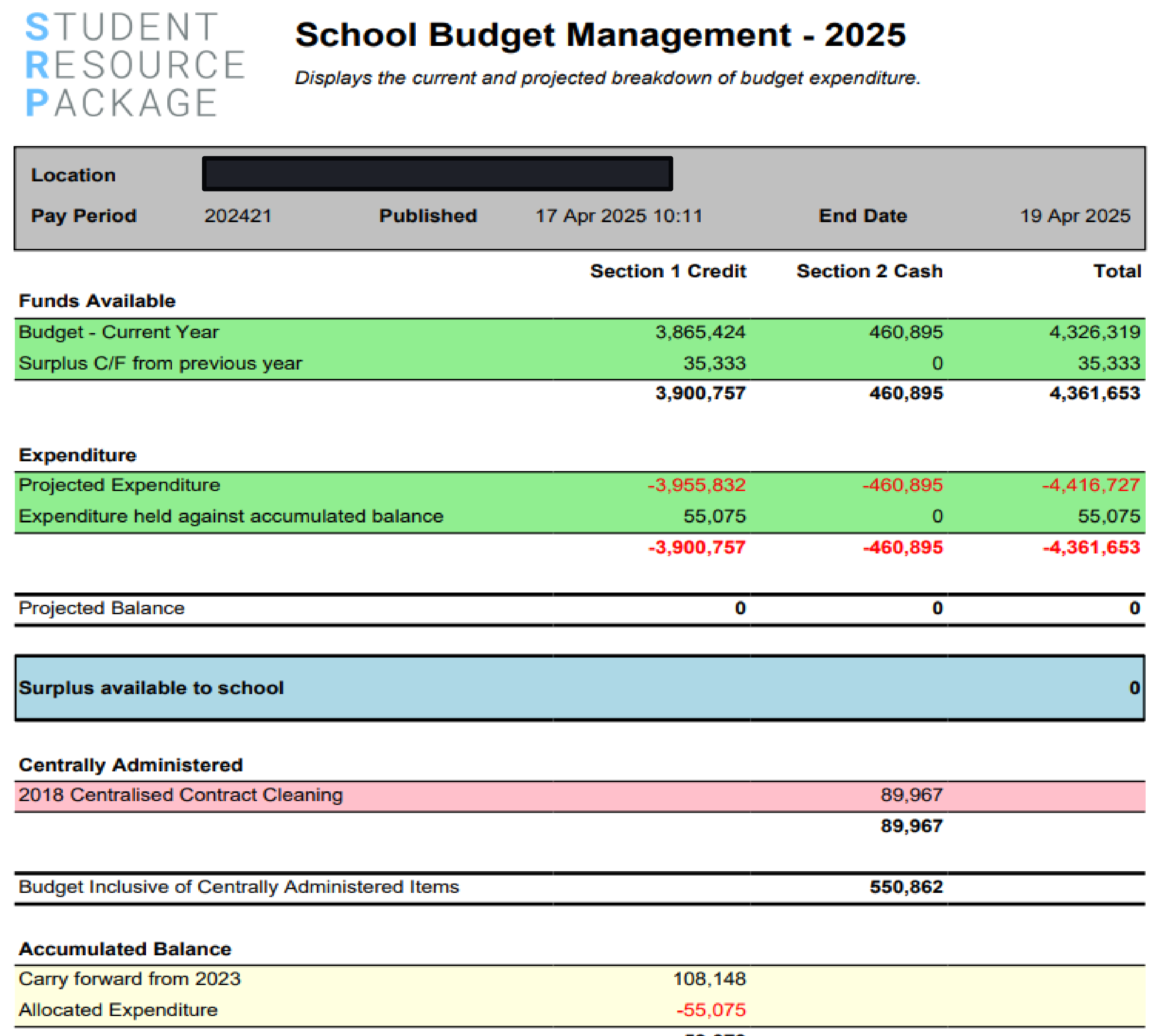
Reading your reports correctly



Pay Period 202502 **Published** 24 Jul 2025 13:07 **End Date** 26 Jul 2025

	Section 1 Credit	**Section 2 Cash**	**Total**
Funds Available			
Budget - Current Year	6,151,478	788,154	6,939,632
Surplus C/F from previous year	294,509	0	294,509
	6,445,987	**788,154**	**7,234,141**
Expenditure			
Projected Expenditure	-6,032,172	-788,154	-6,820,326
Surplus Reduction	-106,241	0	-106,241
	-6,138,413	**-788,154**	**-6,926,567**
Projected Balance (Capped at 5% = 307,574)	**307,574**	**0**	**307,574**
Surplus available to school	**307,574**		**307,574**
Accumulated Balance			
Carry forward from 2023	184,976		
	184,976		

Budget Management Report



STUDENT
RESOURCE
PACKAGE

School Budget Management - 2025

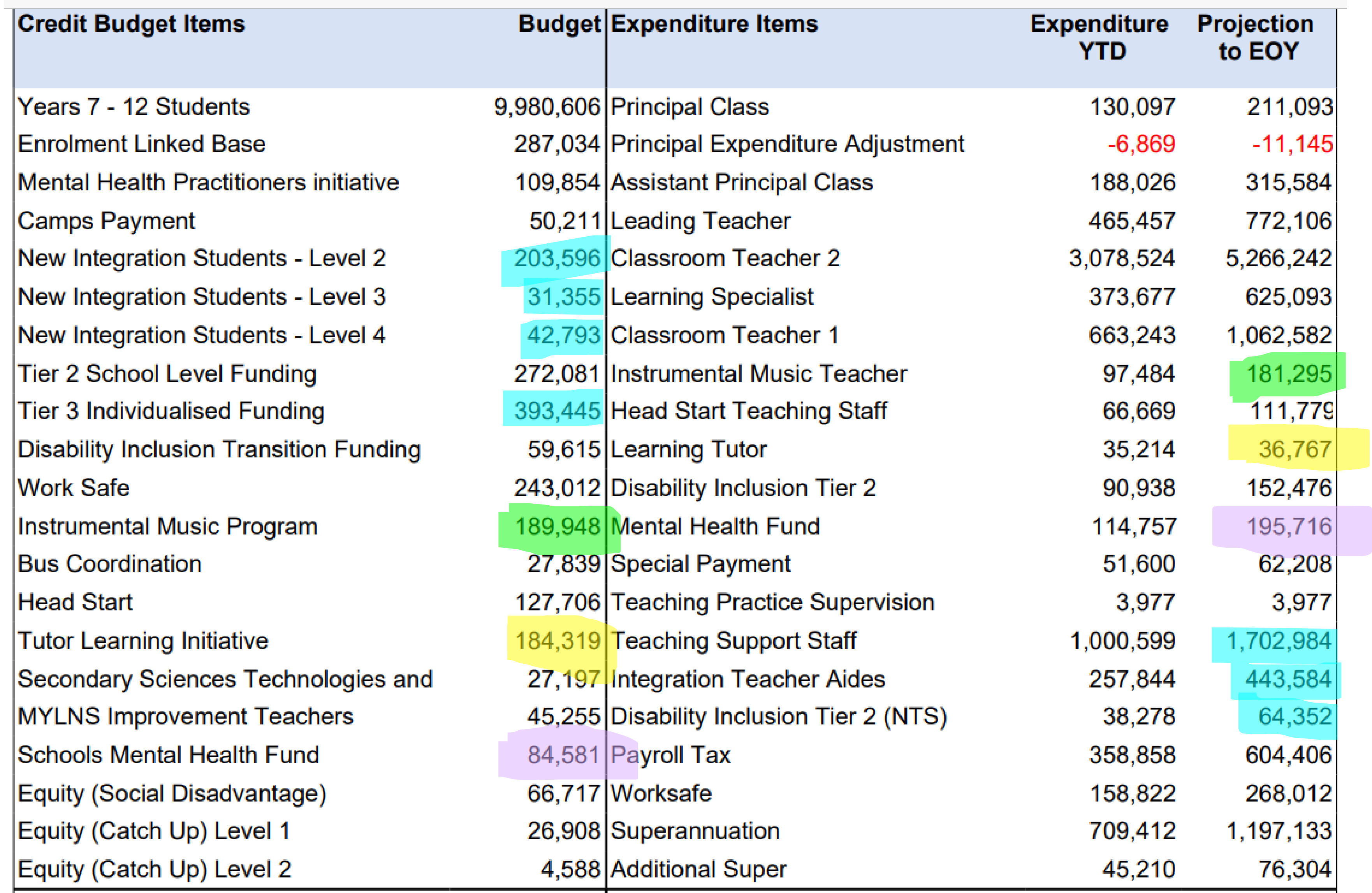
Displays the current and projected breakdown of budget expenditure.

Location	[redacted]				
Pay Period	202421	**Published**	17 Apr 2025 10:11	**End Date**	19 Apr 2025

	Section 1 Credit	Section 2 Cash	Total
Funds Available			
Budget - Current Year	3,865,424	460,895	4,326,319
Surplus C/F from previous year	35,333	0	35,333
	3,900,757	**460,895**	**4,361,653**
Expenditure			
Projected Expenditure	-3,955,832	-460,895	-4,416,727
Expenditure held against accumulated balance	55,075	0	55,075
	-3,900,757	**-460,895**	**-4,361,653**
Projected Balance	**0**	**0**	**0**
Surplus available to school			**0**
Centrally Administered			
2018 Centralised Contract Cleaning		89,967	
		89,967	
Budget Inclusive of Centrally Administered Items		**550,862**	
Accumulated Balance			
Carry forward from 2023	108,148		
Allocated Expenditure	-55,075		

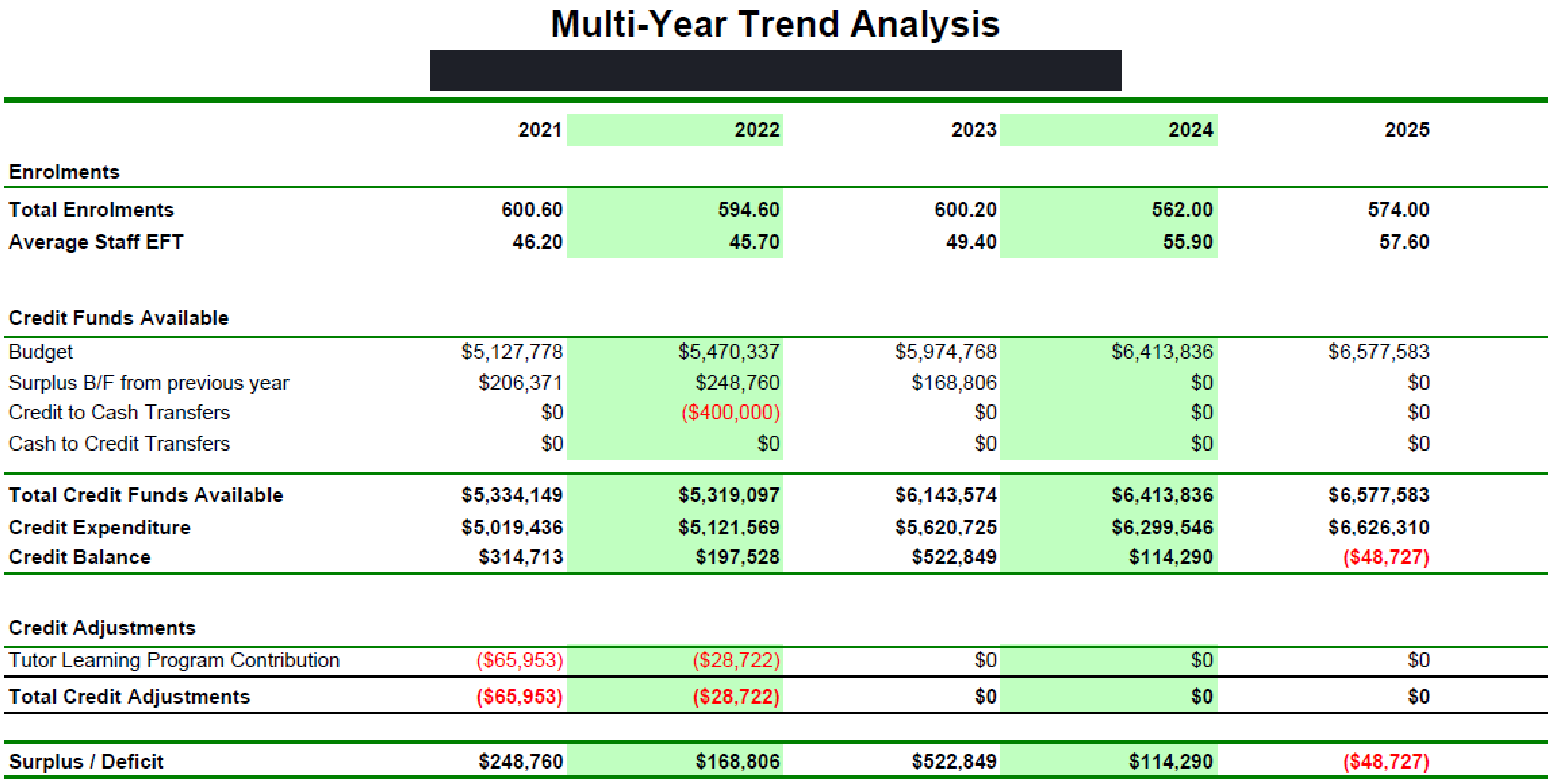
- Reminder – this page is reported to school council

Expenditure ‘Line of Sight’



Credit Budget Items	Budget	Expenditure Items	Expenditure YTD	Projection to EOY
Years 7 - 12 Students	9,980,606	Principal Class	130,097	211,093
Enrolment Linked Base	287,034	Principal Expenditure Adjustment	-6,869	-11,145
Mental Health Practitioners initiative	109,854	Assistant Principal Class	188,026	315,584
Camps Payment	50,211	Leading Teacher	465,457	772,106
New Integration Students - Level 2	203,596	Classroom Teacher 2	3,078,524	5,266,242
New Integration Students - Level 3	31,355	Learning Specialist	373,677	625,093
New Integration Students - Level 4	42,793	Classroom Teacher 1	663,243	1,062,582
Tier 2 School Level Funding	272,081	Instrumental Music Teacher	97,484	181,295
Tier 3 Individualised Funding	393,445	Head Start Teaching Staff	66,669	111,779
Disability Inclusion Transition Funding	59,615	Learning Tutor	35,214	36,767
Work Safe	243,012	Disability Inclusion Tier 2	90,938	152,476
Instrumental Music Program	189,948	Mental Health Fund	114,757	195,716
Bus Coordination	27,839	Special Payment	51,600	62,208
Head Start	127,706	Teaching Practice Supervision	3,977	3,977
Tutor Learning Initiative	184,319	Teaching Support Staff	1,000,599	1,702,984
Secondary Sciences Technologies and	27,197	Integration Teacher Aides	257,844	443,584
MYLNS Improvement Teachers	45,255	Disability Inclusion Tier 2 (NTS)	38,278	64,352
Schools Mental Health Fund	84,581	Payroll Tax	358,858	604,406
Equity (Social Disadvantage)	66,717	Worksafe	158,822	268,012
Equity (Catch Up) Level 1	26,908	Superannuation	709,412	1,197,133
Equity (Catch Up) Level 2	4,588	Additional Super	45,210	76,304

Trend Analysis Report- Page 1

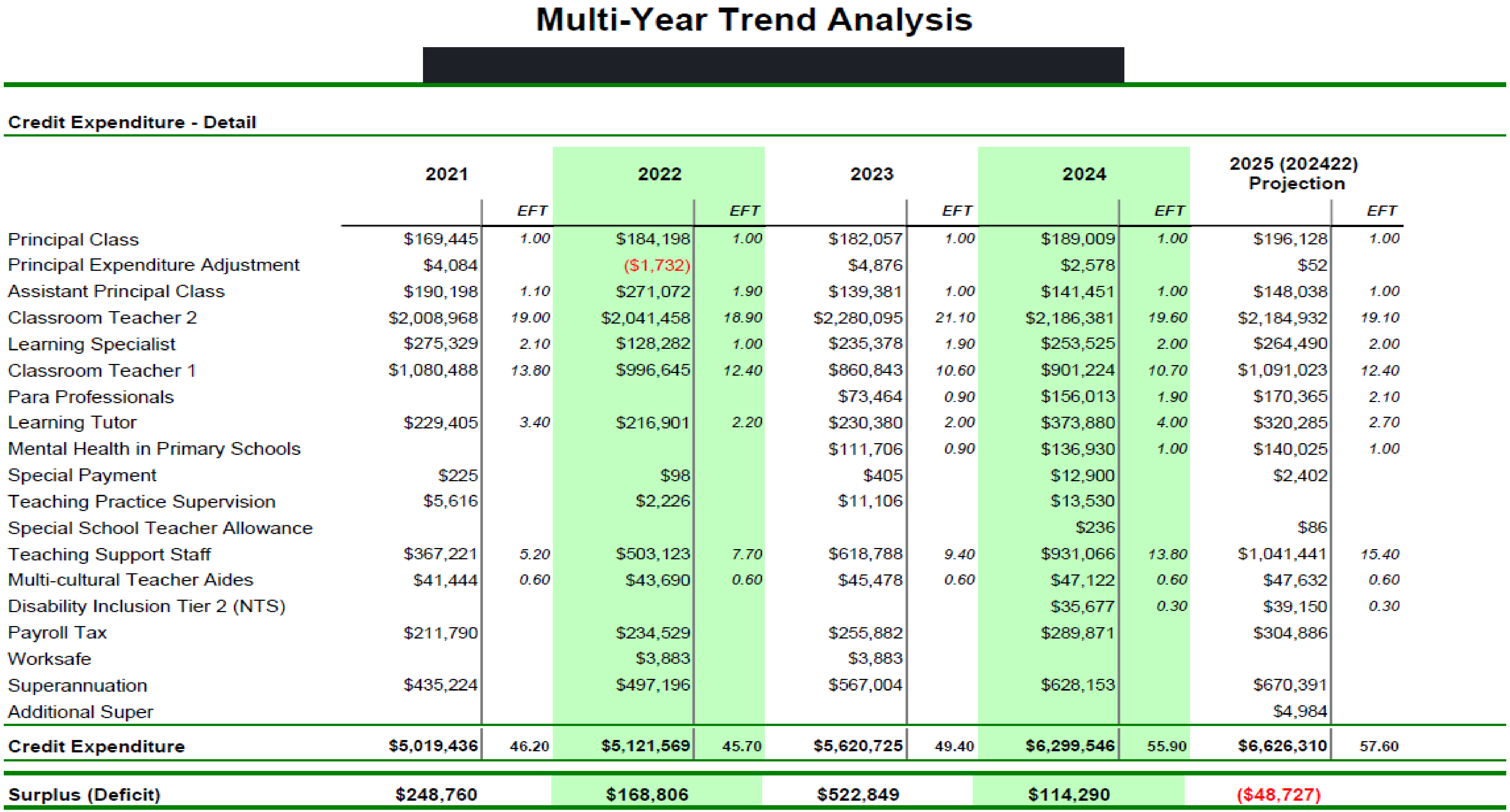


Multi-Year Trend Analysis

[redacted]

	2021	2022	2023	2024	2025
Enrolments					
Total Enrolments	**600.60**	**594.60**	**600.20**	**562.00**	**574.00**
Average Staff EFT	**46.20**	**45.70**	**49.40**	**55.90**	**57.60**
Credit Funds Available					
Budget	$5,127,778	$5,470,337	$5,974,768	$6,413,836	$6,577,583
Surplus B/F from previous year	$206,371	$248,760	$168,806	$0	$0
Credit to Cash Transfers	$0	($400,000)	$0	$0	$0
Cash to Credit Transfers	$0	$0	$0	$0	$0
Total Credit Funds Available	**$5,334,149**	**$5,319,097**	**$6,143,574**	**$6,413,836**	**$6,577,583**
Credit Expenditure	**$5,019,436**	**$5,121,569**	**$5,620,725**	**$6,299,546**	**$6,626,310**
Credit Balance	**$314,713**	**$197,528**	**$522,849**	**$114,290**	**($48,727)**
Credit Adjustments					
Tutor Learning Program Contribution	($65,953)	($28,722)	$0	$0	$0
Total Credit Adjustments	**($65,953)**	**($28,722)**	**$0**	**$0**	**$0**
Surplus / Deficit	**$248,760**	**$168,806**	**$522,849**	**$114,290**	**($48,727)**

Trend Analysis Report- Page 2

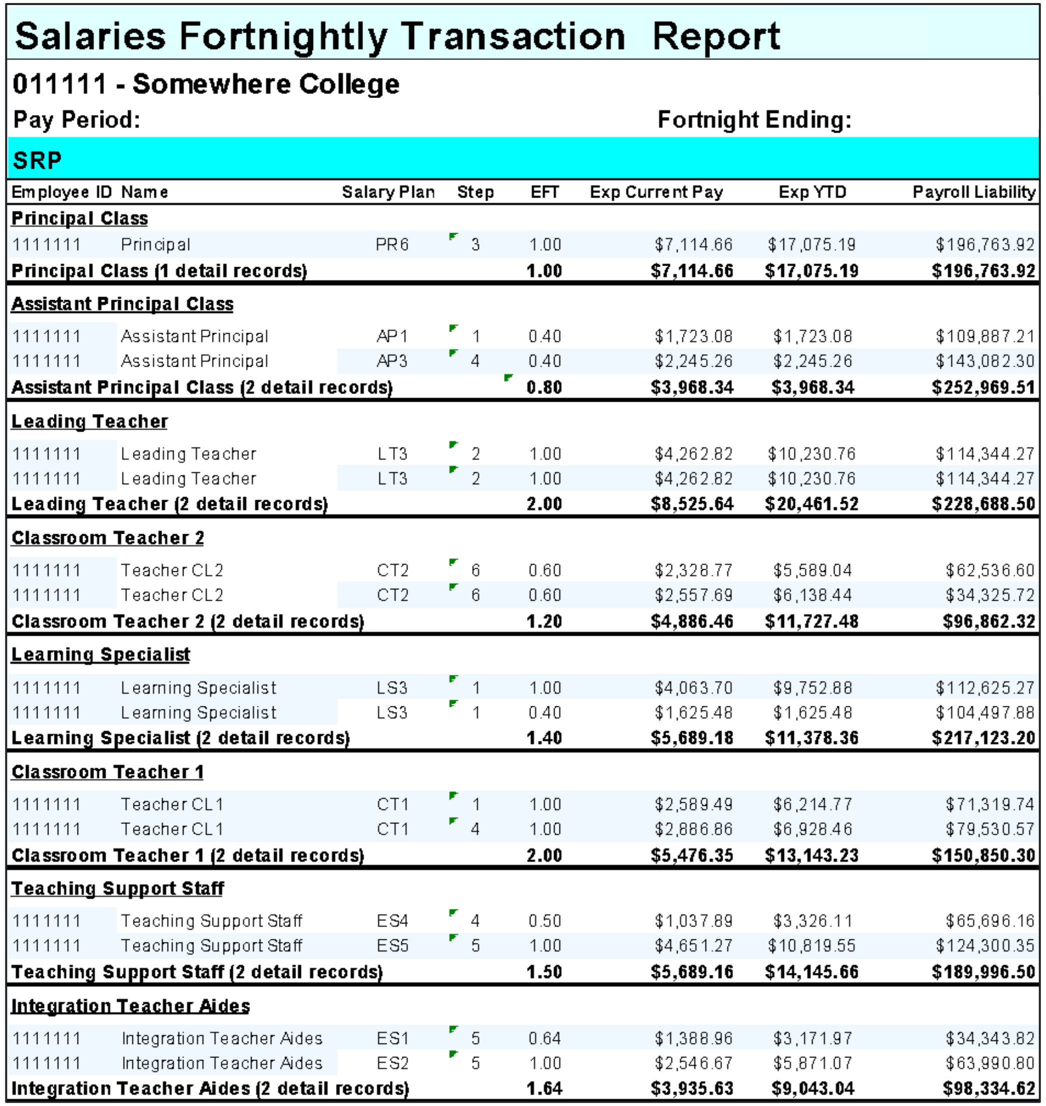


Multi-Year Trend Analysis

Credit Expenditure - Detail

	2021		2022		2023		2024		2025 (202422) Projection	
		EFT		EFT		EFT		EFT		EFT
Principal Class	$169,445	1.00	$184,198	1.00	$182,057	1.00	$189,009	1.00	$196,128	1.00
Principal Expenditure Adjustment	$4,084		($1,732)		$4,876		$2,578		$52	
Assistant Principal Class	$190,198	1.10	$271,072	1.90	$139,381	1.00	$141,451	1.00	$148,038	1.00
Classroom Teacher 2	$2,008,968	19.00	$2,041,458	18.90	$2,280,095	21.10	$2,186,381	19.60	$2,184,932	19.10
Learning Specialist	$275,329	2.10	$128,282	1.00	$235,378	1.90	$253,525	2.00	$264,490	2.00
Classroom Teacher 1	$1,080,488	13.80	$996,645	12.40	$860,843	10.60	$901,224	10.70	$1,091,023	12.40
Para Professionals					$73,464	0.90	$156,013	1.90	$170,365	2.10
Learning Tutor	$229,405	3.40	$216,901	2.20	$230,380	2.00	$373,880	4.00	$320,285	2.70
Mental Health in Primary Schools					$111,706	0.90	$136,930	1.00	$140,025	1.00
Special Payment	$225		$98		$405		$12,900		$2,402	
Teaching Practice Supervision	$5,616		$2,226		$11,106		$13,530			
Special School Teacher Allowance							$236		$86	
Teaching Support Staff	$367,221	5.20	$503,123	7.70	$618,788	9.40	$931,066	13.80	$1,041,441	15.40
Multi-cultural Teacher Aides	$41,444	0.60	$43,690	0.60	$45,478	0.60	$47,122	0.60	$47,632	0.60
Disability Inclusion Tier 2 (NTS)							$35,677	0.30	$39,150	0.30
Payroll Tax	$211,790		$234,529		$255,882		$289,871		$304,886	
Worksafe			$3,883		$3,883					
Superannuation	$435,224		$497,196		$567,004		$628,153		$670,391	
Additional Super									$4,984	
Credit Expenditure	**$5,019,436**	46.20	**$5,121,569**	45.70	**$5,620,725**	49.40	**$6,299,546**	55.90	**$6,626,310**	57.60
Surplus (Deficit)	**$248,760**		**$168,806**		**$522,849**		**$114,290**		**($48,727)**	

SFTR



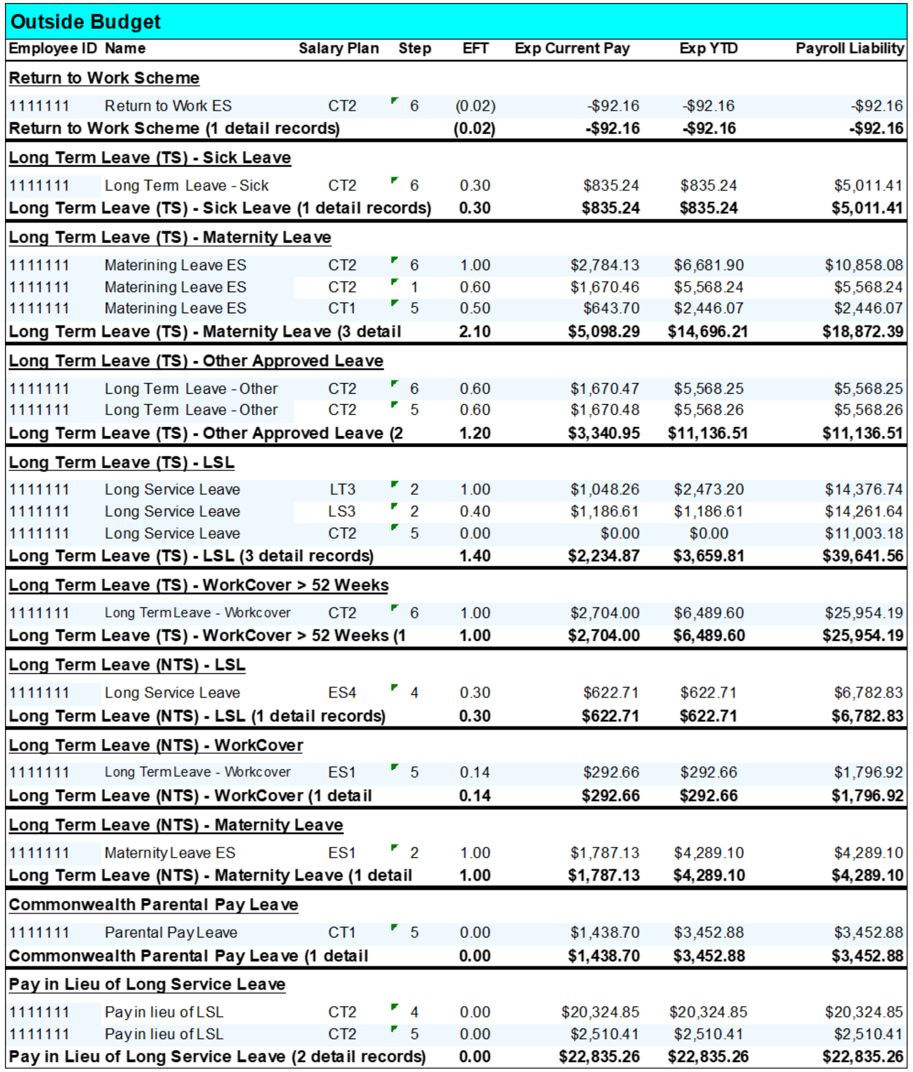
Salaries Fortnightly Transaction Report

011111 - Somewhere College

Pay Period: **Fortnight Ending:**

SRP

Employee ID	Name	Salary Plan	Step	EFT	Exp Current Pay	Exp YTD	Payroll Liability
Principal Class							
1111111	Principal	PR6	3	1.00	$7,114.66	$17,075.19	$196,763.92
Principal Class (1 detail records)				**1.00**	**$7,114.66**	**$17,075.19**	**$196,763.92**
Assistant Principal Class							
1111111	Assistant Principal	AP1	1	0.40	$1,723.08	$1,723.08	$109,887.21
1111111	Assistant Principal	AP3	4	0.40	$2,245.26	$2,245.26	$143,082.30
Assistant Principal Class (2 detail records)				**0.80**	**$3,968.34**	**$3,968.34**	**$252,969.51**
Leading Teacher							
1111111	Leading Teacher	LT3	2	1.00	$4,262.82	$10,230.76	$114,344.27
1111111	Leading Teacher	LT3	2	1.00	$4,262.82	$10,230.76	$114,344.27
Leading Teacher (2 detail records)				**2.00**	**$8,525.64**	**$20,461.52**	**$228,688.50**
Classroom Teacher 2							
1111111	Teacher CL2	CT2	6	0.60	$2,328.77	$5,589.04	$62,536.60
1111111	Teacher CL2	CT2	6	0.60	$2,557.69	$6,138.44	$34,325.72
Classroom Teacher 2 (2 detail records)				**1.20**	**$4,886.46**	**$11,727.48**	**$96,862.32**
Learning Specialist							
1111111	Learning Specialist	LS3	1	1.00	$4,063.70	$9,752.88	$112,625.27
1111111	Learning Specialist	LS3	1	0.40	$1,625.48	$1,625.48	$104,497.88
Learning Specialist (2 detail records)				**1.40**	**$5,689.18**	**$11,378.36**	**$217,123.20**
Classroom Teacher 1							
1111111	Teacher CL1	CT1	1	1.00	$2,589.49	$6,214.77	$71,319.74
1111111	Teacher CL1	CT1	4	1.00	$2,886.86	$6,928.46	$79,530.57
Classroom Teacher 1 (2 detail records)				**2.00**	**$5,476.35**	**$13,143.23**	**$150,850.30**
Teaching Support Staff							
1111111	Teaching Support Staff	ES4	4	0.50	$1,037.89	$3,326.11	$65,696.16
1111111	Teaching Support Staff	ES5	5	1.00	$4,651.27	$10,819.55	$124,300.35
Teaching Support Staff (2 detail records)				**1.50**	**$5,689.16**	**$14,145.66**	**$189,996.50**
Integration Teacher Aides							
1111111	Integration Teacher Aides	ES1	5	0.64	$1,388.96	$3,171.97	$34,343.82
1111111	Integration Teacher Aides	ES2	5	1.00	$2,546.67	$5,871.07	$63,990.80
Integration Teacher Aides (2 detail records)				**1.64**	**$3,935.63**	**$9,043.04**	**$98,334.62**

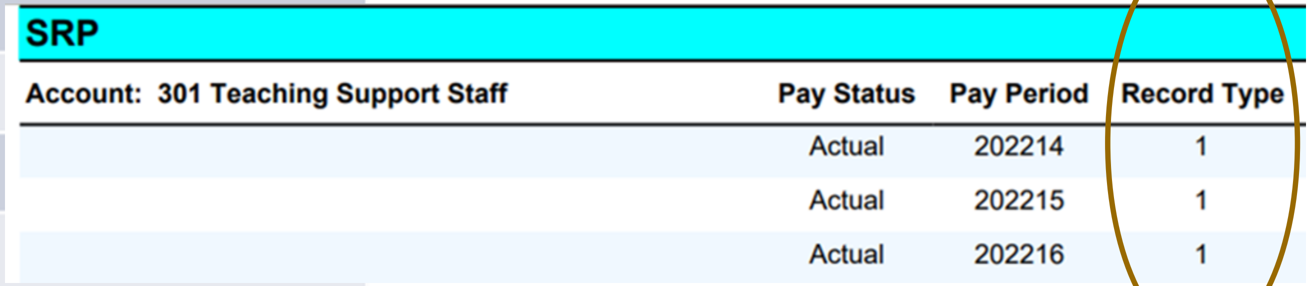


Outside Budget

Employee ID	Name	Salary Plan	Step	EFT	Exp Current Pay	Exp YTD	Payroll Liability
Return to Work Scheme							
1111111	Return to Work ES	CT2	6	(0.02)	-$92.16	-$92.16	-$92.16
Return to Work Scheme (1 detail records)				**(0.02)**	**-$92.16**	**-$92.16**	**-$92.16**
Long Term Leave (TS) - Sick Leave							
1111111	Long Term Leave - Sick	CT2	6	0.30	$835.24	$835.24	$5,011.41
Long Term Leave (TS) - Sick Leave (1 detail records)				**0.30**	**$835.24**	**$835.24**	**$5,011.41**
Long Term Leave (TS) - Maternity Leave							
1111111	Matering Leave ES	CT2	6	1.00	$2,784.13	$6,681.90	$10,858.08
1111111	Matering Leave ES	CT2	1	0.60	$1,670.46	$5,568.24	$5,568.24
1111111	Matering Leave ES	CT1	5	0.50	$643.70	$2,446.07	$2,446.07
Long Term Leave (TS) - Maternity Leave (3 detail				**2.10**	**$5,098.29**	**$14,696.21**	**$18,872.39**
Long Term Leave (TS) - Other Approved Leave							
1111111	Long Term Leave - Other	CT2	6	0.60	$1,670.47	$5,568.25	$5,568.25
1111111	Long Term Leave - Other	CT2	5	0.60	$1,670.48	$5,568.26	$5,568.26
Long Term Leave (TS) - Other Approved Leave (2				**1.20**	**$3,340.95**	**$11,136.51**	**$11,136.51**
Long Term Leave (TS) - LSL							
1111111	Long Service Leave	LT3	2	1.00	$1,048.26	$2,473.20	$14,376.74
1111111	Long Service Leave	LS3	2	0.40	$1,186.61	$1,186.61	$14,261.64
1111111	Long Service Leave	CT2	5	0.00	$0.00	$0.00	$11,003.18
Long Term Leave (TS) - LSL (3 detail records)				**1.40**	**$2,234.87**	**$3,659.81**	**$39,641.56**
Long Term Leave (TS) - WorkCover > 52 Weeks							
1111111	Long Term Leave - Workcover	CT2	6	1.00	$2,704.00	$6,489.60	$25,954.19
Long Term Leave (TS) - WorkCover > 52 Weeks (1				**1.00**	**$2,704.00**	**$6,489.60**	**$25,954.19**
Long Term Leave (NTS) - LSL							
1111111	Long Service Leave	ES4	4	0.30	$622.71	$622.71	$6,782.83
Long Term Leave (NTS) - LSL (1 detail records)				**0.30**	**$622.71**	**$622.71**	**$6,782.83**
Long Term Leave (NTS) - WorkCover							
1111111	Long Term Leave - Workcover	ES1	5	0.14	$292.66	$292.66	$1,796.92
Long Term Leave (NTS) - WorkCover (1 detail				**0.14**	**$292.66**	**$292.66**	**$1,796.92**
Long Term Leave (NTS) - Maternity Leave							
1111111	Maternity Leave ES	ES1	2	1.00	$1,787.13	$4,289.10	$4,289.10
Long Term Leave (NTS) - Maternity Leave (1 detail				**1.00**	**$1,787.13**	**$4,289.10**	**$4,289.10**
Commonwealth Parental Pay Leave							
1111111	Parental Pay Leave	CT1	5	0.00	$1,438.70	$3,452.88	$3,452.88
Commonwealth Parental Pay Leave (1 detail				**0.00**	**$1,438.70**	**$3,452.88**	**$3,452.88**
Pay in Lieu of Long Service Leave							
1111111	Pay in lieu of LSL	CT2	4	0.00	$20,324.85	$20,324.85	$20,324.85
1111111	Pay in lieu of LSL	CT2	5	0.00	$2,510.41	$2,510.41	$2,510.41
Pay in Lieu of Long Service Leave (2 detail records)				**0.00**	**$22,835.26**	**$22,835.26**	**$22,835.26**

Employee Charging History

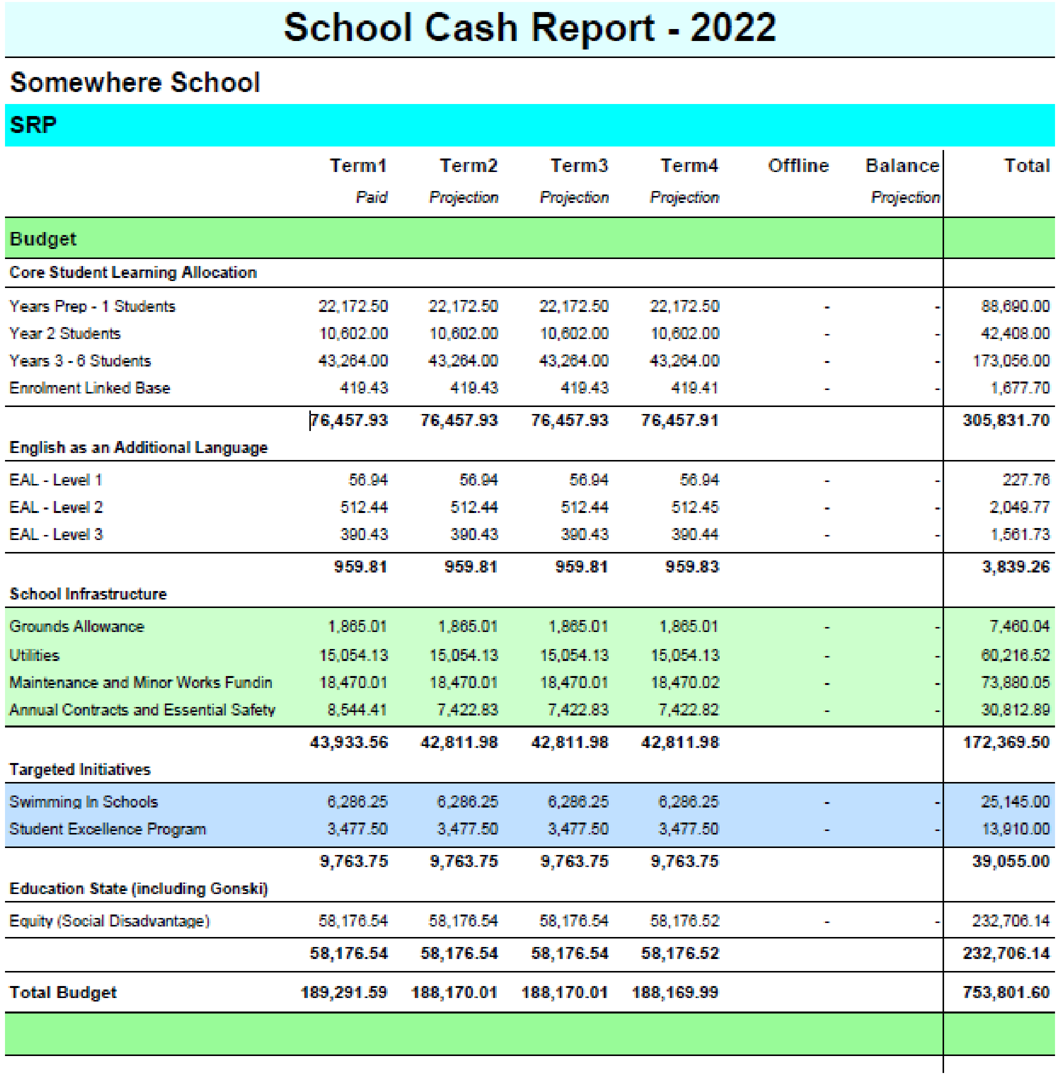
Record Type	Description
1	Regular Earnings and Leave
3	Allowance
6	Prior Period Earning
8	Strike Leave
71	Leave or Regular Repayment
73	Allowance Repayment
77	Superannuation Repayment
80	Projection Charge Adjustment
81	Regular Earnings and Leave Charge Adjustment
83	Allowance Charge Adjustment
87	Superannuation Adjustment
88	Strike Leave Charge Adjustment



SRP

Account: 301 Teaching Support Staff	Pay Status	Pay Period	Record Type
	Actual	202214	1
	Actual	202215	1
	Actual	202216	1

Cash Report

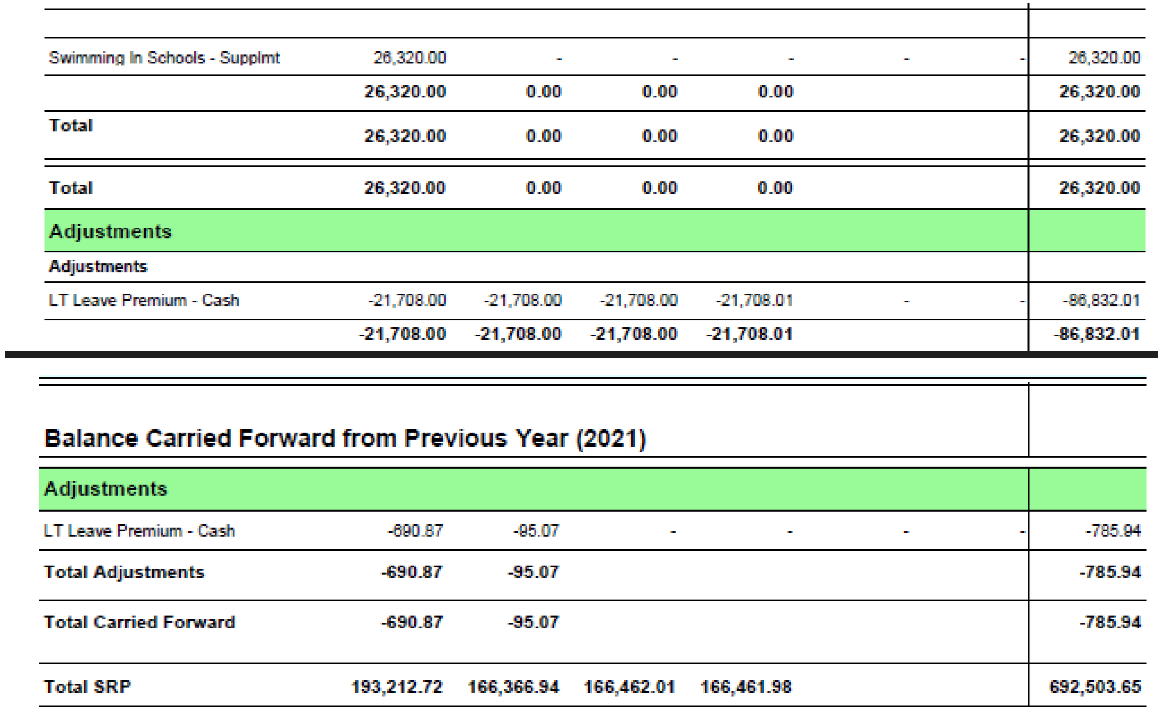


School Cash Report - 2022

Somewhere School

SRP

	Term1	Term2	Term3	Term4	Offline	Balance	Total
	Paid	*Projection*	*Projection*	*Projection*		*Projection*	
Budget							
Core Student Learning Allocation							
Years Prep - 1 Students	22,172.50	22,172.50	22,172.50	22,172.50	-	-	88,690.00
Year 2 Students	10,602.00	10,602.00	10,602.00	10,602.00	-	-	42,408.00
Years 3 - 6 Students	43,264.00	43,264.00	43,264.00	43,264.00	-	-	173,056.00
Enrolment Linked Base	419.43	419.43	419.43	419.41	-	-	1,677.70
	76,457.93	**76,457.93**	**76,457.93**	**76,457.91**			**305,831.70**
English as an Additional Language							
EAL - Level 1	56.94	56.94	56.94	56.94	-	-	227.76
EAL - Level 2	512.44	512.44	512.44	512.45	-	-	2,049.77
EAL - Level 3	390.43	390.43	390.43	390.44	-	-	1,561.73
	959.81	**959.81**	**959.81**	**959.83**			**3,839.26**
School Infrastructure							
Grounds Allowance	1,865.01	1,865.01	1,865.01	1,865.01	-	-	7,460.04
Utilities	15,054.13	15,054.13	15,054.13	15,054.13	-	-	60,216.52
Maintenance and Minor Works Fundin	18,470.01	18,470.01	18,470.01	18,470.02	-	-	73,880.05
Annual Contracts and Essential Safety	8,544.41	7,422.83	7,422.83	7,422.82	-	-	30,812.89
	43,933.56	**42,811.98**	**42,811.98**	**42,811.98**			**172,369.50**
Targeted Initiatives							
Swimming In Schools	6,286.25	6,286.25	6,286.25	6,286.25	-	-	25,145.00
Student Excellence Program	3,477.50	3,477.50	3,477.50	3,477.50	-	-	13,910.00
	9,763.75	**9,763.75**	**9,763.75**	**9,763.75**			**39,055.00**
Education State (including Gonski)							
Equity (Social Disadvantage)	58,176.54	58,176.54	58,176.54	58,176.52	-	-	232,706.14
	58,176.54	**58,176.54**	**58,176.54**	**58,176.52**			**232,706.14**
Total Budget	**189,291.59**	**188,170.01**	**188,170.01**	**188,169.99**			**753,801.60**



Swimming In Schools - Supplmt	26,320.00	-	-	-	-	-	26,320.00
	26,320.00	**0.00**	**0.00**	**0.00**			**26,320.00**
Total	**26,320.00**	**0.00**	**0.00**	**0.00**			**26,320.00**
Total	**26,320.00**	**0.00**	**0.00**	**0.00**			**26,320.00**
Adjustments							
Adjustments							
LT Leave Premium - Cash	-21,708.00	-21,708.00	-21,708.00	-21,708.01	-	-	-86,832.01
	-21,708.00	**-21,708.00**	**-21,708.00**	**-21,708.01**			**-86,832.01**

Balance Carried Forward from Previous Year (2021)

Adjustments							
LT Leave Premium - Cash	-690.87	-95.07	-	-	-	-	-785.94
Total Adjustments	**-690.87**	**-95.07**					**-785.94**
Total Carried Forward	**-690.87**	**-95.07**					**-785.94**
Total SRP	**193,212.72**	**166,366.94**	**166,462.01**	**166,461.98**			**692,503.65**

Leave

Leave

- No leave reimbursement for sick leave <30 working days (5 days for principal)
- Make sure you are claiming leave reimbursement for any LSL < 30 days.
- Long-term absences (>30 working days) are automatically reimbursed by salary expense for staff member moving outside SRP for school days.

Remember:

- Teachers on long-term leave are charged outside the school's SRP during the period of their leave, up to a salary equivalent of a Classroom Teacher 2-6.
- <u>**Funding is provided to allow replacement not fund the absent staff member**</u>.
- If you have replaced a staff member over a holiday period or a public holiday please enter leave and nominate replacement for the entire leave period to seek reimbursement called "Trailing Holidays"

Leave Requests

Points to consider:

- Has all leave been approved by the principal (or where relevant) a delegate?
- What approvals, if any, are delegated?
- How does the principal monitor all leave approvals for long service leave and annual leave?
- How is planning for coverage of this leave managed and documented (to assist with monitoring reimbursement processes)?
- How is approved time in lieu recorded, monitored and implemented by the Principal and others?
- Are all arrangements (including return dates) in writing and on file?
- Has all leave been entered on Edupay? Who checks that within the school?
- Has all Annual Leave been entered on Edupay for ES employees where relevant?

Leave Reimbursement

<table>
<tr><th colspan="2">Principal - Sick Leave</th></tr>
<tr><th>Up to 5 days</th><th>Greater than 5 days</th></tr>
<tr><td>❖ funded from SRP; no higher duties; no reimbursement</td><td>❖ school is automatically reimbursed by replacement moving (including their higher duties) to the principal charge line
❖ please ensure you log a call with the SRP helpdesk if no change happens.</td></tr>
<tr><th colspan="2">Principal - Long Service Leave</th></tr>
<tr><th>Up to 5 days</th><th>Greater than 5 days</th></tr>
<tr><td>❖ identify replacement through the leave portal on the SRP website; cash reimbursement at CRT rate</td><td>❖ central employee receives higher duties against principal position
❖ school is automatically reimbursed by replacement moving to the principal charge line
❖ please ensure you log a call with the SRP helpdesk if no change happens.</td></tr>
<tr><th colspan="2">Teacher & ES - Sick Leave</th></tr>
<tr><th>Up to 30 days</th><th>Greater than 30 days</th></tr>
<tr><td>❖ funded from SRP; no reimbursement</td><td>❖ leave is automatically reimbursed by salary expense for staff member moving outside SRP for school days
❖ if you have replaced staff member over the holiday period or a public holiday please enter leave and nominate replacement for the entire leave period to seek reimbursement.</td></tr>
<tr><th colspan="2">Teacher & ES- Long Service Leave</th></tr>
<tr><th>Up to 30 days</th><th>Greater than 30 days</th></tr>
<tr><td>❖ identify CRT or central payroll fixed term replacement on leave portal</td><td>❖ leave is automatically reimbursed by salary expense for staff member moving outside SRP for school days
❖ if you have replaced staff member over the holiday period or a public holiday please enter leave and nominate replacement for the entire leave period to seek reimbursement.</td></tr>
</table>

- Most other leave types are funded from the school’s SRP
- **More detailed Leave Replacement training sessions will be available through VATL under the Finance Matters program.**

Workcover

Up to 10 days

- Funded from SRP
- Public Holidays are not part of the first 10 days
- No reimbursement

Greater than 10 days and Up to 30 days

- Identify through the portal

Up to 30 days

- Outside budget
- Claim trailing holidays

Up to 52 weeks

- Outside budget 100%
- No leave capping
- Identify CRT or central payroll fixed term replacement on leave portal

RTW

Funding can only be claimed if the school has employed a replacement or support person for the injured employee,

Create absences through the RTW function in the leave portal

Credit Carryover Policy

Credit Carryover

- All unspent credit funds that have been accumulated up until 2023 will be separated or ‘ring fenced’ in their entirety. Schools will have the entire transition period (four years) to spend the balance, and anything remaining after the transition period will be redirected to the department’s central contingency.
- Requests can be made to transfer ringfenced credit to cash in line with the credit to cash policy (i.e., if a school has insufficient cash available to meet the requirement and can demonstrate a cashflow requirement).
- The limit on the amount schools can spend on school-led capital works projects has been lifted from $50,000 to $100,000.
- The Victorian School Building Authority (VSBA) will only need to be engaged for projects that exceed this new higher threshold
- All local infrastructure must continue to comply with relevant departmental guidelines, government procurement requirements and building regulations.
- **Schools should always look to spend on staffing before capital investment.**

Credit Carry Over Activity

What is the maximum surplus your school could have for 2025?

- Open your current Budget Management Report

- Work out what 5% of your Credit Budget is?

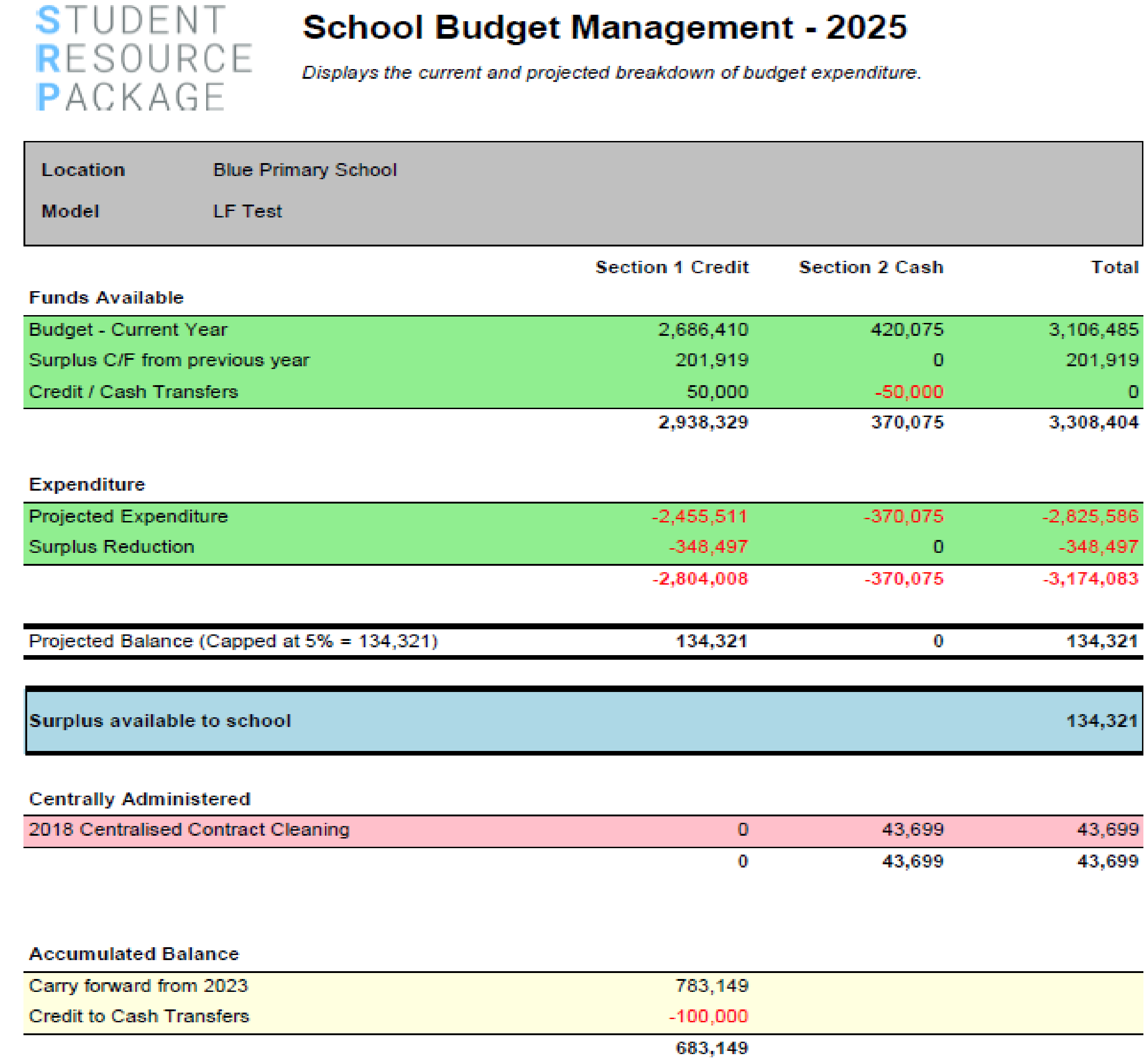
- If you are in a surplus, how close are you to the 5% cap?

- What will happen if you receive late Tier 3 funding?
- Will this create a surplus reduction?

Credit carryover – Deficit write-off

- To encourage small schools to fully expend their SRP credit, the department will write-off or reduce their deficit by up to $50,000. This is to recognise:
    - difficulty in recruitment and managing staffing in small schools; and
    - requirement to balance staffing over multiple years with smaller (less flexible) budgets where enrolment volatility can result in large year-on-year percentage changes.
- For this incentive to apply, small schools must show that the deficit was caused by adding additional staff and the deficit is not offset by significant amounts of locally raised funds or funding received in cash that’s designed for staffing.
- Schools that have submitted a credit to cash transfer (CCT) in the calendar year will not be eligible for the incentive.

What has this school done wrong?



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School Budget Management - 2025

Displays the current and projected breakdown of budget expenditure.

Location	Blue Primary School
Model	LF Test

	Section 1 Credit	Section 2 Cash	Total
Funds Available			
Budget - Current Year	2,686,410	420,075	3,106,485
Surplus C/F from previous year	201,919	0	201,919
Credit / Cash Transfers	50,000	-50,000	0
	2,938,329	**370,075**	**3,308,404**
Expenditure			
Projected Expenditure	-2,455,511	-370,075	-2,825,586
Surplus Reduction	-348,497	0	-348,497
	-2,804,008	**-370,075**	**-3,174,083**
Projected Balance (Capped at 5% = 134,321)	**134,321**	**0**	**134,321**
Surplus available to school			**134,321**
Centrally Administered			
2018 Centralised Contract Cleaning	0	43,699	43,699
	0	**43,699**	**43,699**
Accumulated Balance			
Carry forward from 2023	783,149		
Credit to Cash Transfers	-100,000		
	683,149		

Credit Carryover - CCTs

- CCT requests will be treated with reference to the Credit Carryover Policy, and the principle that the funding provided to a school for one year should be spent in that year.
- Approximately **one third** of CCTs submitted are for capital works. It is proposed that schools cannot use credit underspend on capital works for credit surpluses generated from 2024, and CCTs be allowed only to align funding to the nature of the SRP (i.e., to support casual relief teachers or curriculum costs).
- **Prior year** surpluses will be ring fenced for a period of four years, to allow certainty for schools who have intended to use these surpluses for capital works. Where the capital investment is over the VSBA threshold, any capital projects will need to be managed through the VSBA.

Reconciliation-

What am I looking for to reconcile?

Budget

Review your **SRP Budget Report** and forward any budget allocation queries to the relevant policy unit or region.

Leave

Undertake a fortnightly review of staff on leave to ensure that, where additional replacement costs are incurred, you have recorded the replacement information in the **Leave Portal**.

Time Fractions

Check that the time fractions are correct for each staff member.

If the time fraction is only for a specific period, make sure this is reflected in eduPay work schedules.

Incorrect time fractions should be corrected in eduPay.

Split Ledgers

Ensure charges are correct for staff who may be shared with other schools and that the charge out is split correctly.

All split ledgers should be entered through General Ledger Overrides in eduPay.

Incorrect Salary Charges

Regularly verify the accuracy of charges as reported on your **Salaries Fortnightly Transaction Report** against staff employed at your school in the current year on eduPay.

The **Employee Charging History Report** can be used to verify and investigate individual staff charges. Ensure staff are charged to the correct program area.

Principal Charging

Please ensure that someone is charges as the acting principal when the principal is on leave for **six days or more**. Contact your region if no acting principal is listed.

Disability Inclusion

PSD funding & Tier 3 funding is updated and reviewed each term based on enrolment information provided by schools throughout the year.

Program for Students with a Disability

Schools should review final Term 4 PSD applications in the 2 relevant systems:

- **PSDMS Resource Allocation Listing**
- **SRP Budget Details Report**

All queries regarding PSD allocations must be logged via:

- DET Service Portal
- Phone: 1800 641 943

Tier 3 Funding (DiPs)

Funding totals are provided to schools through the SRP.

Details of this funding is provided only to schools from the program area to the disability inclusion staff member.

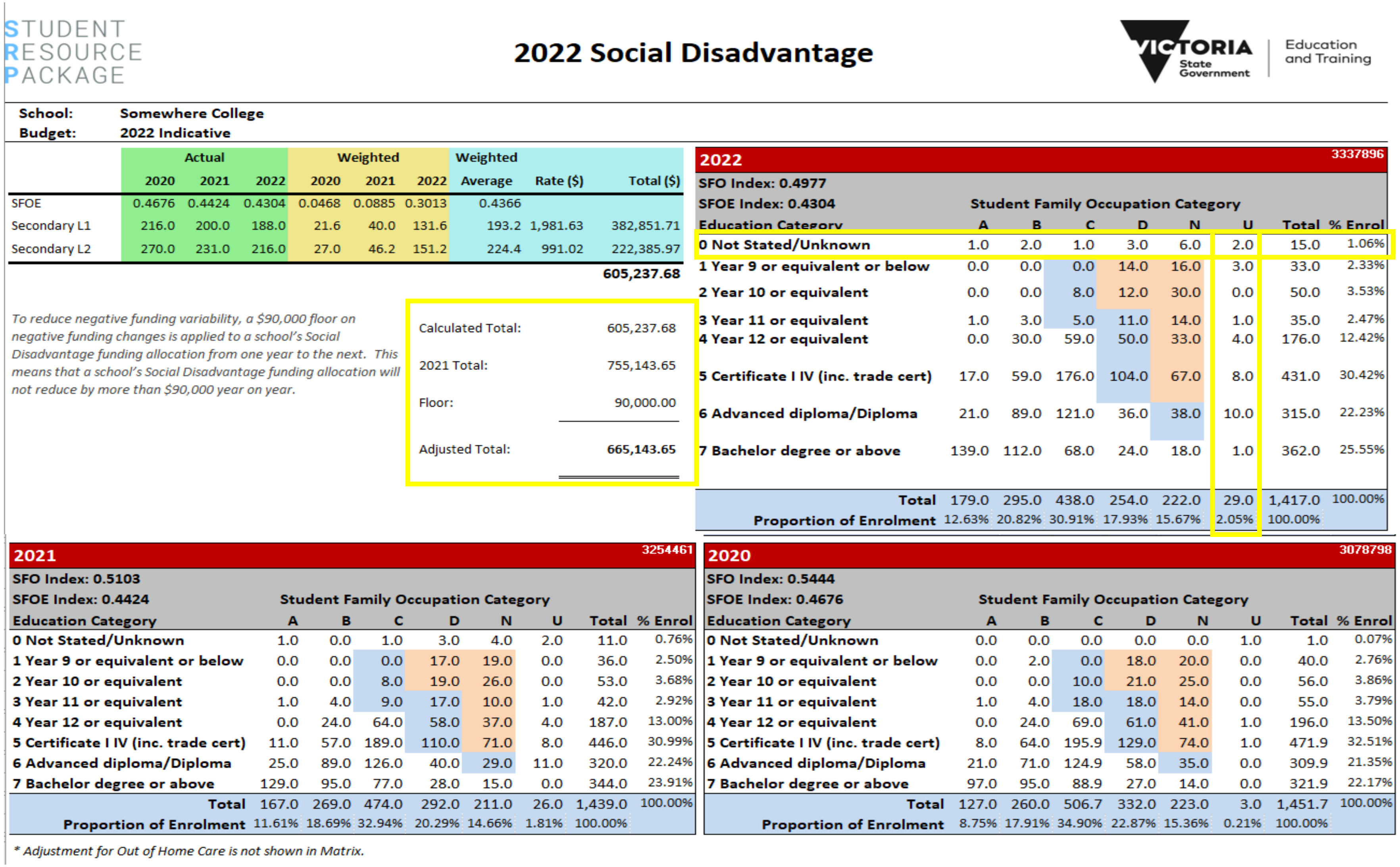
Staff transferring between schools.

Schools are liable for the charging of a staff member up until the transfer date in eduPay.

It is recommended that the transfer date reflects the first day the staff member starts work in the new school. In most cases this will be the first day of the school term.

Thinking beyond the now

Review Student Data



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2022 Social Disadvantage

VICTORIA State Government | Education and Training

School: **Somewhere College**
Budget: **2022 Indicative**

	Actual			Weighted			Weighted		
	2020	**2021**	**2022**	**2020**	**2021**	**2022**	**Average**	**Rate ($)**	**Total ($)**
SFOE	0.4676	0.4424	0.4304	0.0468	0.0885	0.3013	0.4366		
Secondary L1	216.0	200.0	188.0	21.6	40.0	131.6	193.2	1,981.63	382,851.71
Secondary L2	270.0	231.0	216.0	27.0	46.2	151.2	224.4	991.02	222,385.97
									605,237.68

To reduce negative funding variability, a $90,000 floor on negative funding changes is applied to a school's Social Disadvantage funding allocation from one year to the next. This means that a school's Social Disadvantage funding allocation will not reduce by more than $90,000 year on year.

Calculated Total:	605,237.68
2021 Total:	755,143.65
Floor:	90,000.00
Adjusted Total:	665,143.65

2022

3337896

SFO Index: 0.4977
SFOE Index: 0.4304

	Student Family Occupation Category							
Education Category	**A**	**B**	**C**	**D**	**N**	**U**	**Total**	**% Enrol**
0 Not Stated/Unknown	1.0	2.0	1.0	3.0	6.0	2.0	15.0	1.06%
1 Year 9 or equivalent or below	0.0	0.0	0.0	14.0	16.0	3.0	33.0	2.33%
2 Year 10 or equivalent	0.0	0.0	8.0	12.0	30.0	0.0	50.0	3.53%
3 Year 11 or equivalent	1.0	3.0	5.0	11.0	14.0	1.0	35.0	2.47%
4 Year 12 or equivalent	0.0	30.0	59.0	50.0	33.0	4.0	176.0	12.42%
5 Certificate I IV (inc. trade cert)	17.0	59.0	176.0	104.0	67.0	8.0	431.0	30.42%
6 Advanced diploma/Diploma	21.0	89.0	121.0	36.0	38.0	10.0	315.0	22.23%
7 Bachelor degree or above	139.0	112.0	68.0	24.0	18.0	1.0	362.0	25.55%
Total	179.0	295.0	438.0	254.0	222.0	29.0	1,417.0	100.00%
Proportion of Enrolment	12.63%	20.82%	30.91%	17.93%	15.67%	2.05%	100.00%	

2021

3254461

SFO Index: 0.5103
SFOE Index: 0.4424

	Student Family Occupation Category							
Education Category	**A**	**B**	**C**	**D**	**N**	**U**	**Total**	**% Enrol**
0 Not Stated/Unknown	1.0	0.0	1.0	3.0	4.0	2.0	11.0	0.76%
1 Year 9 or equivalent or below	0.0	0.0	0.0	17.0	19.0	0.0	36.0	2.50%
2 Year 10 or equivalent	0.0	0.0	8.0	19.0	26.0	0.0	53.0	3.68%
3 Year 11 or equivalent	1.0	4.0	9.0	17.0	10.0	1.0	42.0	2.92%
4 Year 12 or equivalent	0.0	24.0	64.0	58.0	37.0	4.0	187.0	13.00%
5 Certificate I IV (inc. trade cert)	11.0	57.0	189.0	110.0	71.0	8.0	446.0	30.99%
6 Advanced diploma/Diploma	25.0	89.0	126.0	40.0	29.0	11.0	320.0	22.24%
7 Bachelor degree or above	129.0	95.0	77.0	28.0	15.0	0.0	344.0	23.91%
Total	167.0	269.0	474.0	292.0	211.0	26.0	1,439.0	100.00%
Proportion of Enrolment	11.61%	18.69%	32.94%	20.29%	14.66%	1.81%	100.00%	

2020

3078798

SFO Index: 0.5444
SFOE Index: 0.4676

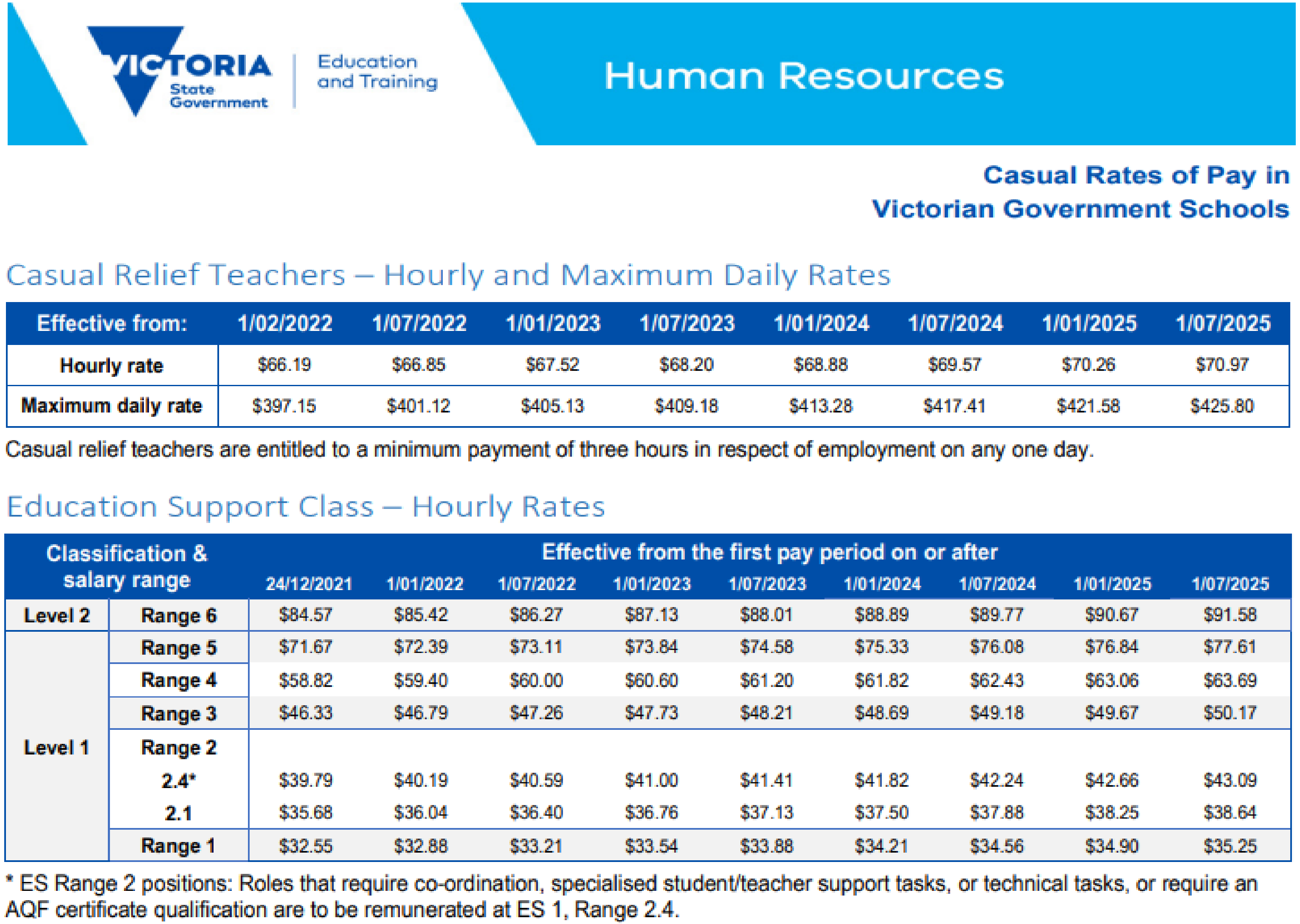
	Student Family Occupation Category							
Education Category	**A**	**B**	**C**	**D**	**N**	**U**	**Total**	**% Enrol**
0 Not Stated/Unknown	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.07%
1 Year 9 or equivalent or below	0.0	2.0	0.0	18.0	20.0	0.0	40.0	2.76%
2 Year 10 or equivalent	0.0	0.0	10.0	21.0	25.0	0.0	56.0	3.86%
3 Year 11 or equivalent	1.0	4.0	18.0	18.0	14.0	0.0	55.0	3.79%
4 Year 12 or equivalent	0.0	24.0	69.0	61.0	41.0	1.0	196.0	13.50%
5 Certificate I IV (inc. trade cert)	8.0	64.0	195.9	129.0	74.0	1.0	471.9	32.51%
6 Advanced diploma/Diploma	21.0	71.0	124.9	58.0	35.0	0.0	309.9	21.35%
7 Bachelor degree or above	97.0	95.0	88.9	27.0	14.0	0.0	321.9	22.17%
Total	127.0	260.0	506.7	332.0	223.0	3.0	1,451.7	100.00%
Proportion of Enrolment	8.75%	17.91%	34.90%	22.87%	15.36%	0.21%	100.00%	

** Adjustment for Out of Home Care is not shown in Matrix.*

Time in Lieu

- The Victorian Government Schools Agreement 2022 provides for the accrual and acquittal of TIL where teachers and education support class are required to attend and perform duties which results in attendance in any week exceeding 38 hours for a full-time teacher or education support class employee (or pro rata for a part time employee).
- Where a teacher has accrued time in lieu, that time is to be acquitted at a time(s) that causes the least disruption to the educational program of the school. Acquittal can be undertaken:
    - at a time that does not require replacement of the employee,
    - at a time that requires the engagement of a Casual Relief Teacher (CRT)
    - as payment for the time owed
- While there is no specific funding within the SRP to assist schools with acquitting TIL costs, funding is provided for CRT cover for 2 professional practice days (PPD). Where a school holds a common PPD, this CRT funding can be flexibly redeployed towards any supporting any TIL acquittal arrangements.
- Under the Parent Payments policy, TIL acquittal costs must not be added to the costs of camps and excursions that parents are required to pay.

CRT & Casual ES Costs



VICTORIA State Government | Education and Training

Human Resources

Casual Rates of Pay in Victorian Government Schools

Casual Relief Teachers – Hourly and Maximum Daily Rates

Effective from:	1/02/2022	1/07/2022	1/01/2023	1/07/2023	1/01/2024	1/07/2024	1/01/2025	1/07/2025
Hourly rate	$66.19	$66.85	$67.52	$68.20	$68.88	$69.57	$70.26	$70.97
Maximum daily rate	$397.15	$401.12	$405.13	$409.18	$413.28	$417.41	$421.58	$425.80

Casual relief teachers are entitled to a minimum payment of three hours in respect of employment on any one day.

Education Support Class – Hourly Rates

Classification & salary range		Effective from the first pay period on or after								
		24/12/2021	1/01/2022	1/07/2022	1/01/2023	1/07/2023	1/01/2024	1/07/2024	1/01/2025	1/07/2025
Level 2	**Range 6**	$84.57	$85.42	$86.27	$87.13	$88.01	$88.89	$89.77	$90.67	$91.58
Level 1	**Range 5**	$71.67	$72.39	$73.11	$73.84	$74.58	$75.33	$76.08	$76.84	$77.61
	Range 4	$58.82	$59.40	$60.00	$60.60	$61.20	$61.82	$62.43	$63.06	$63.69
	Range 3	$46.33	$46.79	$47.26	$47.73	$48.21	$48.69	$49.18	$49.67	$50.17
	Range 2									
	2.4*	$39.79	$40.19	$40.59	$41.00	$41.41	$41.82	$42.24	$42.66	$43.09
	2.1	$35.68	$36.04	$36.40	$36.76	$37.13	$37.50	$37.88	$38.25	$38.64
	Range 1	$32.55	$32.88	$33.21	$33.54	$33.88	$34.21	$34.56	$34.90	$35.25

* ES Range 2 positions: Roles that require co-ordination, specialised student/teacher support tasks, or technical tasks, or require an AQF certificate qualification are to be remunerated at ES 1, Range 2.4.

Foundations of Planning

Specific components of planning

Student Numbers

- Immediate and longer term
- Growth/reduction?
- Population change in local area – growth/ gentrification/ ageing
- DET enrolment policies
- PSD funded students
- International Students
- Historical patterns of change between Indicative numbers and February Census.

Staffing

- Leave – short term and longer term planned
- Staff currently on leave returning
- Long term Workcover
- Leadership Structures including implementation of Learning Specialists
- ES Profile
- Attrition
- Ongoing/Fixed term employment
- Time Fraction changes fully documented
- VGSA2017 and any locally agreed conditions in implementing the 30+8 hour week.
- Gaps in staffing needs

Curriculum

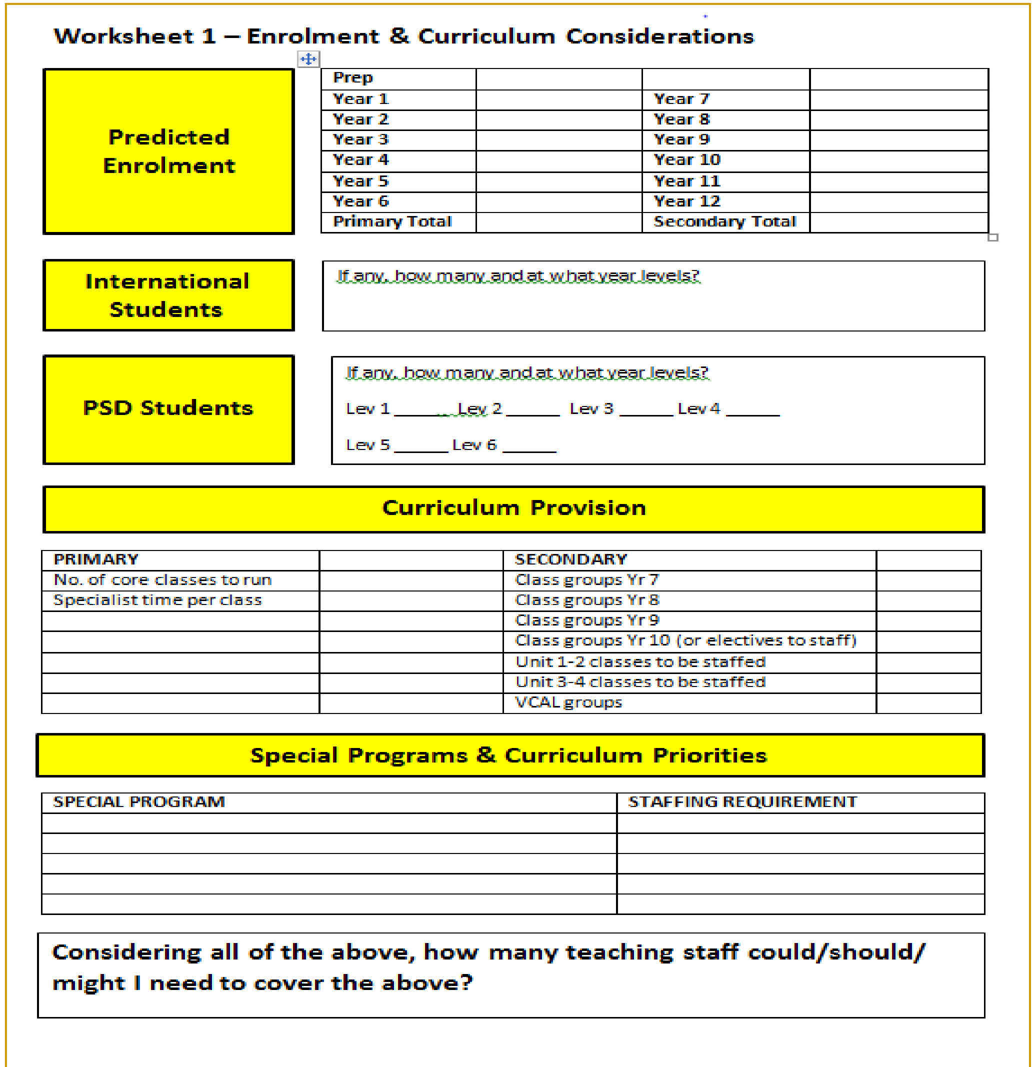
- What is the Guaranteed Curriculum at your School? Is this changing in any way?
- Are there planned changes in future in response to student outcomes data?
- Are there new initiatives being planned at the school level?
- Are Equity Funds being spent ideally to maximize outcomes? Specifically:
  - PSD Program
  - Social Disadvantage Funded Programs
  - Catch UP Funded Programs
  - EAL Program
  - Other funded targeted initiatives

Student numbers – know your trend

	Prep	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr .6	Total
2018	159	159	128	147	140	169	157	1059
2019	103	151	150	120	142	138	163	967
2020	101	95	150	141	125	135	139	887
2021	87	95	90	139	129	118	129	787
Indicative	90	87	95	90	139	129	118	748
Trend	80	80	89	84	132	123	115	703
Actual	68	86	84	81	135	124	119	697

- Consider movement within year levels not just intake vs exit
- What is the broader enrolment trend beyond your school – increase vs decrease.
- Understand whether any enrolment trends also have impacts on the demographic of the school (SFO,SFE, EAL etc,)

Supporting the planning



Worksheet 1 – Enrolment & Curriculum Considerations

Predicted Enrolment

Prep			
Year 1		Year 7	
Year 2		Year 8	
Year 3		Year 9	
Year 4		Year 10	
Year 5		Year 11	
Year 6		Year 12	
Primary Total		Secondary Total	

International Students

If any, how many and at what year levels?

PSD Students

If any, how many and at what year levels?

Lev 1 ______ Lev 2 ______ Lev 3 ______ Lev 4 ______

Lev 5 ______ Lev 6 ______

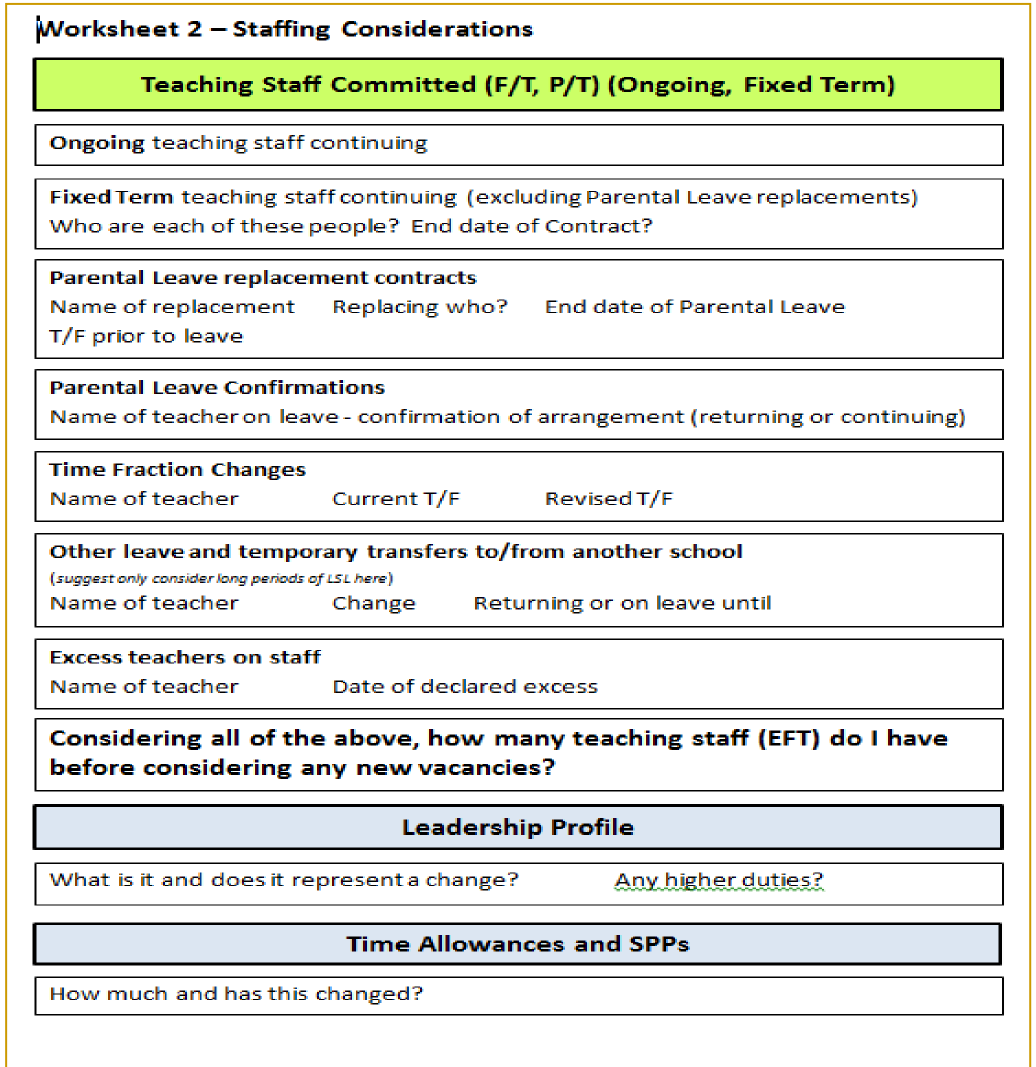
Curriculum Provision

PRIMARY		SECONDARY	
No. of core classes to run		Class groups Yr 7	
Specialist time per class		Class groups Yr 8	
		Class groups Yr 9	
		Class groups Yr 10 (or electives to staff)	
		Unit 1-2 classes to be staffed	
		Unit 3-4 classes to be staffed	
		VCAL groups	

Special Programs & Curriculum Priorities

SPECIAL PROGRAM	STAFFING REQUIREMENT

Considering all of the above, how many teaching staff could/should/ might I need to cover the above?



Worksheet 2 – Staffing Considerations

Teaching Staff Committed (F/T, P/T) (Ongoing, Fixed Term)

Ongoing teaching staff continuing

Fixed Term teaching staff continuing (excluding Parental Leave replacements)
Who are each of these people? End date of Contract?

Parental Leave replacement contracts
Name of replacement Replacing who? End date of Parental Leave
T/F prior to leave

Parental Leave Confirmations
Name of teacher on leave - confirmation of arrangement (returning or continuing)

Time Fraction Changes
Name of teacher Current T/F Revised T/F

Other leave and temporary transfers to/from another school
(*suggest only consider long periods of LSL here*)
Name of teacher Change Returning or on leave until

Excess teachers on staff
Name of teacher Date of declared excess

Considering all of the above, how many teaching staff (EFT) do I have before considering any new vacancies?

Leadership Profile

What is it and does it represent a change? Any higher duties?

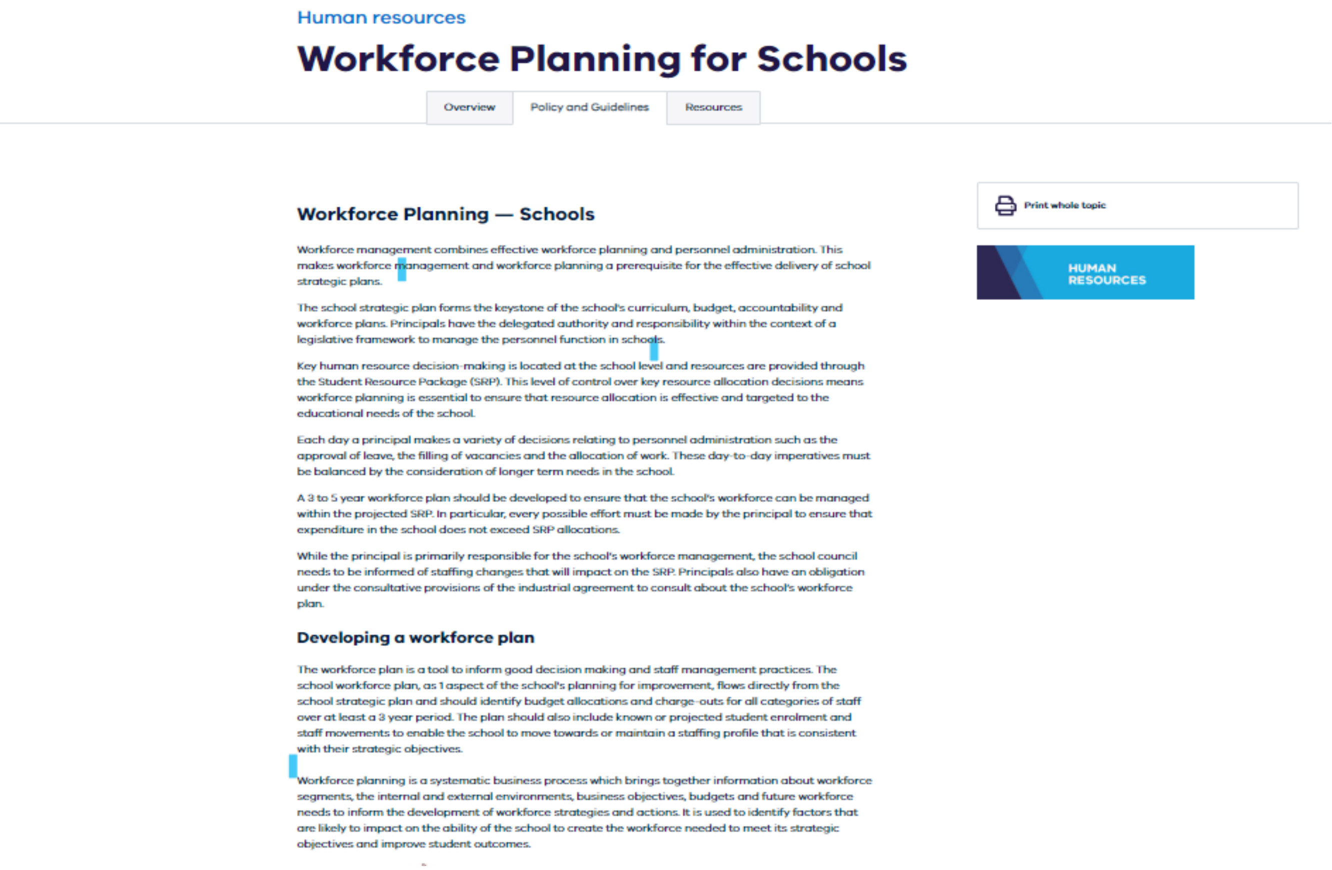
Time Allowances and SPPs

How much and has this changed?

Teacher costs for time release

Classification	Salary at 1/1/2025	Salary Inc Oncosts	Hourly Cost (21hr)	Hourly Cost (18.5hr)
3-2	$128,262	$147,758	$7,036	$7,987
3-1	$122,739	$141,395	$6,733	$7,643
2-6	$116,894	$134,662	$6,412	$7,279
2-5	$108,061	$124,486	$5,928	$6,729
2-4	$104,216	$120,057	$5,717	$6,490
2-3	$100,506	$115,783	$5,513	$6,259
2-2	$96,929	$111,662	$5,317	$6,036
2-1	$93,480	$107,689	$5,128	$5,821
1-5	$90,154	$103,857	$4,946	$5,614
1-4	$86,945	$100,161	$4,770	$5,414
1-3	$83,852	$96,598	$4,600	$5,221
1-2	$80,868	$93,160	$4,436	$5,036
1-1	$78,801	$90,779	$4,323	$4,907

Staffing considerations



Human resources

Workforce Planning for Schools

Workforce Planning — Schools

Workforce management combines effective workforce planning and personnel administration. This makes workforce management and workforce planning a prerequisite for the effective delivery of school strategic plans.

The school strategic plan forms the keystone of the school's curriculum, budget, accountability and workforce plans. Principals have the delegated authority and responsibility within the context of a legislative framework to manage the personnel function in schools.

Key human resource decision-making is located at the school level and resources are provided through the Student Resource Package (SRP). This level of control over key resource allocation decisions means workforce planning is essential to ensure that resource allocation is effective and targeted to the educational needs of the school.

Each day a principal makes a variety of decisions relating to personnel administration such as the approval of leave, the filling of vacancies and the allocation of work. These day-to-day imperatives must be balanced by the consideration of longer term needs in the school.

A 3 to 5 year workforce plan should be developed to ensure that the school's workforce can be managed within the projected SRP. In particular, every possible effort must be made by the principal to ensure that expenditure in the school does not exceed SRP allocations.

While the principal is primarily responsible for the school's workforce management, the school council needs to be informed of staffing changes that will impact on the SRP. Principals also have an obligation under the consultative provisions of the industrial agreement to consult about the school's workforce plan.

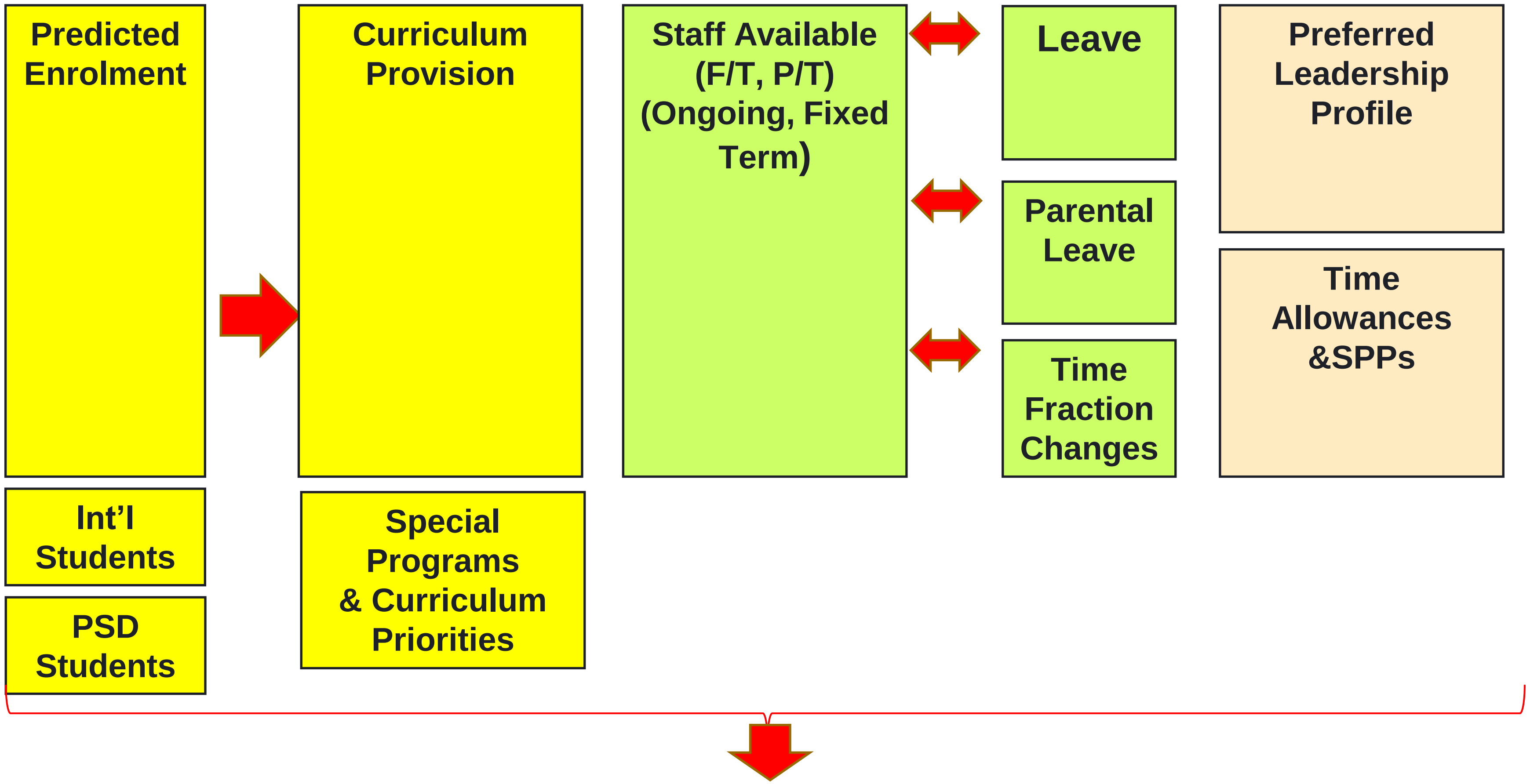
Developing a workforce plan

The workforce plan is a tool to inform good decision making and staff management practices. The school workforce plan, as 1 aspect of the school's planning for improvement, flows directly from the school strategic plan and should identify budget allocations and charge-outs for all categories of staff over at least a 3 year period. The plan should also include known or projected student enrolment and staff movements to enable the school to move towards or maintain a staffing profile that is consistent with their strategic objectives.

Workforce planning is a systematic business process which brings together information about workforce segments, the internal and external environments, business objectives, budgets and future workforce needs to inform the development of workforce strategies and actions. It is used to identify factors that are likely to impact on the ability of the school to create the workforce needed to meet its strategic objectives and improve student outcomes.

https://www.education.vic.gov.au/hrweb/Documents/School-Workforce-Plan-Template.docx

Determining the teaching staff requirement



Predicted Enrolment

Int’l Students

PSD Students

Curriculum Provision

Special Programs & Curriculum Priorities

Staff Available (F/T, P/T) (Ongoing, Fixed Term)

Leave

Parental Leave

Time Fraction Changes

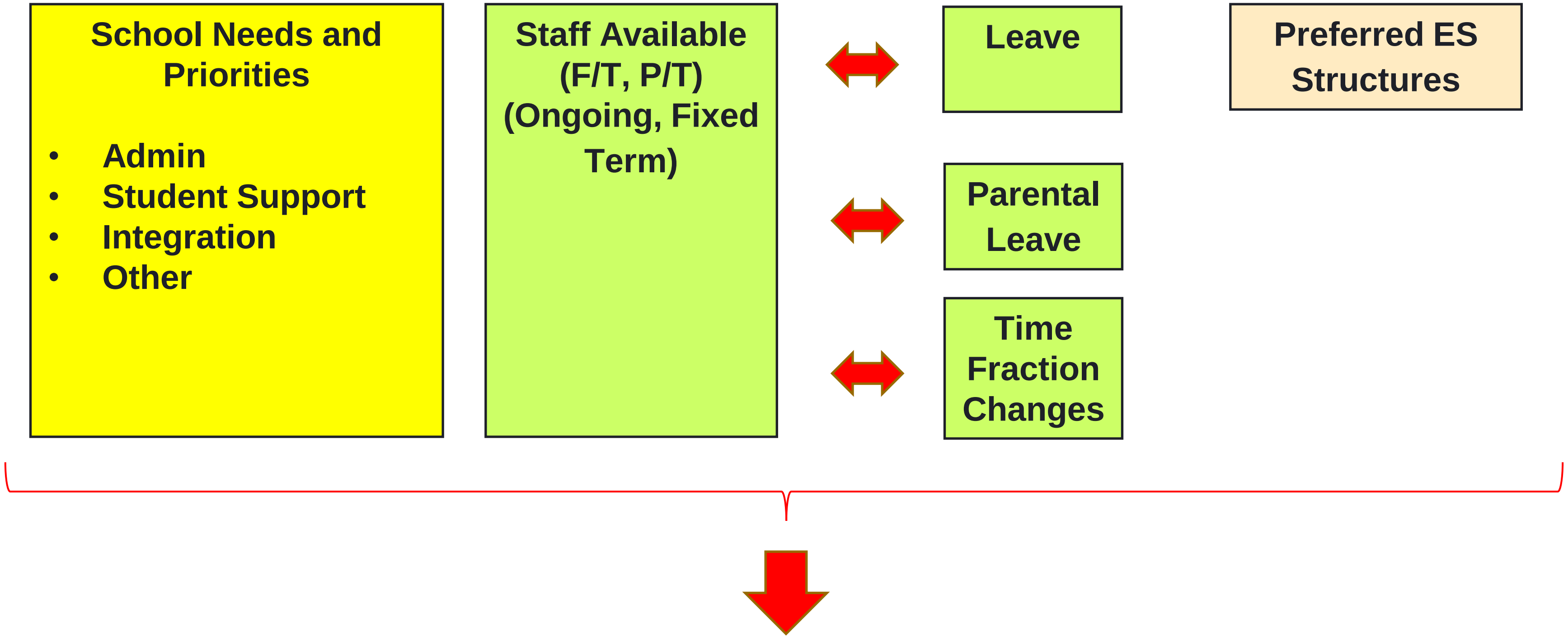
Preferred Leadership Profile

Time Allowances &SPPs

TEACHING STAFF REQUIRED

Too many teaching staff/ Too few teaching staff (NEEDS). Consideration of graduates, succession planning, flexibility

Determining the ES Staffing requirement



School Needs and Priorities

- Admin
- Student Support
- Integration
- Other

Staff Available (F/T, P/T) (Ongoing, Fixed Term)

Leave

Parental Leave

Time Fraction Changes

Preferred ES Structures

ES STAFF REQUIRED

Too many ES staff/ Too few ES staff (NEEDS)

Consideration of succession planning, flexibility

Primary School Planning

How many class groups to run next year?

This Year

Prep	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6		Total
21	25	29	32	35	33	37		212

Next Year Indicative

Prep	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6		Total
23	21	25	29	32	35	33		198

P-2 average

P-6 average

EFT Teachers Required for 25 hours of instruction

	21 hrs F2F		20.5 hrs F2F		19.5 hrs F2F
8 Class Groups	9.6		9.8		10.3
9 Class Groups	10.8		11.0		11.6
10 Class Groups	12		12.2		12.9

Secondary School Planning

SRP Credit Costs

What criteria will determine the number of classes you agree to put on the timetable? Develop a planning model that is reliable and sustainable.

Typically an additional class/home group across the timetable costs between

$120,000-$150,000 per year

Typically an additional VCE subject/elective costs

$20,000-$25,000 per year

Additional funded classes may be supported through:

- EAL
- Equity
- International student funding
- Additional VETiS
- Other

Secondary school planning

CORE CURRICULUM

Year 7 | **Year 8** | **Year 9**

How many classes at each level?
- assuming classes up to 25

Some examples

100	100	100
4	4	4

Total space 0 students

88	88	88
4	4	4

Total space 36 students

76	76	76
4	4	4

Total space 72 students

Typically an additional class group (home group) across the timetable costs between $120,000-$150,000 per year

Year 10

Any yr 10 acceleration?
Is yr 10 blocked with Yr 11&12 or similar structure to Yr7-9?

Year 11 | **Year 12**

Typically an additional VCE subject costs $20,000-$25,000 per year

Includes VCAL and VETiS classes
What criteria will determine the number of classes you agree to put on the timetable?

- Minimum or average class size?
- An agreed number of classes which can be funded
- What the time tabler says (regardless of cost!)
- Other?

Some examples

- *Develop a model that works for you over time*

Yr 11	Yr 12
Average e.g. 22.5	Average e.g. 20

or

Yr 11	Yr 12
No. students /25 and round up to create classes in each column	

Then you may decide to add in additional classes where there is a clearly identified funding source, e.g.

- EAL funded class group or subject
- Equity (Social Disadvantage) funded
- International Student funded
- Additional VETiS funded by?
- Other school priority (how funded?)

Secondary school planning

CORE CURRICULUM

These two methodologies will produce similar but usually different outcomes – a range for consideration. All the other budget considerations may then determine the final number of subjects you timetable.

Some examples

- ***Develop a model that works for you over time***

Yr 11	Yr 12
Average e.g. 22.5	Average e.g. 20

90 students	90 students
90/22.5 = 4 lines per column	90/20 = 4.5 lines per column

VCAL	VCAL	VCAL	VETiS	VCAL	VCAL
Yr 11	Yr 11	Yr 11	Yr 11	Yr 11	Yr 11
Yr 11	Yr 11	Yr 11	Yr 11	Yr 11	Yr 11
Yr 11	Yr 11	Yr 11	Yr 11	Yr 11	Yr 11
VCAL	VCAL	VCAL	VCAL	VETiS	VCAL
Yr 12	Yr 12	Yr 12	Yr 12	Yr 12	Yr 12
Yr 12	Yr 12	Yr 12	Yr 12	Yr 12	Yr 12
Yr 12	Yr 12	Yr 12	Yr 12	Yr 12	Yr 12
Yr 12	Yr 12	Yr 12	Addit	Addit	Addit
Addit	Addit				

4*6=24 Yr 11 subjects

4.5*6=27 Yr 12 subjects

5 additional funded subjects (Yr 11 or 12)

Yr 11	Yr 12
No. students /25 and round up to create classes in each column	

90 students	90 students
180 students needs at least 8 subjects in each column of the timetable grid (rounded up)	

8*6=48 Yr 11/12 subjects

VCAL	VCAL	VCAL	VETiS	VCAL	VCAL
Yr 11	Yr 11	Yr 11	Yr 11	Yr 11	Yr 11
Yr 11	Yr 11	Yr 11	Yr 11	Yr 11	Yr 11
Yr 11	Yr 11	Yr 11	Yr 11	Yr 11	Yr 11
VCAL	VCAL	VCAL	VCAL	VETiS	VCAL
Yr 12	Yr 12	Yr 12	Yr 12	Yr 12	Yr 12
Yr 12	Yr 12	Yr 12	Yr 12	Yr 12	Yr 12
Yr 12	Yr 12	Yr 12	Yr 12	Yr 12	Yr 12
Addit	Addit	Addit	Addit	Addit	

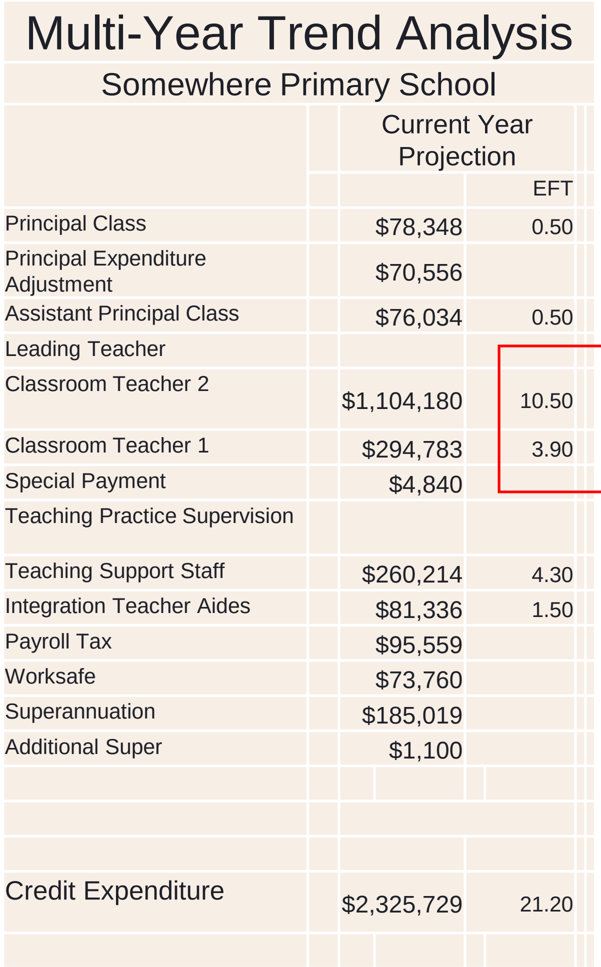
Additional funded classes e.g.

- EAL
- Equity (Social Disadvantage)
- International Student
- Additional VETiS
- Other

Additional funded classes and structures

- Are you running any additional classes/structures using targeted funding (PSD, Equity, EAL, International Students, VETiS, etc.)?
- Is there any potential that demographic change will impact on the requirement/ability to run these programs?
- Some areas to keep an eye on:
  - International student numbers especially post COVID
  - EAL numbers, threshold and level of need according to EAL index
  - Equity profile – numbers within Level 1 and Level 2 but also impact of school SFOE index
  - Mobility funding and impact of averaging transience over three years
  - Implementation of new funding programs – Schools Mental Health Fund?
  - Time limited programs (e.g. TLI)

How many teachers do I already have?



Multi-Year Trend Analysis

Somewhere Primary School

	Current Year Projection	
		EFT
Principal Class	$78,348	0.50
Principal Expenditure Adjustment	$70,556	
Assistant Principal Class	$76,034	0.50
Leading Teacher		
Classroom Teacher 2	$1,104,180	10.50
Classroom Teacher 1	$294,783	3.90
Special Payment	$4,840	
Teaching Practice Supervision		
Teaching Support Staff	$260,214	4.30
Integration Teacher Aides	$81,336	1.50
Payroll Tax	$95,559	
Worksafe	$73,760	
Superannuation	$185,019	
Additional Super	$1,100	
Credit Expenditure	$2,325,729	21.20

This year

Teaching Staff
(all current staffing including fixed term)

14.4 (example, say 11.9 ongoing, 2.5 fixed term)

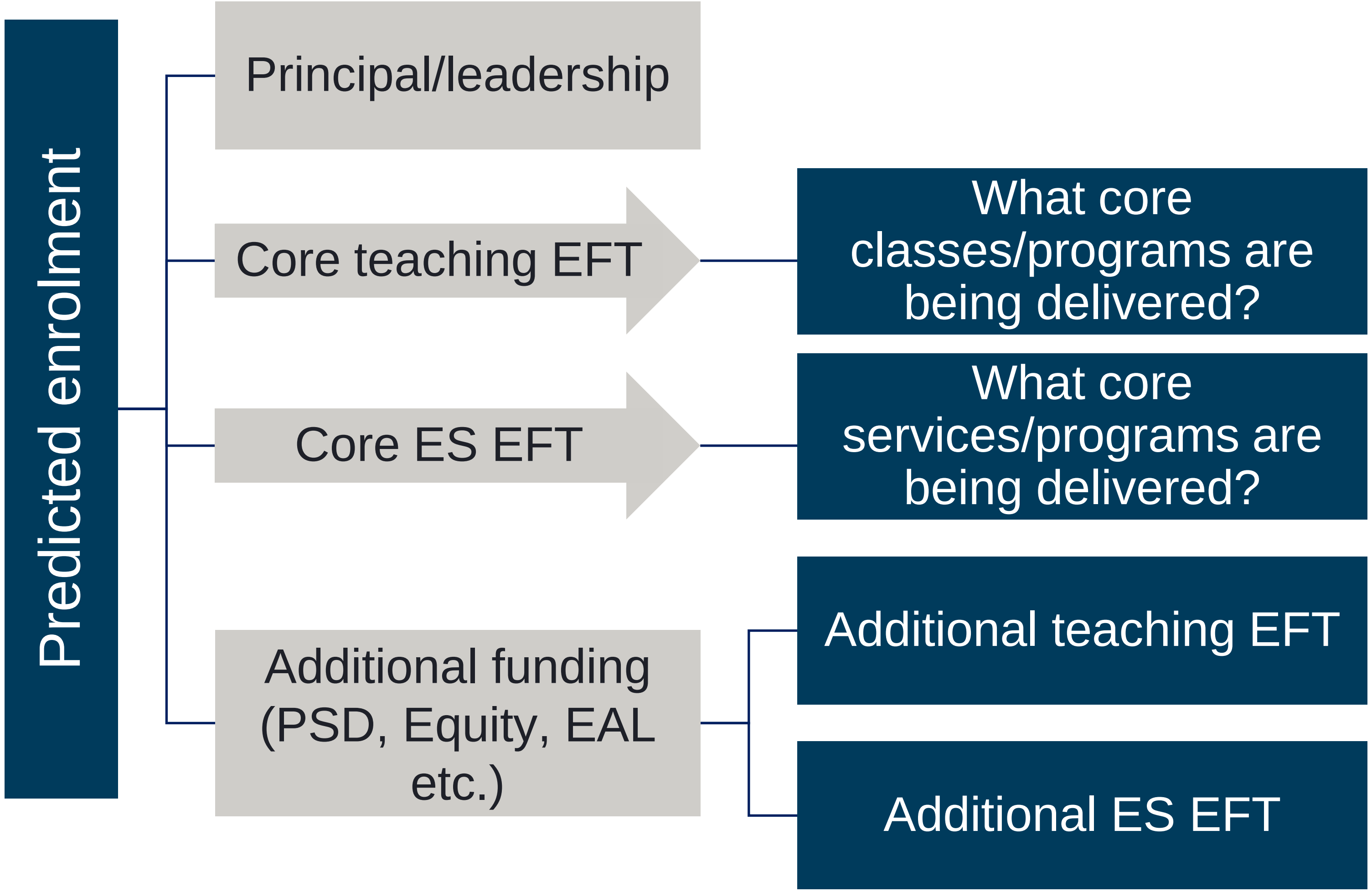
Next year

Teaching Staff commitments – ongoing and contracts running into next school year adjusted with leave and returning staff.

Example 12.5 (11.9 ongoing from this year, one returning from Parental Leave at 0.6)

Tip: If you go into the planner model "Revised SRP (read only)" - Build a Workforce Plan you will see who the system considers to be on your payroll for next 2 years

Planning challenges for schools



Predicted enrolment

Principal/leadership

Core teaching EFT

What core classes/programs are being delivered?

Core ES EFT

What core services/programs are being delivered?

Additional funding (PSD, Equity, EAL etc.)

Additional teaching EFT

Additional ES EFT

- What enrolment is required to sustainably run this model?
- If enrolment increases or decreases which elements of the plan require adjustment?
- How do the services & programs delivered alter with a revised enrolment?
- Remember to consider both ES and teaching elements.

SRP Support

Online Support

- *SRP Planner*
- *Financial Reports available from SRP website:*
  - Budget Reports
  - Management Reports
  - Salaries Fortnightly Transaction Report
  - Employee Charging History
  - Salary Mischarging Correction
- *Policy Advisory Library (PAL)*

Assistance & Advice

- **SRP Helpline and other client support officers in central office.**
- **Strategic Financial Management Advisors (SFMAs)**

  Former principals available for consultation statewide with principals, in schools where support is requested by them or identified by others.
- **Schools Finance Liaison Officers (SFLOs)**

  Former business managers available to support business managers with financial advice and hands on support with CASE21 finance issues.
- **School Administration Support Hub (SASH)**

  Aim to reduce administrative burden on the principal in small rural schools whilst retaining local decision making.

Finance Matters Training Program – Delivered via Webex/Face-to-Face (Enrol via VATL)

SRP & Workforce Budgeting.

2 hour SRP Reconciliation workshop – T1
3 hour SRP and issues relevant to that term– T2&3
3 hour SRP Planner workshop – T3 & 4

Cash Budget Preparation & Financial Reporting.

A range of 2 hour sessions throughout the year covering Cash Budget revision, Financial Reporting, Cash Budget Masterclass and Cash Budget Development

Other modules covering:

- **Financial Management**
- **Taxation**
- **Insurance**

Book your Finance Training through the VATL Website

[Dates | Academy]

Strategic Financial Management Advisors (SFMA)

Meagan Cook	0400 148 705
Tiffany Holt	0499 761 541
Matt McKittrick	0436 823 645
Ken Murray	0476 897 772
Andrew Parry	0408 843 309
Rex Pirie	0429 692 455
Robert Pyers	0413 184 028

School Financial Management Support

7022 2222
schools.finance.support@education.vic.gov.au

Principal Support Unit

Brian Wheeler	0457 529729
Frank Sal	0475 832471

Thank you