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| A picture containing drawing  Description automatically generated | Tracking sub program balances  November 2015 |

Last Updated: 30/11/2015 version 3.2

# Overview

A school may choose to use a combination of revenue and expenditure budgeting where specific accountability requirements are attached to a program.

Where sub program funds are available to be brought forward to the new school year the process is managed through budgeting.

As CASES21 Finance does not carry forward closing balances for programs or sub programs, schools should use the Tracked Balances Tool to manage balances brought forward from year to year.

## Tracked Balances Tool

The Tracked Balances Tool – Monthly version allows a school to track the opening and closing balances for various sub programs on a monthly basis.

This tool will be particularly useful for tracking the balance of Trading Operations such as the Canteen or Uniform shop as it will allow a school to calculate a current balance at the end of each month and provide a printed statement that can be distributed to School Council and the Finance Committee.

***NOTE****: Open the* [*Tracked Balance Tool – Monthly Version*](file:///S:/SRA/General/OSF/SHARE/FINANCE/Financial%20Policy%20Systems%20&%20Training%20Team/Publications/CASES21%20Finance%20publications/Proformas%20and%20worksheets/cases21probalancetoolmonth.xlsm) *and save file to a location on your workstation. To begin using the tool you must click on the ‘Enable Content’ tab in the Security warning banner.*

**NOTE:** The printed statement provided by the Tracked Balances Tool should not be used as a substitute for a Profit and Loss Statement for the particular operation. Profit and Loss Statements for all trading operations coordinated by the school are an audit requirement.

A separate spreadsheet is available to assist in completing a Profit and Loss from the [CASES21 Finance](http://www.education.vic.gov.au/school/principals/finance/Pages/cases21.aspx) website.

The tool provides a summary worksheet that consolidates all information for each individual sub program that requires the brought forward balance to be tracked.