

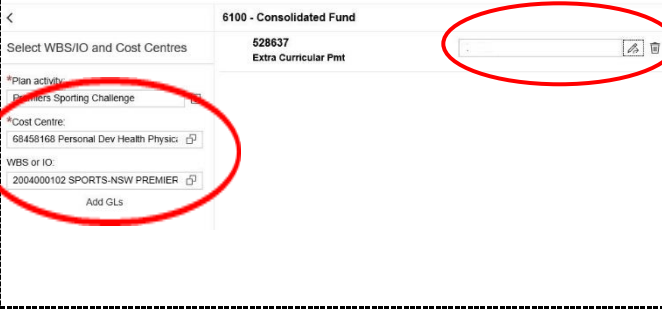

Quick Reference Guide: Procedure for allocating Premier's Sporting Challenge grant funds using the Enterprise Financial Planning Tool

Context

Information no longer comes through Sundry Tax, it comes as a budget adjustment in the Enterprise Financial Planning Tool (eFPT) allocation report. Therefore the procedure is not to Journal the funds when they come as a budget adjustment, the data needs to be added in the eFPT.

Create local Internal Order(s) or use the State-Wide Internal Order if they have not already been created. It may be decided that putting all grant funds together in one internal order will make it easy to track overall expenditure when monitoring expense items and balances across the various grant funds. If a local internal order is created, a name can be used to group all the faculty grant money together. For example: Sport – Premier's Sporting Challenge (PSC), if the funds are sitting in a Sport Cost Centre or PDHPE – Premier's Sporting Challenge, if the funds are sitting in a PDHPE Cost Centre or PDHPE Faculty Funds.

If there are different teachers managing various grants, it may be preferred to create an Internal Order for each grant to ensure that the teacher only spends their allocated funds. For example, 10-Week Challenge, Sport Leadership (S/L) Leading with Action and Sport Leadership Learning to Lead. This should be discussed with the Head Teacher in charge of the funds to find out how they wish to track the expenditure.

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
1.1	<p>To add the funds to the eFPT: Open eFPT tab, click on Enterprise Financial Planning:</p> <ul style="list-style-type: none"> Click on 'Financial Planning' Click on '6100 – Consolidated Funds' Click on 'Switch to Edit Mode' Find the correct Cost Centre/ IO / GL account Click on 'Pencil' to edit and enter the amount in 'Current Plan Amount' and make a note in the note box if desired. 	
1.2	<p>If a plan has not been previously been set up in the eFPT then:</p> <ul style="list-style-type: none"> Click on 'Financial Planning' Click on 'Switch to Edit' mode Click on 'Create/Edit Fund' and this screen will appear. 	
1.3	<p>This example shows that the Plan Activity is named Premier's Sporting Challenge. The Cost Centre is a direct link to the school PDHPE budget and the IO number/account is the State-Wide Sport - NSW Premier's Sporting Challenge for all PSC grant funds. Alternatively, separate IO accounts can be formed for each PSC grant to accurately track the individual expenditure. For example, 10-Week Challenge, (S/L) Leading with Action, (S/L) Learning to Lead.</p>	