# Parents and Citizens Association

## **LOAN APPLICATION FORM (INCLUDING CHECKLIST)**

To commence a loan application, please complete, sign and return this form with all required documentation (per [**Section C**](#_Section_C:_Prerequisite)), to: [Solutions@qed.qld.gov.au](mailto:Solutions@qed.qld.gov.au)

### **Section A:** School / P&C Details

|  |  |
| --- | --- |
| P&C name |  |
| Date of loan application |  |
| P&C President name |  |
| School Principal name |  |
| P&C contact person |  |
| Position |  |
| Email |  |
| Phone |  |

### **Section B:** Project Cost and Funding Breakdown

Please ensure that confirmed cash contributions and subsidies (**Items B + C + D + E + F**) for the project are at least 50% of the total project cost (**Item A**).

|  |  |
| --- | --- |
| **A** Total project cost (including GST)  ( **B** + **C** + **D** + **E** + **F** ) | $ |
| Project contingency (please provide explanation where contingency is below 5% of total costs) | $ |
| GST paid by (please tick one) | School 🞎 P&C 🞎 |
| **B** Subsidies obtained for the project | $ |
| **C** P&C upfront cash contribution | $ |
| **D** School contribution (where applicable) | $ |
| **E** Other contributions  (specify source(s) of funds) | $ |
| **F** Proposed loan borrowings | $ |
| Check: **A** = ( **B** + **C** + **D** + **E** + **F** ) ? | Yes 🞎 No 🞎 |
| Proposed lender (for non-QTC loans, include reasons for not choosing QTC as the preferred lender, and how the interest rate proposed by the non-QTC lender is competitive relative to market interest rates, including QTC interest rates). | QTC 🞎 Other 🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (include reason for other lender here and attach supporting documentation if needed)  Reason:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Proposed loan term (number of years up to a maximum of 10 or less when the economic life of the asset is less than 10 years)  Consider a reduced loan repayment term (attracting lower interest rates). The [P&C Loan Calculator Tool](https://education.qld.gov.au/parents-and-carers/parent-participation/p-and-c/p-cs-loans-calculator-tools) can assist in assessing the loan duration and debt servicing obligations. | \_\_\_\_ years |

### **Section C:** Prerequisite Documentation Checklist

|  |  |  |
| --- | --- | --- |
| **Documentation Required** | **Details** | **Provided to Finance Branch (Yes/No)**  *Tick/comment as required* |
| 1. **Specific Project Details** | Provide full project details including:   * Background information & objective (specify if the project is for a swimming pool or assembly/activity hall because these require Minister approval) * Assets * Timelines, including construction expectations. | Yes 🞎 No 🞎 |
| 1. **Project Contacts** | * Project Manager’s name and contact details * Regional Infrastructure project representative’s name and contact details | Yes 🞎 No 🞎 |
| 1. **School Support** | Letter from Principal (*example provided at* [***Appendix 2***](#_APPENDIX_2_–)) detailing:   * Support for the loan. * How the project will provide benefit for students at the school. * School contributions in support of the loan; financial or non-financial (where applicable). * Confirmation that, in the event the P&C is having difficulty in making loan repayments, the school, P&C and the Department’s Finance Branch will work together to agree a suitable plan including:   + P&C repayment plan   + school contribution or repayment plan. | Yes 🞎 No 🞎 |
| 1. **Project Cost** | Copy of contractor’s quotes obtained or when a tender is required (for projects >$100K) the quantity surveyor’s cost estimate report (including GST and contingency allowance). | Yes 🞎 No 🞎 |
| 1. **P&C Minutes** | Minuted decision to obtain borrowings, specifying purpose, amount and term of loan. | Yes 🞎 No 🞎 |
| 1. **QTC Loan Quote** | Quote will provide the loan amount, term, interest rate, quarterly repayment amount.  Please contact QTC to obtain this information via clients@qtc.com.au | Yes 🞎 No 🞎 |
| 1. **Non-QTC loan requests** | Explanation for not choosing QTC as the lender and how the interest rate proposed is competitive relative to market interest rates, including QTC interest rates | Yes 🞎 No 🞎 |
| 1. **Existing Loans** | Most recent balance of existing loans held, lender, yearly repayment amount and expected pay out date.  Note: repayment amounts to be included in forecast income and expenditure for the next three (3) years (refer to Item 13).  Contact QTC for details [clients@qtc.com.au](mailto:clients@qtc.com.au) | Yes 🞎 No 🞎 |
| 1. **P&C Budget** | Current year budget (and next year’s budget, where available). | Yes 🞎 No 🞎 |
| 1. **P&C Audited Financial Statements** | * Financial Statements for the previous three (3) years, including all notes to the statements. * Current year-to-date Profit and Loss Statement against YTD budget. | Yes 🞎 No 🞎 |
| 1. **Cash on hand and commitments** | * Cumulative bank balance total. * Copy of most recent statement for all bank accounts held (including investment accounts). * Details of all other P&C financial commitments e.g., future projects/capital expenditure, future donations to the school annually. | Yes 🞎 No 🞎 |
| 1. **Forecast Income and Expenditure for the next three years** | Forecast of Income and Expenditure for the next three (3) years including estimates and explanatory notes as shown in the example at [***Appendix 1***](#_APPENDIX_1_–).  Please contact Business Solutions and Advice via [Solutions@qed.qld.gov.au](mailto:Solutions@qed.qld.gov.au) if advice or assistance is needed. | Yes 🞎 No 🞎 |
| 1. **Grants or Subsidies for the Project** | Written confirmation of approved grants or subsidies, including amount and any conditions.  For School Subsidy Scheme approvals please contact the Subsidy Program Coordinator via [schoolsubsidyscheme@qed.qld.gov.au](mailto:schoolsubsidyscheme@qed.qld.gov.au) | Yes 🞎 No 🞎 |
| 1. **Infrastructure Approvals** | Copy of infrastructure approvals where required e.g., siting approval and/or Joint Development Agreement e.g., when the project is not located on department property or when other organisation(s) makes significant contributions to the project.  Please contact the School’s Regional Infrastructure Manager or Advisor to determine relevant requirements and approvals to obtain. | Yes 🞎 No 🞎 |

### **Section D:** Signatures

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (please print)** | **Signature** | **Date** |
| **P&C President** |  |  |  |
| **Principal** |  |  |  |

**\*\*\* END OF LOAN APPLICATION FORM (INCLUDING CHECKLIST)\*\*\***

## **APPENDIX 1 – EXAMPLE OF FINANCIAL FORECASTS**

### **Instructions**

* **Financials:** Please ensure all line items are included in the forecast income/expenditure, including any committed or intended donations to be made to the school or planned capital expenditure.
* **Notes:** Please state the underlying assumptions and explanatory reasons for the amounts, including the underlying data and calculations where relevant.

### **Example** – Forecast Income and Expenditure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Notes\*** | **2023** | **2024** | **2025** |
| **Income** |  |  |  |  |
| Tuckshop | 1 | $10,000 | $10,000 | $10,000 |
| Hire of proposed assembly hall | 2 |  | $20,000 | $20,000 |
| **Total Income** |  | **$10,000** | **$30,000** | **$30,000** |
|  |  |  |  |  |
| **Expenditure** |  |  |  |  |
| School landscaping |  | $1,000 | $1,000 | $1,000 |
| Telephone | 3 | $5,000 | $2,000 | $2,000 |
| **Total Expenditure** |  | **$6,000** | **$3,000** | **$3,000** |
|  |  |  |  |  |
| **Net Profit** |  | **$4,000** | **$27,000** | **$27,000** |

**\*Notes:**

1) Tuckshop receipts are expected to be $10,000 per year from 2023 even though these were only $5,000 per year in 2020 and 2021. The reason for the tuckshop’s poor performance over the last two years is theft. Security cameras have now been installed in an attempt to rectify the problem. The enclosed auditor’s statement showing $5,000 in actual tuckshop receipts from January to June 2022 suggest that the expectation of $10,000 annually from the tuckshop in the future is realistic.

2) The assembly hall should be completed in January 2024. It is expected to be hired five nights each week for forty weeks each year at $100 per night which amounts to $20,000 per year in additional receipts.

3) Telephone expenditure is expected to be $5,000 in 2023 as accommodation was organised for an overseas trip involving students at the school. No such trips are planned for future years and consequently telephone expenditure is expected to be $2,000 per year from 2024.

## **APPENDIX 2 – EXAMPLE OF PRINCIPAL SUPPORT LETTER**

**\* PLEASE UTILISE THE SCHOOL LETTERHEAD IF AVAILABLE \***

[Insert date]

Ms Alison Mohr  
A/Assistant Director-General,  
Finance and Assurance Services  
Chief Finance Officer  
Education House  
30 Mary Street BRISBANE 4000

Dear Ms Mohr,

**RE: Support for P&C Loan Application**

***Example 1:***

The State School’s P&C is requesting a $200,000 loan over 7 years via from the Queensland Treasury Corporation (QTC) for a school canteen refurbishment.

I can confirm the school’s support for the canteen refurbishment project and its benefits for students at the school. This project is a high priority for the school which is not currently provided for in infrastructure planning.

The school [will contribute $X][does not plan to make a financial contribution] to the project. The school will manage the GST component via project payments.

I understand that, in the event the P&C is having difficulty in making loan repayments, the school, P&C and the Department’s Finance Branch will work together to agree a suitable plan including:

* + P&C repayment plan
  + school contribution or repayment plan.

[insert Principal’s Name and Signature]