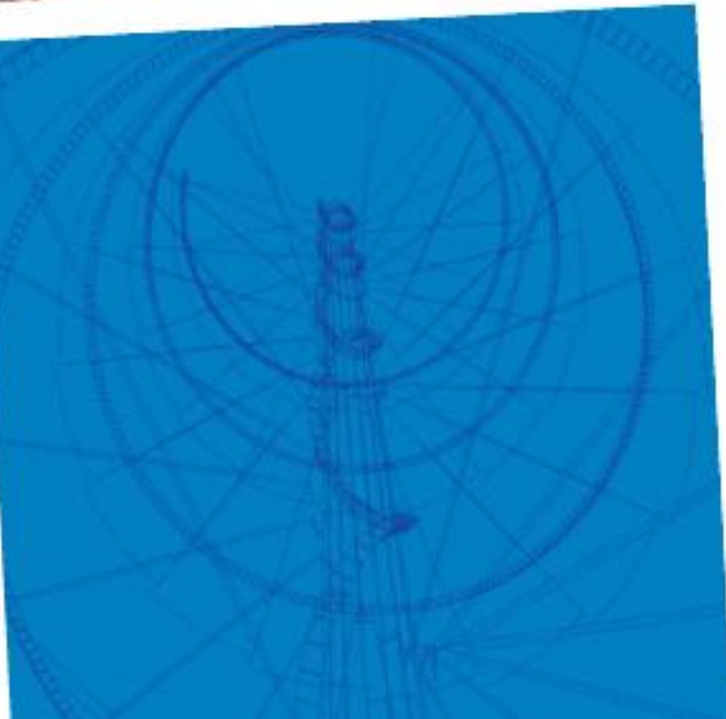


Guidelines for the 2011 Annual Report to the School Community



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Executive summary

The annual report to the school community (annual report) provides a means for the school council, leadership team, staff and students to reflect on and communicate to the whole school community the successes of their improvement strategies, the effectiveness of resource allocation and their future directions.

Provision of the report strengthens the confidence of the school community by building a strong base of transparency, openness and community engagement.

The annual reporting process ensures high quality data is used and shared with the school community in order to monitor and drive school improvement.

The 2011 annual report will comprise:

- a cover page
- the What Our School Is Doing (WOSID) statement which provides a concise summary of the school's context, its performance throughout the year in the three student outcome areas, and future directions
- the Government School Performance Summary (GSPS) which provides a record of the school's performance on a range of mandatory performance indicators
- a financial report reflecting on the financial performance and position of the school
- where relevant, a report on National Partnerships funding and activity for participating schools.

The 2011 annual report must be quality assured by the school and region and endorsed by the School Council before it is submitted to the region by 31 March 2012, for publication on the Victorian Registration and Qualifications Authority's (VRQA) State Register.

The school is required to hold a public meeting to present the annual report to the school community.

1. Introduction

The *School Accountability and Improvement Framework* (the Framework) provides a key resource to support Victorian government schools and their communities identify and implement a shared vision for improvement.

Each element of the Framework is linked to provide a coherent and streamlined means for schools to:

- understand their performance (self-evaluation and review)
- identify their vision and purpose and set goals and targets for improvement (school strategic plan)

- put into operation their improvement plans and manage resources (annual implementation plan)
- report on their performance (annual report to the school community).

The Framework builds on the relationships that exist within each school: those with the school council as the governing body, school staff and parents and the broader community in which the school is located. Shared responsibility, partnerships and transparency are seen as key principles within the Framework in supporting quality student outcomes.

These guidelines outline the process for preparing the 2011 annual report to the school community.

2. Overview of annual reporting

Annual reporting is an important tool for effective governance within schools and the government school system. Reporting to the school community adds value in a number of ways:

Keeping the school community informed:

Schools are important to their local communities. Parents and families, students and school staff make considerable contributions to their school. The annual report provides a means for the school council to inform the school community of what has been achieved and how the school is performing. Providing information about schools helps the community hold schools, the system and government accountable for improving student outcomes.

Contributing to system accountability and meeting legislative requirements:

Schools are part of the publicly funded government education system. The information contained in the annual report helps the Department account to government and parliament for the use of these funds. Public accountability for improving student outcomes and for the use of public money is mandated in the *Education and Training Reform Act (2006)*, where school councils are required to prepare and publish annual reports.

Relationship between the planning and annual reporting processes:

Schools need to analyse and reflect on achievements made during the past year to understand the impact of the strategies and programs that were undertaken, and to identify where progress has exceeded expectations, met expectations or was less than anticipated. The annual report is a means to describe this process and to inform future plans and directions. Where progress is greater or less than anticipated, it may be necessary to adjust the school's key improvement strategies as reflected in the school

strategic plan and the school annual implementation plan.

The content of the annual report:

Presents school performance: School performance outcomes are presented across the three student outcome areas: student learning, student engagement and wellbeing, and student pathways and transitions.

Discussing both positive and negative aspects of the school's progress, the annual report provides the community with a balanced and realistic picture of overall progress towards the school's goals and targets.

Identifies future directions and areas for improvement: The annual report identifies the school's future directions to support school improvement.

Avoids the use of technical language and jargon: The annual report is written in plain English, so it is clear and easy to understand.

Maintains professional standards: The annual report is presented to the school community in a professional manner reflecting the values and principles of the school and the Department.

Schools that wish to convey in greater detail their performance and achievements to their school community can do so through the school council's public meeting to present the annual report, the school newsletter or annual school magazine.

3. The structure for the 2011 school annual report

The annual report will be comprised of the following components:

- Cover page
- 'What Our School Is Doing' statement
- Government School Performance Summary
- Financial Performance and Position Summary
- National Partnerships Funding and Activity Statement for participating schools.

Figure 1 outlines the annual report structure.

The components of the annual report are described in greater detail in the following.

4. Cover page

The cover page template for the 2011 annual report will be automatically generated by the Department, in a style consistent with departmental corporate branding. Schools will have the option of substituting two of their own photos for the generic photos provided on the cover page template.

A cover page template for each school will be available on the School Performance Reports website in February 2012. Further information including instructions for inserting photos is provided in Appendix 3.

5. What Our School Is Doing Statement (WOSID)

The WOSID is prepared by the school and provides succinct contextual information about the school and a brief discussion of the school's performance and future directions. This section of the report enables the school to make connections between performance outcomes over the past year and how these translate into plans for improvement in the coming 12 months.

The WOSID consists of:

- the school context. This component provides the background against which the performance outcomes of the school are understood. It describes the defining attributes of the school including its geographic location, size and structure, social characteristics, enrolment characteristics, special program etc. Note: The Department provides this text to the *Australian Curriculum, Assessment and Reporting Authority (ACARA)* for the school's profile on the My School website.
- commentary on the school's progress and what the school is doing to improve student outcomes in each of the three student outcome areas: student learning, student engagement and wellbeing, and student pathways and transitions
- the school's website (recommended).

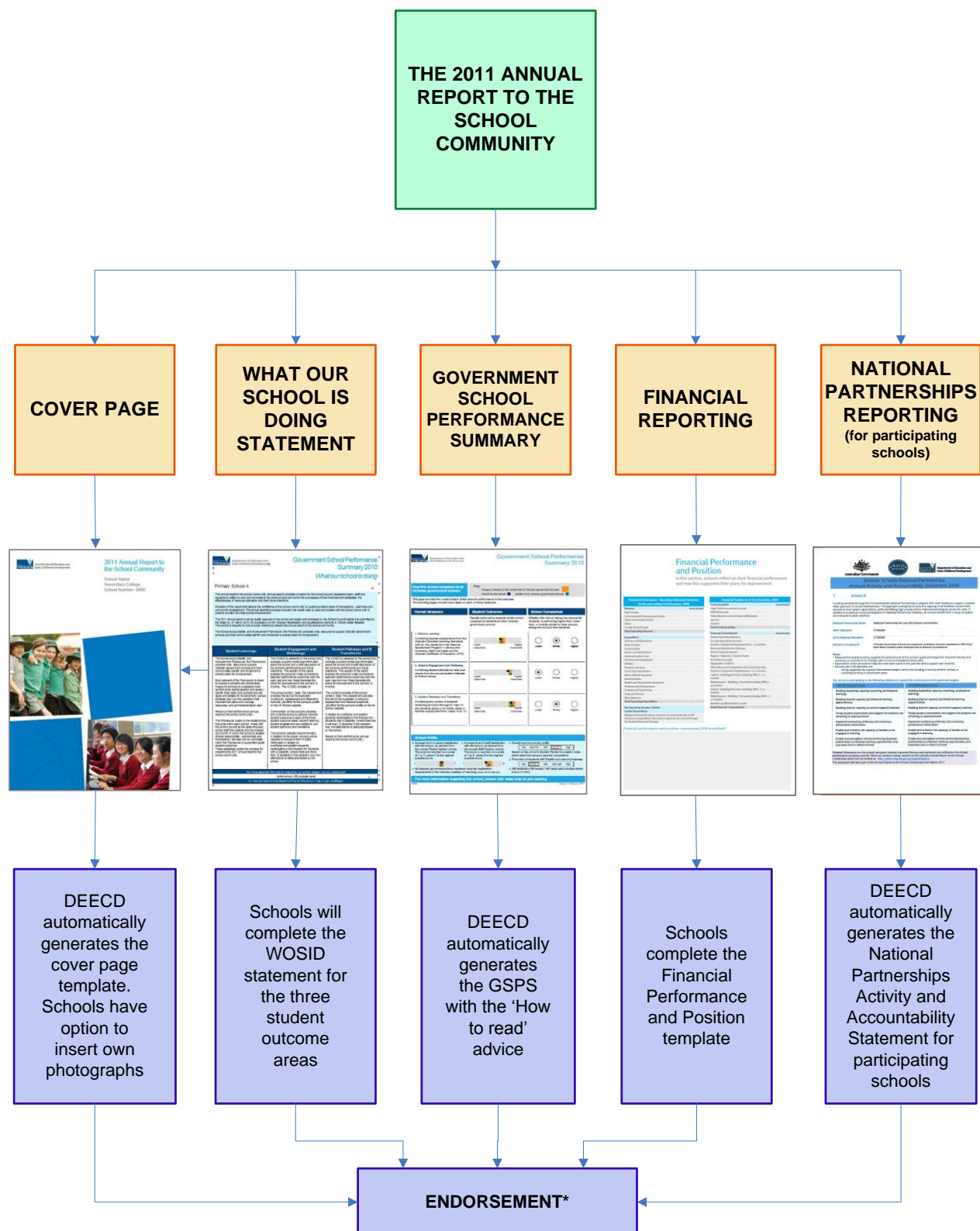
In addition to the above, schools will be required to include in their WOSID information in relation to:

- workforce composition
- the progress of students participating in the Program for Students with a Disability (where there are more than 10 students in the program)
- how non-attendance is being addressed by the school.

A checklist of requirements for the WOSID is provided in Appendix 1.

Please note: Although text typed into the template is shaded in grey, the shading is not visible when the completed template is printed.

Figure 1: The 2011 annual report



* Endorsement by School Council and Regional Director or nominee.

6. Government School Performance Summary (GSPS)

All GSPS data is based on the 2011 calendar year unless otherwise stated.

The GSPS includes:

- absolute scores for key performance indicators for the year and across four years (where data are available) for the three student outcome areas:
 - student learning
 - student engagement and wellbeing
 - student pathways and transitions (for secondary schools)
- intake-adjusted school performance measures, which indicate how the school's performance compares with other Victorian government schools, taking into account the characteristics of the school and its students.

Information in the GSPS includes for all schools:

- school enrolments
- the socio-economic background of students
- the proportion of students with English as an additional language
- a statement about teacher standards and qualifications
- data related to teacher satisfaction
- data related to parent satisfaction

Information in the GSPS for schools with primary students includes:

- overall indicators of student learning and student engagement and wellbeing outcomes, based on both absolute and intake-adjusted measures
- teacher judgements of student outcomes against the VELS (2010) in:
 - English
 - Mathematics
 - all other subjects.
- Year 3 and Year 5 NAPLAN data
- student attendance data (2010)
- student attitudes to school survey data.

Information in the GSPS for schools with secondary students includes:

- overall indicators of student learning, student engagement and wellbeing and student pathways

and transitions outcomes, based on both absolute and intake-adjusted measures

- teacher judgements of student outcomes against the VELS (2010) in:
 - English
 - Mathematics
 - all other subjects.
- Year 7 and Year 9 NAPLAN data
- VCE data
- VET data (participation and satisfactory completion)
- VCAL data (satisfactory completion)
- student attendance data (2010)
- student attitudes to school survey data
- real retention (2010)
- students exiting to further studies or full-time employment (2010).

ACTIONS

- Schools download and review the information in the Government School Performance Summary to inform the development of the WOSID.

The GSPS will be available in February 2012 on the School Performance Reports website.

7. Financial Performance and Position Summary

As part of the publicly funded education system, and mandated through the *Financial Management Act (1994)* and the *Education and Training Reform Act (2006)*, schools are accountable to the public and government for the efficient and effective use of those funds. The annual report must include:

- a summary of the school council's financial performance (revenue/expenditure) for the school year
- a summary of the school council's position for the school year (funds available/financial commitments).

This summary is required to be consistent with the school's Operating Statement, Balance Sheet and Financial Commitments Summary, as certified by the Principal and School Council President at 31 December 2011. Certification of these statements by the Principal and School Council President is compulsory at year end as part of the school audit framework. Please note that Total Financial Commitments of the school should equal the Total Funds Available.

School Resource Package (SRP) funding and expenditure for centrally paid salaries are not included in this summary.

Appendix 4 provides advice on how schools can access financial information needed to complete this section through CASES21 Finance.

A commentary relating to the school's financial performance is also required as part of the annual report. This commentary has a limit of 300 words and should include the following:

- an outline of the reasons why the annual result was a surplus or deficit
- an explanation of any extraordinary revenue or expenditure items
- any new sources of funding the school received during the year; for example, special grants or fundraising initiatives
- any additional funding the school received (State/Commonwealth) beyond the School Resource Package, including the purpose of that funding and its link to improvements in teaching and learning, e.g. funding through the National Secondary Schools Computer Fund.

Please note that a school's financial commitments will include both its legal obligations to pay creditors (Accounts Payable) as well as commitments the School Council has made in relation to future projects or programs.

8. National Partnerships Activity and Accountability Statement

Schools participating in National Partnerships will be provided with an annual activity and accountability statement. This statement will be attached to the annual report and will include the:

- national partnership name
- 2011 funding allocation
- 2012 notional funding allocation
- school co-investment statement
- 2011 and 2012 participation in national partnership initiatives.

The annual activity and accountability statement template will be pre-populated with the above information by central office and will be available for downloading from the School Performance Reports website in February 2012.

ACTION

- ☑ Schools download the National Partnerships Activity and Accountability Statement for inclusion in the 2011 Annual Report.

9. Endorsement

School governance arrangements require the annual report to be tabled at a school council meeting for ratification and endorsement. Schools should submit their annual report to the region for approval before its provision to school council.

It is the responsibility of the school and school council to ensure that the WOSID statement and Financial Performance and Position Summary are accurate and meet the expectations identified within the guidelines.

10. Communication

An important part of engaging the school community in the annual reporting process is ensuring that the annual report is made available to every member of the school community. Each year, school councils are required under legislation to conduct a public meeting. The school's annual report is presented by the school council at this meeting.

Under the Commonwealth's *National Education Agreement*, the annual report is required to be published on the internet. In order to ensure Victoria's compliance with these requirements, the VRQA State Register provides a means for all government schools to publish their annual report online to parents.

Schools are required to provide parents with the annual report either online or via a means they can access.

11. Which schools should submit an annual report?

All schools are required to complete the annual report each year. This includes schools in their year of self-evaluation, review and planning. However, the following variations apply for the 2011 annual report:

Closed, new or newly merged and de-merged schools

Only schools which have been operating for the entire 2011 school year are required to complete a 2011 annual report. Therefore:

- schools that closed in 2011 are not required to produce a 2011 annual report

- new schools, including those formed as a result of either a merger or de-merger, will not be required to produce an annual report until they have been open for a full school year, regardless of whether or not the school number changes
- the previous entities that formed part of merged or de-merged schools are considered as closed and do not have to provide a 2011 annual report.

Hub/Annex schools

One annual report will be developed to reflect the performance of both hub and annex schools. However, as individual entities with unique school numbers and school councils, an individual GSPS is automatically generated for both hub and annex schools. It is expected that separate WOSID statement and Financial Performance and Position Summary templates will be completed for hub and annex schools and submitted to the regions for approval before sign-off by school council. Once regions have uploaded the annual reports for each of the hub and annexe school to the Department, these will be collated into one document.

12. Summary of roles in school annual reporting

How is the school council involved in school annual reporting?

The school council is an integral part of the governance structure of the school and its role includes:

- monitoring the progress of the development of the annual report
- providing feedback to the leadership team on draft versions of the annual report
- endorsing the annual report, evidenced in meeting minutes
- holding a public meeting and inviting the school community to discuss the content of the annual report.

How are the school principal and the school leadership team involved in annual reporting?

The school principal plays a central role in annual reporting, both in the role of principal and as executive officer of the school council. The principal, supported by the school leadership team, is responsible for:

- keeping the school community, including staff, students, council and parents, informed of school performance and future directions

- the development of the annual report for consideration by the school council
- ensuring that the annual report is endorsed by the school council, evidenced in meeting minutes
- notifying the region that the annual report has been endorsed by the school council
- ensuring the school community is provided with access to the annual report
- organising a public reporting meeting to communicate the annual report to the school community.

How is the region involved in annual reporting?

Regional office personnel are responsible for:

- providing training, support and advice to schools in the annual reporting process
- helping schools to ensure that annual reports are consistent with the School Accountability and Improvement Framework guidelines and departmental policy
- quality assuring the cover page, WOSID statements and Financial Performance and Position Summaries prior to schools taking their annual reports to school council for endorsement
- once endorsed by school council, forwarding the cover page, WOSID and Financial Performance and Position Summary components of the annual report to the Department.

What is the role of the Department's central office?

The Department is responsible for:

- developing the policy framework for annual reporting, including guidelines and templates to be completed by schools
- providing the Government School Performance Summary for each school and the National Partnership Annual Activity and Accountability Statement for participating schools
- electronically merging the components of the annual report
- providing the annual reports to the VRQA to be published online on the State Register.

How are parents involved in annual reporting?

Parents are a key part of the school community and should attend the public reporting meeting to discuss the annual report.

13. Further support and information

Overview of the Accountability and Improvement Framework for Victorian Government Schools

www.education.vic.gov.au/management/schoolimprovement/accountability/default.htm

School performance reports

www.education.vic.gov.au/management/schoolimprovement/performance/performance/reports.htm

Regional accountability and improvement personnel can provide further assistance to schools. A list of regional accountability and improvement personnel is located at:

www.education.vic.gov.au/management/schoolimprovement/accountability/default.htm.

For further information regarding the *School Accountability and Improvement Framework*, please email: schoolaccountability@edumail.vic.gov.au

Appendix 1: Checklist of requirements for AR components

REQUIREMENTS FOR THE COVER PAGE	Done
Photos present a positive image of the school and its students	
The school has appropriate authorisation for the photos used in the cover page (i.e. from parents/guardians, independent students and adults)	
INFORMATION REQUIRED IN WOSID	
<p>School context, including:</p> <ul style="list-style-type: none"> Workforce composition, e.g. 'This school has # equivalent full-time staff: # Principal class, # teachers and # Education Support Staff.' <p>Character limit approximately 1600 characters, including spaces.</p>	
<p>Student Outcomes in general:</p> <ul style="list-style-type: none"> Comment on what the data shows in each of the three outcome areas and the school's future directions <p>Character limit for each outcome area approximately 1300 characters, including spaces.</p>	
<p>Additional requirements for the Student Learning Outcomes section:</p> <ul style="list-style-type: none"> Comment on VCE outcomes (for schools with VCE students) Progress of PSD students where a school has more than 10 students, e.g. 'All Program for Students with a Disability students showed progress at satisfactory or above in achieving their individual goals.' 	
<p>Additional requirements for the Student Engagement and Wellbeing Outcomes section:</p> <ul style="list-style-type: none"> Comment on how the school is addressing non-attendance For specialist, English language and community schools, include student satisfaction data (Student Connectedness to School variable in the Attitudes to School survey), e.g. 'Student connectedness to school was rated at 4.12 (primary) and 3.98 (secondary) on a scale of 1–5, with 5 being the best possible score'. <p>All schools may choose to comment on school-based student survey data that reflects their context.</p>	
<p>Additional requirements for the Student Pathways and Transitions section:</p> <ul style="list-style-type: none"> Schools whose retention data may be skewed due to acceleration programs could provide contextual explanation. 	
Insert the school's website in the space provided at the bottom of the page (recommended).	
INFORMATION REQUIRED IN THE FINANCIAL STATEMENT	
<p>The following information is required:</p> <ul style="list-style-type: none"> A summary of the school council's financial performance (revenue/expenditure) for the school year – Operating Statement Summary. A summary of the school council's position (funds available/financial commitments) for the school year – Financial Commitments Summary. The Total Financial Commitments should equal the Total Funds Available. Any additional funding the school received (State/Commonwealth) beyond the School Resource Package, including the purpose of that funding and its link to improvements to teaching and learning. 	

<p>All schools are required to write a commentary which includes:</p> <ul style="list-style-type: none"> • An explanation of why the annual result was a surplus or deficit • An explanation of any extraordinary revenue or expenditure items • Any new sources of funding the school received during the year, e.g. from special grants or fundraising initiatives • Any additional funding the school received (State/Commonwealth) beyond the School Resource Package, including the purpose of that funding and its link to improvements to teaching and learning. <p>Word limit: approximately 1600 characters, including spaces.</p>	
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GENERAL REQUIREMENTS

<p>Original file names should be maintained, using a four-digit school number, as follows:</p> <ul style="list-style-type: none"> • Cover page: CP_2011SchoolNumber.doc • WOSID: WOSID_2011SchoolNumber.doc • Financial Statement: FS_2011SchoolNumber.xls • Commentary text does not exceed the space provided • The language and tone are appropriate for a formal report • The commentary is proofread for spelling/grammar, etc. <p>It is recommended that schools type commentary text into the template rather than pasting it from Word. This will avoid text overrunning the available space.</p> <p>Schools wishing to use Word spelling and grammar checking tools should copy text out of the template, check for errors and then paste text back into the template, ensuring there is sufficient space for all the text.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Arial Regular 9 is the default font used for the commentary text in the WOSID and FPS. • Schools should ensure that all commentary text is able to be viewed and doesn't overrun the space provided in each commentary box. If the text includes multiple carriage returns and spaces, this will reduce the amount of text that can be inserted. • Although text typed into the template is shaded in grey, the shading is not visible when the completed template is printed. 	
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Appendix 2: Timeline of actions for schools

Date	Activity
<p>Week 2 Term 1</p>	<p>The following three individualised templates will be available for schools to download from the School Performance Reports website. Once all are completed, schools should forward them together to the region for quality assurance.</p> <p>1. Annual report cover page</p> <p>Action: Schools have two options:</p> <p>Option 1: Substitute two of their photos for the two photos in the standard template. Please read the instructions in Appendix 3 before proceeding.</p> <p>NB Schools should ensure they retain the original file name, using a four-digit school number, e.g. CP_YearSchoolNumber.doc, e.g. CP_20110003.doc</p> <p>OR</p> <p>Option 2: Use the default version of the cover page (No action required. The default cover page can be downloaded for attaching to the rest of the annual report if required.)</p> <p>2. What our School is Doing (WOSID) template</p> <p>Action: All schools commence preparation of the text for the school profile and outcome areas. The final WOSID will reflect data in the <i>Government School Performance Summary</i> available in mid-February.</p> <p>NB: Schools should ensure they retain the original file name, using a four-digit school number: WOSID_YearSchoolNumber.doc, e.g. WOSID_20110003.doc</p> <p>3. Financial Performance and Position Summary (Financial Summary) template</p> <p>Action: All schools complete the template by entering their 2011 financial data from CASES21 (see Appendix 4). and commentary on their financial performance and position.</p> <p>NB: Schools should ensure they retain the original file name, using a four-digit school number: FS_YearSchoolNumber.doc, e.g. FS_20110003.doc</p>
<p>Mid-February (available shortly after the release of the School Level Report)</p>	<p>The following documents are available for download from the School Performance Reports website.</p> <p>4. Government School Performance Summary (GSPS)</p> <p>The GSPS will inform the final WOSID.</p> <p>5. National Partnerships Annual Activity and Accountability Statement (National Partnerships Annual Statement).</p> <p>Participating schools download the National Partnerships Annual Statement to include in their annual report. Both documents are generated by the Department. They do not require any additional input from schools.</p>

Date	Activity
By 31 March	<p>Once quality assured by the region, schools:</p> <ul style="list-style-type: none"> • compile the annual report components • take the annual report (including cover page, WOSID, GSPS, Financial Statement, and for participating schools the National Partnerships Annual Statement) to school council for endorsement • email the region to confirm school council endorsement of the annual report.
April	<p>The Department merges each school's:</p> <ul style="list-style-type: none"> • Final cover page • WOSID • GSPS • Financial Statement • National Partnerships Annual Statement (for participating schools) <p>to form a single electronic document, the final annual report.</p>
May	<p>Schools are able to download final annual reports from the School Performance Reports website. Annual reports are published online on the VRQA State Register.</p>
School to decide date	<p>School Council holds a public meeting to present the annual report</p>

Appendix 3: Inserting photos into the cover page template

These instructions are deliberately limited to the insertion of two new digital photographs (Image 1 and Image 2) into the cover layout. No other editing can be performed.

Schools have two options

1. Use the standard cover page, which will be available for downloading from the School Performance Reports website at the beginning of Term 1, 2012. It will be pre-populated with the school name and number.
2. Substitute two of their own photographs for the two photographs provided in the standard cover page.

Actions:

- Read and follow the instructions for inserting images below
- Send an electronic copy of the revised cover page to the region by 31 March 2012.



Please note: Written permission must be given by:

- the parent/guardian to reproduce an image of a child under the age of 18 years.
- independent students and adults to reproduce their image.

After 31 March 2012, only the standard cover page will be available for the 2011 Annual Report

To insert images you must:

- Save the document correctly from the School Performance Reports website
- Enable Macros in your version of Microsoft Word

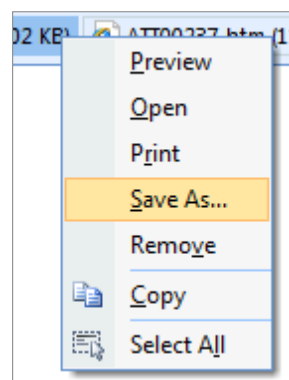
Please see following instructions.

Saving the template

Go to your school's page on the [School Performance Reports website](#) to download the template.

- Right click on the link to the template
- Select 'Save as...'

The original file name will be presented in the Save As dialog as **CP_2011SchoolNumber.doc** Do not change the file name. Browse to a convenient folder and Save.



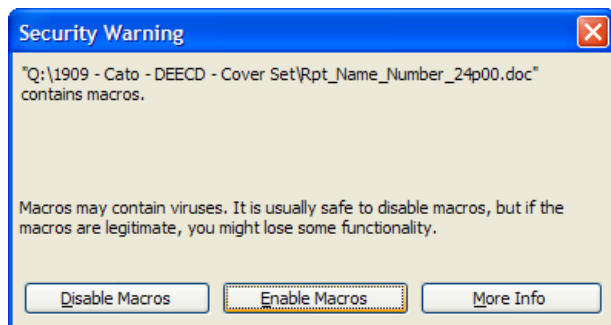
Enabling Word Macros

Word macros must be enabled before you use this document. Leaving them disabled will mean you cannot change the images. There are two ways to enable Macros.

Approach 1: Enabling Macros on the spot

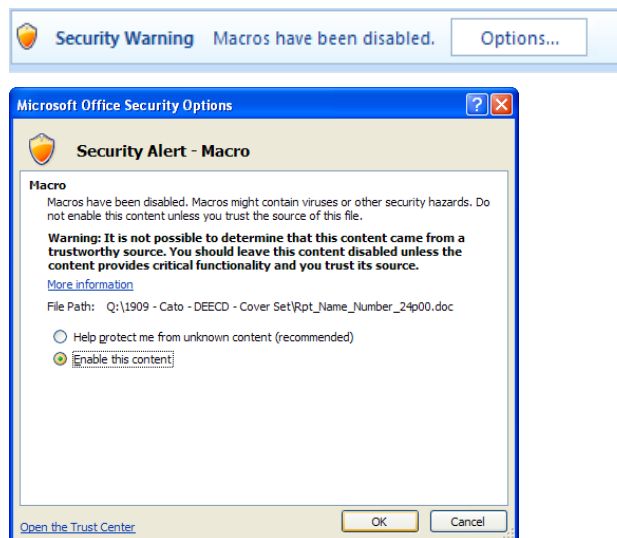
If, on opening the document, you are flagged that it contains Macros, you can enable them on the spot.

Word 2003



Click on 'Enable Macros'

Word 2007/10



Click 'Options' on the warning bar, select **Enable this Content** on the Security Alert, then click **OK**.

Approach 2: Manually adjust the Macro security level

If you don't receive a macro warning the first time you open the file and either the image insertion toolbar is absent or does not respond, then you can adjust the macro security levels manually as follows.

First, close the Report Cover document then:

Word 2000/XP/2003: Set **Tools/Macro/Security/Security Level** to **Low**.

IMPORTANT – RE-START WORD IMMEDIATELY TO EFFECT THE CHANGES.

Note: Return this setting to its original value after you have inserted the photos in the cover page.

Word 2007/10: Set **Office Button/Word Options/Trust Centre/ Trust Centre Settings/Macro Settings** to **Enable all macros**.

Note: The Office button is the round one in the top left corner of the main Word window.

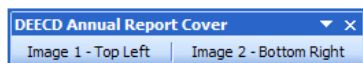
IMPORTANT – RE-START WORD IMMEDIATELY TO EFFECT THE CHANGES.

NOTE: Return this setting to its original value after you have inserted the photos in the cover page.

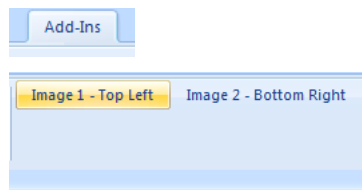
Changing the images in the document using the custom toolbar

Using Windows Explorer, find the document in the folder in which you saved it and double-click to open it. When the document is opened in Word 2003, a custom toolbar will be visible in the top left corner. In Word 2007/10, the toolbar will appear in the Add-ins tab.

Word 2003 – Custom Floating Toolbar



Word 2007/10 – Add-Ins Tab

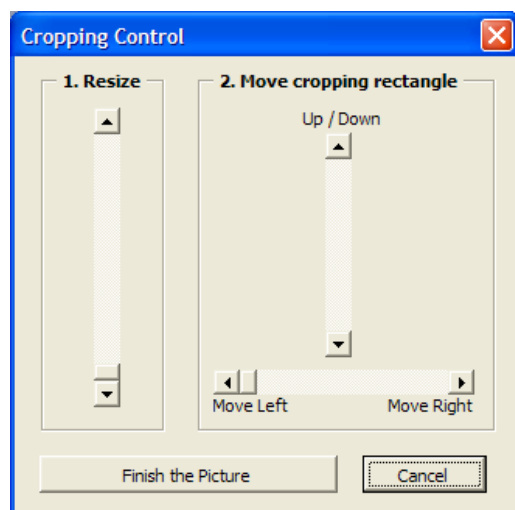
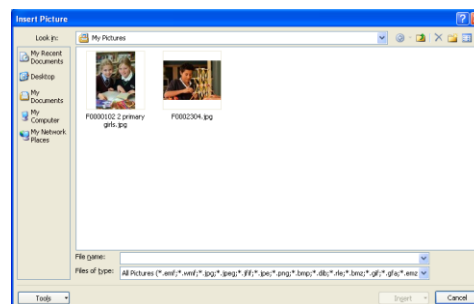


This toolbar is programmed to insert new pictures from stored digital photographic files, *.jpg, *.tif, *.png etc. Because the layout of the cover uses almost square images, a cropping function has been built-in to the insertion routine, to allow you to select the best area of the picture. See the following example.

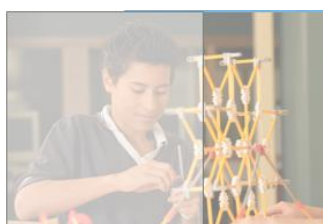
Click on one of the image change buttons to display this browse dialog.

Select a picture and click Insert to display the Cropping Control.

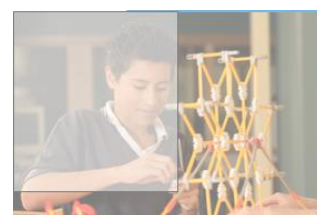
- In the Cropping Control, use the sliders to first size the cropping area, then move it to the location desired.
- Click on Finish the Picture to insert it into place.
- Repeat this for both pictures then press Save. Do not rename the file.



Starting point



1. Resize



2. Move cropping rectangle

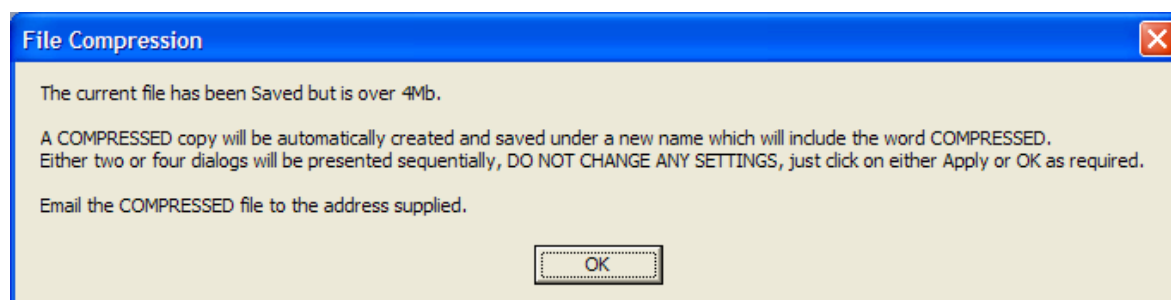


3. Finish the picture



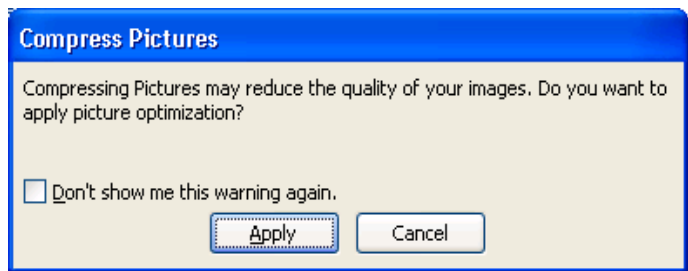
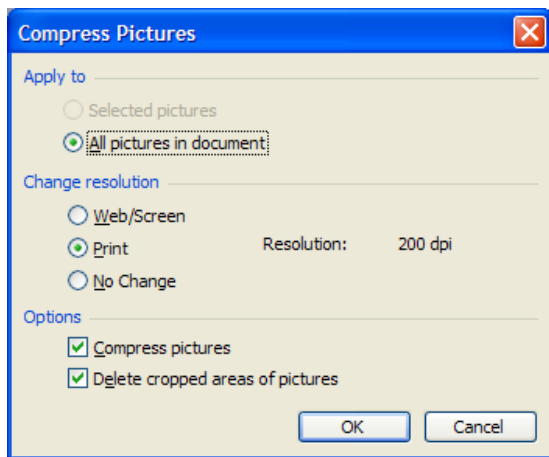
Close/Compress procedure

You can now select **File/Close**. The document size is automatically checked. If it is less than 4Mb, the file is closed and can be emailed to the region. If it is greater than 4 Mb, a semi-automatic compression routine will run and the file will be saved under a new name. The objective is to ensure the file is small enough to be emailed to 'the address supplied' / the region.



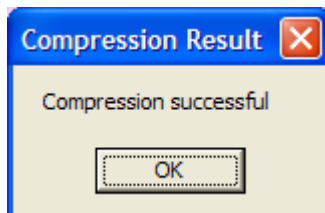
Click **OK**. The following dialogs are displayed.

IMPORTANT – DO NOT CHANGE ANY SETTINGS, Just Click OK OR Apply as appropriate.



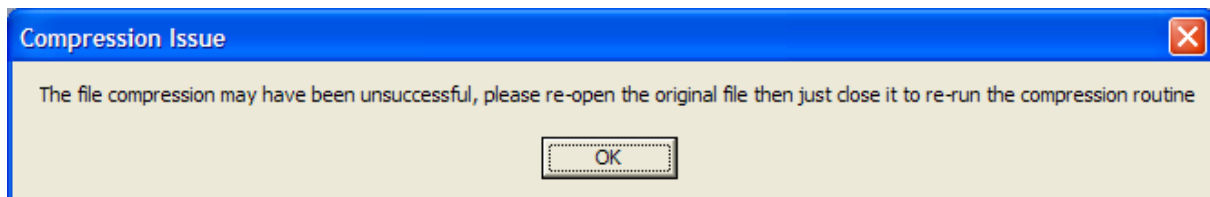
NOTE: If you have previously used this function in Word and ticked the 'Don't show me this warning again' option in the second dialog, only the first dialog will appear.

Compression Successful and Unsuccessful messages



If this message is displayed, the compression process was successful. Save the compressed file to its original file name: **CP_2011SchoolNumber.doc**. Email the file to region.

If the **Compression Issue** message is displayed, all you need to do is re-open the original file and then immediately close it again, to re-run the compression routine. The first compressed copy will be overwritten.



Save the re-compressed file to its original file name: **CP_2011SchoolNumber.doc**. Email the file to region.

Troubleshooting

If the cropped image appears distorted, it may have been previously cropped in another program. Unfortunately, some of the simpler image manipulation programs do not put the correct sizing information back into pictures after they have been cropped. To fix this issue, simply open the image in a good quality image manipulation program and save it under a new name. If the distortion does not correct, re-save under a new name AND change the file type, e.g. from .jpg to .png.

Suggested programs: Adobe Photoshop, Corel, PhotoPaint.

Appendix 4: Working with CASES21 finance reports

Financial performance

Schools should use their Operating Statement – Detailed (GL21150) as the basis for the Financial Performance component of their annual report. Schools should ensure that all relevant family charges have been written off, or adjusted via balance day adjustment journal, prior to end of year.

For more information on the CASES21 Finance Operating Statement schools should refer to ***Operating Statement a practical example and explanation*** that can be found on the School Financial Management website: www.education.vic.gov.au/management/financial/cases21.htm

For more information on processing balance day adjustments and write-offs in C21F, schools should refer to the C21F Process Guide – Section 11 End of Year Procedures.

Financial position

In developing the Summary of Financial Position component of their annual report schools should use their CASES21 Finance Balance Sheet (GL21160S) and the Financial Commitment Summary for the Year Ended 31 December 2010/2011 (GLBANK21002). It should be noted that the descriptions provided in the financial commitments section of the table replicate some of the descriptions in GLBANK21002. Schools may change these descriptions to suit their reporting requirements as required so long as the total commitments reported remains equal to the total funds available amount.

For more information on the CASES21 Finance Balance Sheet schools should refer to ***The Balance Sheet a practical example and explanation***, which can be found on the School Financial Management website: www.education.vic.gov.au/management/financial/cases21.htm

For more information on the Financial Commitments Summary schools should refer to Circular 581-2010/2011.

For more information on School Operating Reserves schools should refer to Circular 436-2008, New School Cash Reserves Benchmarks. The circulars above are available on the Financial Management website at:

<http://www.education.vic.gov.au/management/financial/circularsmemoranda.htm>