

## Application for financial assistance (roll decline only)

**For schools whose financial viability may be compromised by support staff retrenchment requirements associated with roll decline.**

Please note: The Ministry will assess each application individually, based on the information received and the amount the school can afford. Where possible, schools will be expected to meet at least some of the costs.

<b>School name</b>		<b>School no.</b>	
<b>Address</b>		<b>School phone</b>	
<b>Principal</b>		<b>Phone</b>	
<b>Email</b>			
<b>Board chair</b>		<b>Board chair phone</b>	
<b>Date received by Ministry</b>			

The Ministry has engaged a person with an accountancy background to help assess the written material we are asking you to provide. We will then discuss with you and make a final determination. This may lead to:

- Reimbursement of all redundancy costs
- Reimbursement of some costs, where the Ministry deems the school able to contribute
- Offer of an operations advance, where the problem is deemed to be temporary
- Assistance declined.

## INFORMATION REQUIRED:

We will use this information to decide the level of support the Ministry will provide. This **may not** cover the entire redundancy costs.

### Present support staff profile For staff funded from Operations Grant

Position	Number	Total annualised salary
Caretakers		
Cleaners		
Grounds staff		
Teacher aide (general)		
Teacher aide (special needs)		
Administrators		
Technicians		
Librarians		
Other		

### Fee paying students international

Year	Number of students	Total (gross) revenue
2009		
2010		
2011		
2012 enrolments		

<b>Tagged funds – held by the school or required in 2012</b> <i>(Please give details on a separate sheet)</i>	<b>Attached</b> ✓
Leases	
Signed agreements	
Final payments for staff – for final pay period.	
Total of final pay calculations (use separate sheet)	
Maintenance – e.g. external painting contracts (account for any building repairs or demolition that will happen because of earthquakes).	

<b>Checklist</b> <b>Please attach printed copies of:</b>	<b>Attached</b> ✓
Copy of 2012 funding notice	
2010 audited annual accounts or latest draft	
Latest monthly management accounts (Preferably September 2011)	
Draft budget for 2012	
Final pay calculations form ( <i>below</i> )	

## Support staff: final pay calculations

Please complete for each affected employee. Copy this form if necessary. Then scan and email to [cherie.hunt@minedu.govt.nz](mailto:cherie.hunt@minedu.govt.nz). **NO LATER THAN 10 WORKING DAYS BEFORE THE LAST DATE OF THE EMPLOYEE'S DUTY.**

<b>School Name</b>		<b>School No.</b>
<b>Address</b>		<b>School phone</b>
<b>Principal</b>		<b>Principal's phone</b>
<b>Email</b>		
<hr/>		
<b>Employee Name</b>		<b>Ministry No.</b>
<b>Job No.</b>		<b>Last day of duty</b>
<hr/>		
<b>Employee Name</b>		<b>Ministry No.</b>
<b>Job No.</b>		<b>Last day of duty</b>
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