



2022 (2021 School-year data)

School Financial Survey

Log on to www.somerseteducation.net

Click here to log into the survey

A screenshot of the Somerset Education website homepage. The top navigation bar is dark red with white text for "1300 781 968", social media icons for LinkedIn and Facebook, and a yellow "SURVEY LOGIN >" button. Below this is a white navigation bar with the Somerset Education logo and links for HOME, ABOUT US, SURVEY, REPORTING, SERVICES & TRAINING, SUPPORTERS, LIBRARY, and CONTACT. The main content area has a dark green background with a large red apple and a yellow pencil. The text reads: "FINANCIAL ANALYSIS OF NON-GOVERNMENT SCHOOLS" and "Peace of mind when making strategic building and borrowing decisions." Below this, a white text block states: "Somerset Education is dedicated to the financial viability and sustainability of non-government schools. We value Integrity, Simplicity and Professionalism. Working with schools, of all sizes and of different educational philosophies over 20 years, Somerset Education understands the balance of education strategy and financial sustainability." To the right of this text is the logo for "CHARTERED ACCOUNTANTS AUSTRALIA • NEW ZEALAND". The bottom of the page features a dark, abstract image of people in business attire.

Navigating the Somerset Education School Portal



Financial Survey for Schools

SOMERSET PORTAL

Enter your
6 digit login
here

Welcome to the Financial Survey for Schools and SKI Report

Individual School Login

School ID
Password

123456

School Login

School Group Administration

Group Administrator ID
Password
School Group Code

123456

Group Admin Login

If you are a system
coordinator, we can
set up a login that
allows you to see all
schools under your
jurisdiction

Forgotten
password
click here
or email
us

If you've forgotten your password please [click here](#), or contact us at survey@somerseteducation.net

Not registered for the survey?

Contact Somerset Education at survey@somerseteducation.net, Ph 1300 781 968.

Video - Reporting

Example Report

Example SKI Report

Video SKI Report

Video - Extra Reporting

School Portal Instructions

See examples of the
reports you can generate
plus detailed instructions
on how to use this portal

If any queries, we
are always happy
to talk

Once logged into your School Portal

Your personal portal which allows participation in the survey, selection of a benchmarking samples and generation of reports for your school.

Step 1 - Survey Data Input

The screenshot shows the 'Financial Survey for Schools' portal. At the top left is the Somerset Education logo. The main header reads 'Financial Survey for Schools'. Below this, there are two buttons: 'SOMERSET PORTAL' and 'Log out'. A 'Log out' button is also present on the right side of the header. Below the header, a welcome message reads 'Welcome to the Financial Survey for Schools and SKI Report'. The main content area is titled 'Somerset Example School'. It contains a list of numbered options (1-9) for users to select what they want to access. Option 1, 'Enter Financial Data - 2021 School Year', is circled in red. Option 4, 'IT Benchmark Report - 2020 School Year', is highlighted with a blue background. To the right of the main list, there are additional links for 'Somerset Portal Instructions', 'Video - Data Entry', 'Video - Reporting', 'Ratio Formulae', 'Video - Staff Estimator', 'Video - Extra Reporting', 'Video - SKI Report', 'Instructions', and 'Video'. At the bottom, there is a 'Terms and Conditions' link and contact information for report analysis.

SOMERSET PORTAL **Log out**

Your school's name appears here

Welcome to the Financial Survey for Schools and SKI Report

Somerset Example School

1. **Enter Financial Data - 2021 School Year**

2. Select Benchmarking Sample - 2020 School Year

3. Financial Survey Report - 2020 School Year

4. **IT Benchmark Report - 2020 School Year**

5. Staff Estimator

6. Historical Report - 2015 to 2020

7. SKI Report - 2019 to 2025

8. GeoMapping GeoMapping Plus

9. Update Contact Details

Somerset Portal Instructions

Video - Data Entry

Video - Reporting

Ratio Formulae

Video - Staff Estimator

Video - Extra Reporting

Video - SKI Report

Instructions Video

During April, May and June each year there is a crossover period where reporting is based on the previous year's survey while the current year's data is being collected

Terms and Conditions [Click here](#)

Report package available for reports 3,4,5,6 & 7
Please email survey@somerseteducation.net or call 1300 781 968 for details.
International ph +61 7 3263 5300 for details.

For report analysis - contact John (+61) 0417 618 899 or email john@somerseteducation.net

Enter data into the Survey

Most of the data comes from the annual Commonwealth Financial Questionnaire (FQ), Commonwealth Student and Staff Census, Balance Sheet information and a couple of FQ dissections. Survey will be open for data entry in April and close (temporarily to allow for data checks and conversion to latest benchmarks) in mid-July.

Click here to start data entry

Financial Survey for Schools

Survey Form for Schools [Return to Somerset Portal](#)

School Name: **Somerset Example School (425556)**

Enter Survey

Please ensure that you save each section as you complete it!

To complete the survey **Australian schools** will need:

- 2022 Financial Questionnaire (2021 school year data)
- 2021 Commonwealth student and staff Census
- 2021 Annual Accounts

We estimate that it will take you less than an hour to complete the 8 sections of the survey

For schools from **other countries** please use your audited accounts together with these [definitions](#).

We encourage completion by August 2022
Reports will be available in August 2022

All data is kept strictly confidential to Somerset Education. We will not report your results in a format that allows others to specifically identify your school.

If you have any questions, or feedback regarding this survey, please contact John Somerset at Somerset Education:

Ph: 1300 781 968
Mobile: 0417 618 899
International Ph: +61 7 32635300
Email: survey@somerseteducation.net
Postal: GPO Box 3273 Brisbane 4001

Use the **Go To** to skip sections

Use these buttons to move to the next section.

At any time, you can return to the main school portal

Each time you finish a page, click this to save the data. You can exit and re-enter the survey and your data will have been saved

School Financial Survey

Go To: [Home](#) | [1. School Information](#) | [2. Balance Sheet](#) | [3. Income](#) | [4. Expenditure](#) | [5. Financial Summary](#) | [6. Students & Staffing](#) | [7. Cash Flow](#) | [8. Other Information - OPTIONAL IT Survey](#) | [9. My School Finance Report - OPTIONAL](#) | [10. Select Report and Request Invoice](#)

Example School

Save This Page

☒ If you are part of a system and want to include system allocations please tick this box:

1.5 Please indicate if your school is: **Co-educational**

1.6 Please indicate your school curriculum: **Prep - Year 12**

1.7 What is the ground area of your school (in hectares): **50**

1.8 Do you operate from more than one campus: **No**

Please indicate the number of campuses your school has: **2**

If you check this box then the survey expects you to enter system allocations of income and expenses as per the Commonwealth Financial Questionnaire


Financial Survey for Schools

Go To	2: Balance Sheet	4: Expenditure	School Portal - Log out
Section 3: Income - 2021 School Year - Somerset Example School			
Please note that you may logout and return to complete the survey at any time.			
IMPORTANT: Save data BEFORE leaving this page and CHECK SECTION 7 CASH FLOW!			Save This Page
RECURRENT INCOME	Tuition	Boarding	Systemic/Diocese Allocations
Definition Codes			
School Fees			
Fees & Charges - this value is net of discounts, concessions & scholarships.	\$ 0	\$ 0	\$ 0
Discounts, Concessions & Scholarships (endowed & unendowed) granted in calculating the net value of fees and charges including capital fees (Please do not enter as a negative as this amount has already been netted off in fees and charges)	\$ 0	\$ 0	\$ 0
			Your Calculation
Other Fee Income			
Income for excursions/trips if not already reported under item RI.010	\$ 0	\$ 0	\$ 0
Other receipts from students (including extra subject fees/charges/levies)	\$ 0	\$ 0	\$ 0
Abstudy Allowances paid direct to school	\$ 0	\$ 0	\$ 0
Total Recurrent receipts from overseas students	\$ 0	\$ 0	\$ 0
Private, Investment, Donations Income			
Other private income not included above	\$ 0	\$ 0	\$ 0
Investment Income	\$ 0	\$ 0	\$ 0
Donations for recurrent purposes	\$ 0	\$ 0	\$ 0
State Government Recurrent Grants			
State Government Recurrent Grants (including per capita grants and other state grants)	\$ 0	\$ 0	\$ 0

System allocations are only applicable if you stated in section 1 that you are part of a school system

Most of the data comes directly from the Commonwealth Financial Questionnaire. There is an occasional dissection required by you. Hover overs for descriptions

Section 5: Reconciles to your audited accounts

 Financial Survey for Schools			
Go To	4: Expenditure	6: Students & Staffing	School Portal - Log out
Section 5: Financial Summary - 2021 School Year - Somerset Example School			
Please note that you may logout and return to complete the survey at any time.			
INCOME		Systemic/Diocese Allocations	Total
Tuition Income (net of concessions, includes capital fees and levies)	\$15,210,411	\$54	\$15,210,465
Other Income	\$387,530	\$15	\$387,545
Grants Income	\$11,402,009	\$33	\$11,402,042
Boarding Income	\$1,446,993		\$1,446,993
Total Recurrent Income	\$28,446,943	\$102	\$28,447,045
EXPENDITURE			
Teaching Salaries	\$10,351,942	\$10	\$10,351,952
Non-Teaching Salaries	\$4,560,941	\$41	\$4,560,982
Salary Related Expenses	\$2,198,905	\$12	\$2,198,917
Teaching Expenses and Materials	\$1,782,626	\$2	\$1,782,628
Administration Expenses	\$1,670,908	\$2	\$1,670,910
Maintenance, Rent and Lease	\$1,761,511	\$5	\$1,761,516
Interest - Tuition & Boarding	\$481,672	\$9	\$481,681
Depreciation & Amortisation - Tuition & Boarding	\$2,008,539	\$13	\$2,008,552
Bad & Doubtful Debts	\$7,000	\$8	\$7,008
Boarding (except interest and depreciation recorded above)	\$1,630,368		\$1,630,368
Total Expenditure	\$26,454,412	\$102	\$26,454,514
Net Profit or Loss from Trading Activities - Tuition	(\$1,078,021)	\$0	(\$1,078,021)
Net Profit or Loss from Trading Activities - Boarding	(\$206,211)		(\$206,211)
Net Operating Surplus(Deficit)	\$708,299		\$708,299
Capital Income - Tuition & Boarding	\$490,000	\$19	\$490,019
Asset Revaluation	\$2,000,000		\$2,000,000
Total Comprehensive Income including Capital Income	\$3,198,299		\$3,198,318
Earnings before Interest Depreciation & Amortisation (EBIDA) (excludes capital income)	\$3,197,910		\$3,197,931
Margin (EBIDA / Total Recurrent Income <u>Less</u> Interest Subsidies)	11.2%		11.2%

This should equal the **Statement of Profit and Loss and Other Comprehensive Income** on audited accounts. Please reconcile the survey to your audit accounts and contact us if you have any queries.

If this column includes systemic allocations it will not reconcile to your school audited accounts. But this is the column ultimately used to calculate your school's ratios eg income per student, expenses per student etc.

Section 6: Student and Staff details from the Commonwealth Student and Staff Census



Financial Survey for Schools

Go To	◀ 5: Financial Summary	7: Cash Flow ▶	School Portal - Log out
Section 6: Students & Staffing - Tuition 2021 School Year - Somerset Example School			
Please note that you may logout and return to complete the survey at any time.			
IMPORTANT: Ensure that you save your data BEFORE leaving this section!			Save This Page
Please note that staff and student numbers for primary include year 1 minus 1 (preparatory year). Do not include pre-school, kindergarten or childcare students and staff as we understand that you have recorded the profit/(loss) from these activities at Profit or Loss from Trading Activities.			
TOTAL STAFF LAY AND RELIGIOUS	Primary	Secondary	Definition Codes
Teaching Staff (Full Time Equivalent - FTE)			
Teaching Staff (including Principal and Deputy)	# <input type="text" value="28.4"/>	# <input type="text" value="57"/>	RE.030
Non Teaching Staff (FTE)			
Specialist Support Staff	# <input type="text" value="2.6"/>	# <input type="text" value="2"/>	RE.040
Teacher Aides	# <input type="text" value="2.5"/>	# <input type="text" value="8.5"/>	RE.040
Administrative and Clerical (plus system allocation of staff)	# <input type="text" value="7"/>	# <input type="text" value="15.8"/>	RE.040
Building Operations, <u>Cleaners</u> , IT Support, Other (please <u>include</u> salaried cleaners here. Do <u>not</u> include staff related to training activities reported at TA.020 & TA.040)	# <input type="text" value="4.4"/>	# <input type="text" value="11.5"/>	RE.040
Total Non-Teaching Staff (FTE)	# <u>16.50</u>	# <u>37.80</u>	
STUDENTS			
Number of on-campus Students (including domestic and overseas)	# <input type="text" value="389"/>	# <input type="text" value="630"/>	= 1019
Number of Students attending by distance education	# <input type="text" value="21"/>	# <input type="text" value="29"/>	= 50
Capacity (estimated) Number of on-campus students given current physical campus facilities.	# <input type="text" value="400"/>	# <input type="text" value="700"/>	= 1100
Student Teacher Ratio <i>Check: Enrolments matched with Teaching Staff</i>	# <u>14.40</u>	# <u>11.60</u>	
STUDENTS AND STAFFING - BOARDING			
Boarding Staff (Full Time Equivalent)	Boarding		
Supervisory	# <input type="text" value="5"/>		
Building Operations, <u>Cleaners</u> , Other (please <u>include</u> salaried cleaners here)	# <input type="text" value="1.8"/>		
Total Boarding Staff (FTE)	# <u>1.80</u>		
Number of Boarders (Primary & Secondary)	# <input type="text" value="62"/>		
			Save This Page

Mostly this information comes direct from the Student and Staff Census. But we ask that you dissect Aides and Administration

Section 10: Select Report and Request invoice



Financial Survey for Schools

Go To	9. My School Finance Report	School Portal - Log out
10. Select Report or Report Package and Request Invoice - Somerset Example School .		
<p>If you have not yet finished entering data you can logout and return to complete or amend at any time. Even after ticking the completion box below, you can log back into the survey, change data and re-generate a report. Pages are also saved individually upon successive completion.</p> <p>When you have completed all sections of the survey, please tick here to submit: <input checked="" type="checkbox"/></p> <p>Your information has been submitted. You can now select your report/s and request an invoice. All report subscriptions include GST where applicable and allow database access to July 2023.</p> <p>Download a PDF version of your completed Financial Survey data.</p>		
<p>Financial Survey Report (base participation fee) \$748 *</p> <p>This customised report compares your school's results in over 50 ratios with the averages calculated from a sample of similar schools and quantifies differences where appropriate. In mid-late July, we will email you with instructions on how to produce your customised report.</p>		
<p>Historical Report * \$748 Request: <input checked="" type="checkbox"/></p> <p>This report shows the history of your school's results in the Financial Survey Survey for the past six years. Studying the trend in your school's performance is important when assessing financial health. It helps identify changing circumstances and appropriate responses.</p>		
<p>Somerset Key Indicator (SKI) Report * \$748 Request: <input checked="" type="checkbox"/></p> <p>Using a smaller selection of key ratios, this report compares the trend in your school's performance for the past two years and future five years as well as against the performance of similar schools. An excellent planning tool.</p>		
<p>* Financial Report Package Subscription Discount</p> <p>A report package includes Financial Survey Report, Historical Report and Ski Report and applies to schools with > 200 students \$1650 including GST, < 200 students \$825 including GST</p>		
<p>PowerPoint Presentation \$1133 Request: <input checked="" type="checkbox"/></p> <p>This PowerPoint presentation is in a format suitable for you to deliver to your school's governing body. This objective, independent review compares your school's trends and comparative performance and comments on financial strengths and weaknesses. We require you to also select the Historical Report.</p>		
<p>Demographic GeoMapping Plus Instructions Video</p> <p>Participating in the survey provides complimentary access to basic demographic information with dynamic geo mapping capabilities. GeoMapping Plus provides expended layers of analysis. Please see attached 10 minute video.</p> <p>\$748 Request: <input checked="" type="checkbox"/></p>		
<p>Board Presentations – by Video Conference Download Brochure</p> <p>John can extend the PowerPoint presentation using budgeted data from the SKI Report and present the analysis to your board by videoconference. Contact survey@somerseteducation.net</p>		
<p>Telephone Consultation \$715 Request: <input checked="" type="checkbox"/></p> <p>We review the selected sample and book a time with you to discuss preliminary observations from the Financial Survey Report.</p> <p>Download Brochure</p>		
<p>Total Including GST (Australian Schools) \$ 4246</p>		
<p>Request an Invoice</p> <p>If your school issues purchase orders, please ensure your order number is entered here before requesting an invoice:</p> <p><input type="text"/></p> <p>Request an Invoice for your selected reports</p>		

Tick here when complete and data will be added to the benchmarking pool

We recommend you download and save a pdf copy of your completed survey by clicking here

Click here to select optional reports. Discounts are available.

Click here and we will send an invoice. Currently manual so may take a few days

Sometimes school systems subscribe to the survey for all their schools. If you are part of such an arrangement, just click on this line and it will notify us that you have completed. No payment is required by you as the system is coordinating that with us.

Step 2 – Select Benchmarking Sample

You are in control of the types of schools with which to compare your school's performance. Choose from approximately 650 schools based on characteristics similar to you.

Somerset Education

Financial Survey for Schools

SOMERSET PORTAL **Log out**

Welcome to the Financial Survey for Schools and SKI Report

Somerset Example School

- Enter Financial Data - 2021 School Year
- Select Benchmarking Sample - 2020 School Year
- Financial Survey Report - 2020 School Year

Vertical Analysis - 2020 School Year

Somerset Portal Instructions

Video - Data Entry

Video - Reporting

Ratio Formulae

We need to allow time for schools to complete survey data entry (encourage by 31 July) before allowing access to this section. After a few weeks of checking data and systems, we will email you to advise that access to sample selection has been allowed. **Expect to have access by August**

Details of your selection appears here

Tick the boxes of the criteria you wish to select.

Benchmarking Sample Selection - Somerset Example School [Return to School Portal](#)

Select and Submit to generate a sample from the latest 2019 school-year data.

When selecting a sample please note that, to protect school confidentiality, we require 5 or more schools. Current Selections: State: QLD; SES between 98 and 110; Curriculum: P-12;

No of schools from this selection - 25. To generate report please return to school portal.

If you leave all boxes in a selection category un-checked, the sample will include all these criteria in the search. Once you check a box in a category, the sample will be restricted accordingly. Eg, if in the "Australian States" selection category you don't check any boxes, the sample will include all states. Conversely, checking the "QLD" box will restrict the sample to only Queensland schools.

Your School State: QLD, Day/Boarding: Boarding, SES: 100, Primary Students: 373, Secondary Students: 630, Affiliation: Baptist, Type: Co-educational, Curriculum: P-12, Group 1: test1, Group 2: bbb, Group 3: ccc, MultiCampus: No, IB: Yes, Cambridge: No, A Levels: No		Affiliation: <input type="checkbox"/> Anglican <input type="checkbox"/> Baptist <input type="checkbox"/> Catholic - Independent <input type="checkbox"/> Catholic - Systemic <input type="checkbox"/> Christian <input type="checkbox"/> Christian - CEN <input type="checkbox"/> Lutheran <input type="checkbox"/> Methodist/Presbyterian/Uniting <input type="checkbox"/> Montessori <input type="checkbox"/> Other or None <input type="checkbox"/> Seventh Day Adventist <input type="checkbox"/> Steiner <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Good Samaritan	
Australian States <input type="checkbox"/> ACT <input checked="" type="checkbox"/> QLD <input type="checkbox"/> NSW <input type="checkbox"/> VIC <input type="checkbox"/> TAS <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> NT		Type: <input type="checkbox"/> Co-educational <input type="checkbox"/> All Boys <input type="checkbox"/> All Girls	
Other Countries: <input type="checkbox"/> New Zealand \$NZ <input type="checkbox"/> Asia \$US		Curriculum: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> P-12 <input type="checkbox"/> Special Assistance <input type="checkbox"/> Trade Training	
Day/Boarding: <input type="checkbox"/> Day <input type="checkbox"/> Boarding		Multi Campus: <input type="checkbox"/>	
SES Group: From: 98 To: 110		International Certifications: <input type="checkbox"/> International Baccalaureate <input type="checkbox"/> Cambridge <input type="checkbox"/> A Levels	
Total Recurrent Income per Student: From: To:		Submit	
Student Total: From: To:			
School Age: eg. 1965 to 2005 From: To:			

Shows the number of schools that meet your selected criteria. Must be > 5 for a valid sample

If a complete section has no ticks, then it will include all schools. Eg. no affiliation is ticked here so the selection will include all affiliations.

Step 3 – Produce Benchmarking Report

You are in control of the types of schools with which to compare your school's performance. Choose from approximately 650 schools based on characteristics similar to your school.



Financial Survey for Schools

SOMERSET PORTAL

Log out

Welcome to the Financial Survey for Schools and SKI Report

Somerset Example School

1.
2.
3.

Once you have selected the types of schools to compare your school's results with, click here to produce a pdf of your customised 18 page benchmarking report. Please save a copy for your records.

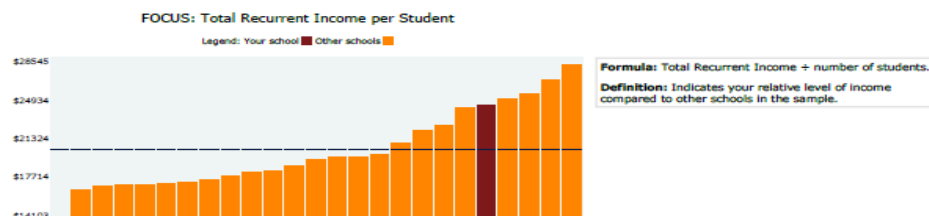
Example page

7. REVENUE SOURCES AND COLLECTION

The ratios in Table VI indicate sources of income as well as effectiveness in the collection of fees.

Table VI: Revenue Sources and Collection				
Ratio	Your School	Rating	Sample Average	More/(Less) than Average
Revenue Sources (Excludes boarding)				
Total Recurrent Income per Student	\$24,807	✓	\$20,502	\$4,317,941
Discounts & Concessions as % Total Fee Income (excludes boarding)	12.0%	?	11.0%	
Fee Income as % Total Income *	56.7%		44.2%	
Grant Income as % Total Income *	41.8%		53.3%	
Other Income as % Total Income *	1.4%		2.6%	
Fee & Other Income as % Total Expenses	60.7%		49.0%	
Outstanding Fees per Student	\$1,376	?	\$460	\$918,485
% Trade Debtors to Fees Billed	9.1%	?	5.6%	
Bad Debt per Student	\$5	✓	\$51	(\$46,185)

* Note: The sum of the sample average may not equal 100% due to the filtering of ratios outside of reasonable ranges and also the fact that these figures are calculated as an average of individual school's ratios, not group averages.



Your total recurrent income is higher than the average school in the sample with similar student numbers, most likely because your fees are higher than average. Peruse the percentage of Fee, Grant and Other income ratios for more information. This indicates that you are probably better to look at costs, rather than income, if you have an objective of increasing operating surpluses.

How to Interpret Results

Ratio
calculated for
your school

Eg. If your result is
better than average or
recommended
minimum ✓ else ?

The average
calculated
from schools
in the sample

Where appropriate,
we quantify the
difference. Assuming
your school has 750
students, calculation
is $(\$2,568 - \$4,478) * 750 = (\$1,432,500)$

Ratio	Your School	Rating	Sample Average	More/(Less) than average	Page
Total Debt per Student	\$2,568	✓	\$4,478	(\$1,432,500)	7
Recurrent Income per Student	\$18,117	✓	\$17,128	\$741,750	8
Total Expenditure per Student	\$20,474	?	\$17,510	\$2,223,000	9
Primary Student Teacher Ratio	11.0		15.0	6.0	11
Secondary Student Teacher Ratio	12.1		10.8	(5.0)	12

Assuming your school has 750 students (250 primary, 500 secondary);

Av. primary 250 students/15.0 = 16.7 teachers

Your primary = 22.7 teachers

Difference = 6.0 more

Av. secondary 500 students/10.8 = 46.3 teachers

Your secondary = 41.3 teachers

Difference = (5.0) fewer