



Our Ref: MB:FM0102:2009/10352

CHAIRS OF GOVERNING BODIES  
PRINCIPALS  
ALL NON-GOVERNMENT SCHOOLS

Dear Principal

**AUGUST CENSUS AND APPLICATIONS FOR PER CAPITA FUNDING  
GRANTS AUDITING PROGRAM**

As advised in my letter of 8 June 2009, introduction of a Grants Audit Program (GAP) across all Western Australian non-government schools will commence in Second Semester 2009.

Details of the GAP are as follows:

**7 August 2009**

Schools are to complete the Census and Per Capita Funding Application according to:

- The Eligibility Guidelines for Per Capita Funding Applications as attached to this letter; and
- The Explanatory Notes for Per Capita Funding Applications available on the Department of Education and Training census website

The Eligibility Guidelines for Per Capita Funding Applications provide the basis for the GAP and schools should ensure that the information they provide for the Census and Funding Application are in accord with the criteria and submitted by an authorised Certification Officer. For Catholic Schools, the Director of the Catholic Education Office has delegated the responsibility for nomination of the Certification Officer to the School Principal.

**August – September 2009**

A desk top audit will be undertaken by the Department of Education Services (the department) of all Per Capita Funding Applications from schools to check for accuracy and follow up will occur with the Certification Officer at schools, where required. Note that the GAP will focus only on the actual student numbers and claims made on the Funding Application form. Payments received by schools may vary if adjustments are made to these claims by the department (only after discussion with the Certification Officer) or if they are part of an association of schools operated by a single governing body.

### **October 2009**

- A random sample of schools will be selected, of Catholic and Independent schools, for an on-site audit of the census and funding application submitted by each school.
- In most instances, schools selected will be notified two weeks prior to the audit and advice will be provided to indicate the information required on the day of the audit.
- Following the audit a report will be provided to the school along with a management letter to the school governing body, if required, of any actions to be implemented.
- This department will advise the Minister for Education on the performance of the GAP and will also share the information with the Commonwealth Department of Education, Employment and Workplace Relations, so that selected schools are not subjected to a similar audit by that department.

The GAP is supported by both the Catholic Education Office and Association of Independent Schools of WA and consultation on the processes to be applied has occurred with this department to ensure any additional administrative burden on schools is kept to a minimum.

Further information on the GAP will be available on the department's website at [http://www.des.wa.gov.au/pages/non\\_gov.php](http://www.des.wa.gov.au/pages/non_gov.php) or by contacting Mr Nick Markostamos, Senior Analyst (Grants and Auditing) on 08 9441 1956.

Yours sincerely



**RICHARD STRICKLAND  
CHIEF EXECUTIVE OFFICER**

24 July 2009