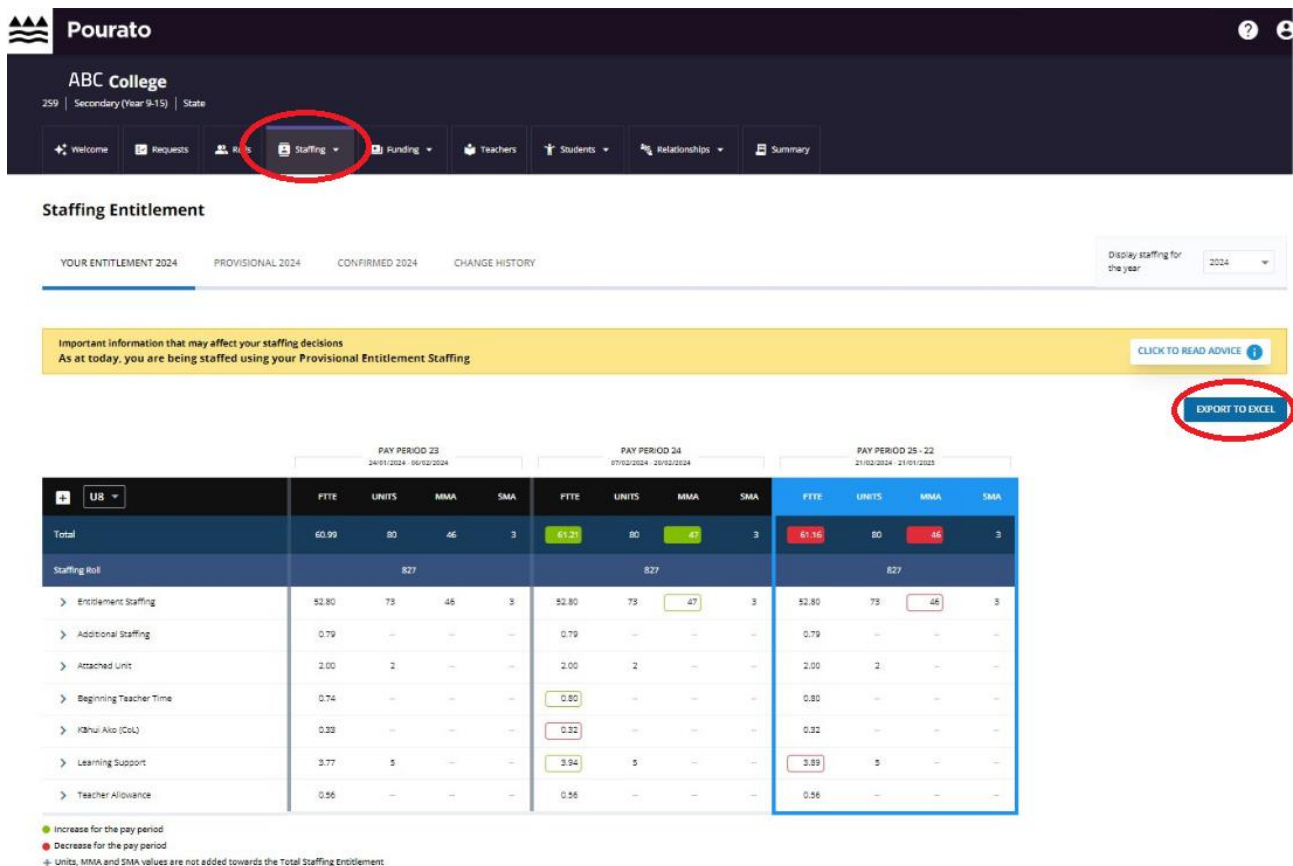


Pourato & Secure Data Portal Checklist: Requested uploads to the Google Drive

Pourato

Staffing Entitlement:

1. Hover over the "Staffing" tab in the toolbar, then click on "Staffing Entitlements."
2. On the Staffing Entitlements page, click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.
3. Upload this file to the AFS Google Drive under "MOE Grant Advices / Staffing Entitlements."



Pourato

ABC College

259 | Secondary (Year 9-15) | State

Welcome Requests **Staffing** Funding Teachers Students Relationships Summary

Staffing Entitlement

YOUR ENTITLEMENT 2024 PROVISIONAL 2024 CONFIRMED 2024 CHANGE HISTORY

Display staffing for the year: 2024

Important information that may affect your staffing decisions
As at today, you are being staffed using your Provisional Entitlement Staffing

[CLICK TO READ ADVICE](#)

[EXPORT TO EXCEL](#)

US	PAY PERIOD 23 24/01/2024 - 06/02/2024				PAY PERIOD 24 07/02/2024 - 20/02/2024				PAY PERIOD 25 - 22 21/02/2024 - 21/03/2024			
	FTTE	UNITS	MMA	SMA	FTTE	UNITS	MMA	SMA	FTTE	UNITS	MMA	SMA
Total	60.99	80	46	3	61.25	80	47	3	61.16	80	46	3
Staffing Roll	827				827				827			
> Entitlement Staffing	\$2.80	78	46	3	\$2.80	78	47	3	\$2.80	78	46	3
> Additional Staffing	0.79	-	-	-	0.79	-	-	-	0.79	-	-	-
> Attached Unit	2.00	2	-	-	2.00	2	-	-	2.00	2	-	-
> Beginning Teacher Time	0.74	-	-	-	0.80	-	-	-	0.80	-	-	-
> Kihui Aho (Col)	0.38	-	-	-	0.32	-	-	-	0.32	-	-	-
> Learning Support	3.77	5	-	-	3.94	5	-	-	3.89	5	-	-
> Teacher Allowance	0.56	-	-	-	0.56	-	-	-	0.56	-	-	-

● Increase for the pay period
 ● Decrease for the pay period
 - Units, MMA and SMA values are not added towards the Total Staffing Entitlement

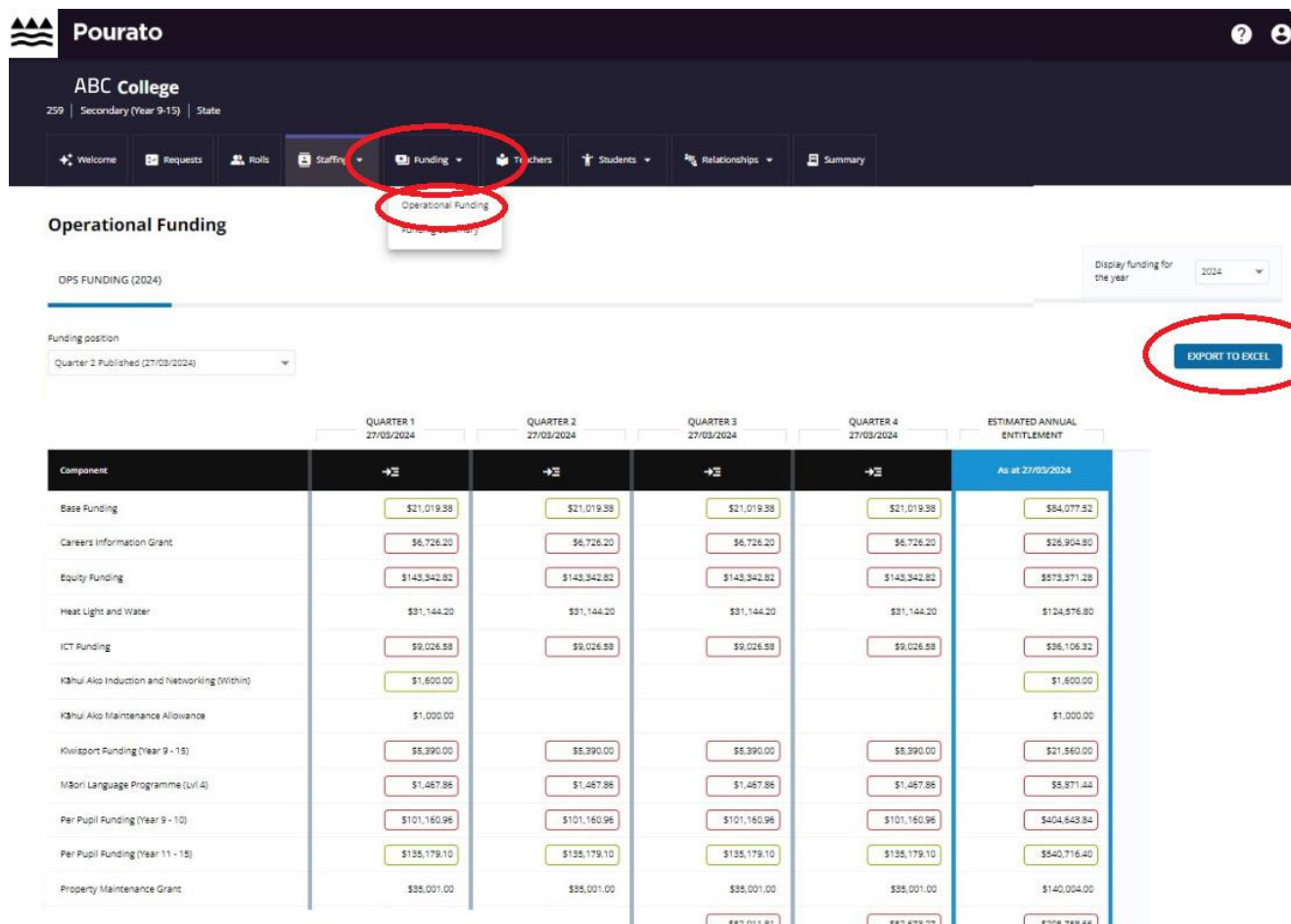
4. If you see a yellow line (as per above), make sure to click into it to access this important information confirming your entitlement (Provisional GMFS).

Note: This should be completed monthly.

Operational Funding:

1. Hover over the "Funding" tab at the top of the toolbar, then click on "Operational Funding".
2. On the Operational Funding page, click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.
3. Upload this file to the AFS Google Drive under "MOE Grant Advices / Ops + Wage Increase Funding Grant."

Note: This should be completed every quarter (January, April, July, and October).



Operational Funding

OPS FUNDING (2024)

Display funding for the year: 2024

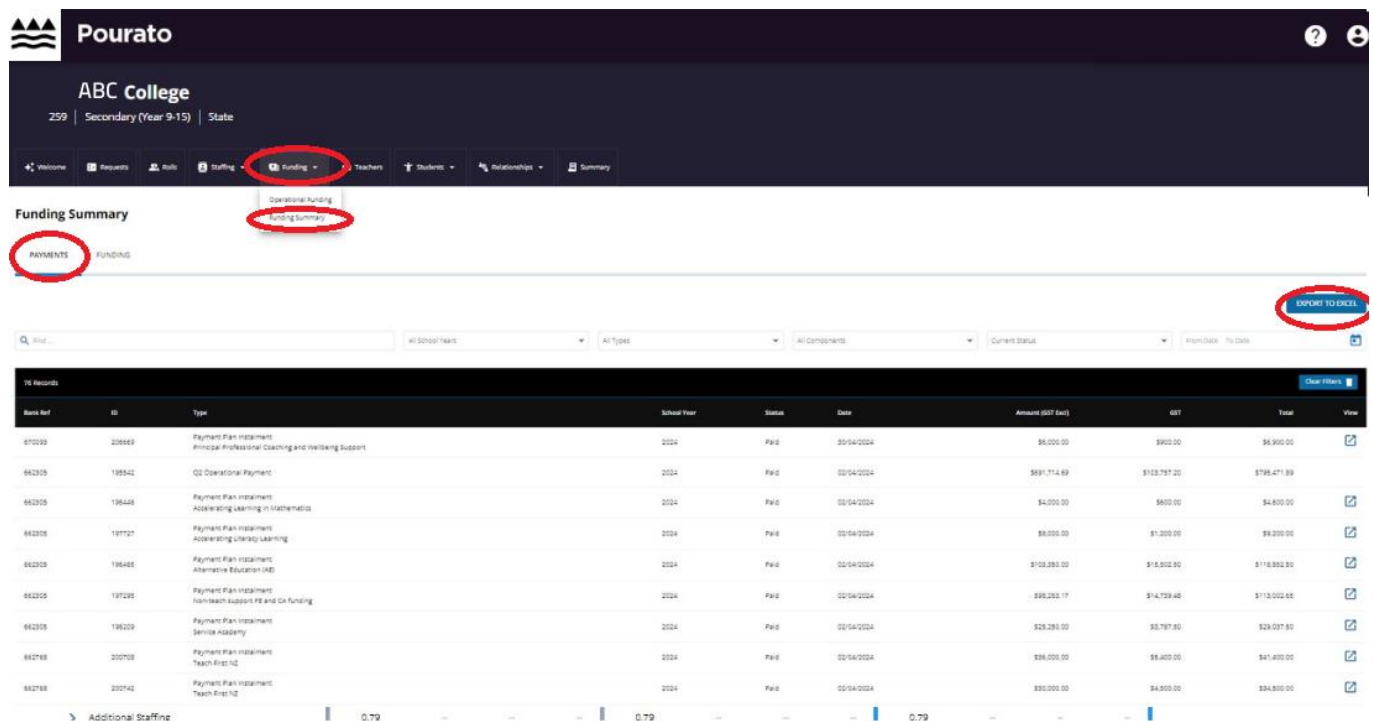
Funding position: Quarter 2 Published (27/03/2024)

Component	QUARTER 1 27/03/2024	QUARTER 2 27/03/2024	QUARTER 3 27/03/2024	QUARTER 4 27/03/2024	ESTIMATED ANNUAL ENTITLEMENT As at 27/03/2024
Base Funding	\$21,019.38	\$21,019.38	\$21,019.38	\$21,019.38	\$84,077.52
Careers Information Grant	\$6,726.20	\$6,726.20	\$6,726.20	\$6,726.20	\$26,904.80
Equity Funding	\$143,342.82	\$143,342.82	\$143,342.82	\$143,342.82	\$573,371.28
Heat Light and Water	\$31,144.20	\$31,144.20	\$31,144.20	\$31,144.20	\$124,576.80
ICT Funding	\$9,026.58	\$9,026.58	\$9,026.58	\$9,026.58	\$36,106.32
Kāhui Ako Induction and Networking (Within)	\$1,600.00				\$1,600.00
Kāhui Ako Maintenance Allowance	\$1,000.00				\$1,000.00
KiwiSport Funding (Year 9 - 15)	\$5,390.00	\$5,390.00	\$5,390.00	\$5,390.00	\$21,560.00
Māori Language Programme (Lvl 4)	\$1,467.86	\$1,467.86	\$1,467.86	\$1,467.86	\$5,871.44
Per Pupil Funding (Year 9 - 10)	\$101,160.96	\$101,160.96	\$101,160.96	\$101,160.96	\$404,648.84
Per Pupil Funding (Year 11 - 15)	\$135,179.10	\$135,179.10	\$135,179.10	\$135,179.10	\$540,716.40
Property Maintenance Grant	\$35,001.00	\$35,001.00	\$35,001.00	\$35,001.00	\$140,004.00
			\$52,011.81	\$52,673.27	\$205,758.66

Funding Summary: Payments

1. Hover over the "Funding" tab in the toolbar, then click on "Operational Funding".
2. Select the "Funding Summary – Payments" and click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.
3. Upload this to the AFS Google Drive under MOE Grant Advices / Ops + Wage Increase Funding Grant.

Note: This should be completed monthly.



Bank Ref	ID	Type	School Year	Status	Date	Amount (\$T Ext)	GST	Total	View
61000	20669	Payment Plan Installment: Principal/Teacher Coaching and Mentoring Support	2024	PAID	20/04/2024	\$6,000.00	\$900.00	\$6,900.00	
64200	19942	Q2 Operational Payment	2024	PAID	02/04/2024	\$891,714.89	\$133,787.20	\$759,471.89	
64200	19648	Payment Plan Installment: Accelerating Learning in Mathematics	2024	PAID	02/04/2024	\$4,000.00	\$600.00	\$4,600.00	
64200	19727	Payment Plan Installment: Accelerating Literacy Learning	2024	PAID	02/04/2024	\$8,000.00	\$1,200.00	\$9,200.00	
64200	19648	Payment Plan Installment: Alternative Education (AE)	2024	PAID	02/04/2024	\$10,000.00	\$1,500.00	\$11,500.00	
64200	19728	Payment Plan Installment: Non-teach support PE and CA Funding	2024	PAID	02/04/2024	\$99,255.17	\$14,739.48	\$113,994.65	
64200	19629	Payment Plan Installment: Service Academy	2024	PAID	02/04/2024	\$25,280.00	\$3,792.00	\$29,072.00	
60200	20070	Payment Plan Installment: Teach First NZ	2024	PAID	02/04/2024	\$38,000.00	\$5,700.00	\$43,700.00	
60200	20070	Payment Plan Installment: Teach First NZ	2024	PAID	02/04/2024	\$30,000.00	\$4,500.00	\$34,500.00	

Funding Summary: Funding

1. Hover over the "Funding" tab in the toolbar, then click on 'Operational Funding'.
2. Select "Funding Summary - Funding" and click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.



Accounting
For Schools

3. Upload this to the AFS Google Drive under MOE Grant Advices / Ops + Wage Increase Funding Grant

Note: This should be completed monthly.

Pourato

ABC College
259 | Secondary (Year 9-13) | State

Home | Requests | Rols | Staffing | **Funding** | Teachers | Students | Relationships | Summary

Funding Summary

Payments | **FUNDING**

Find ... | All Types | All Components | Hide Completed

EXPORT TO EXCEL


ID	Type	Status	Next Payment/Recovery	Paid/Recovered	Amount (GST Excl)	Processed (GST Excl)	Remaining (GST Excl)	View
189116	Payment Plan Alternative Education (AE)	Active	Qtr 3 2024	1/7	\$123,450.00	\$123,450.00	\$0.00	View
218219	Recovery Plan Bereavement Support	Active	Qtr 3 2024	0/1	\$27,888.00	\$0.00	\$27,888.00	View
219289	Payment Plan Non-teach support PR and CA funding	Active	Qtr 3 2024	0/1	\$93,884.44	\$0.00	\$93,884.44	View
187285	Payment Plan Service Availability	Active	Qtr 3 2024	2/4	\$101,000.00	\$50,500.00	\$50,500.00	View
218181	Recovery Plan Teach Exp 1/2	Active	Qtr 3 2024	0/1	\$36,000.00	\$0.00	\$36,000.00	View

Secure Data Portal

1. In the Secure Data Portal, click "download" on the left-hand side menu.
2. All the files showing for the month will need to be downloaded and uploaded to Google Drive. The specific folder location will depend on the file type.

For example:

- Non-teaching pay equity settlement notices should be uploaded to the AFS Google Drive under 'MOE Grant Advices / Ops + Wage Increase funding grant,'
- ESOL funding letter should be uploaded to 'MOE Grant Advices / ESOL.'



MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Secure Data Portal

[Log Out](#)

[Home](#)
[Download](#)
[History](#)

Current User

User: rachelsmith

Institution No: 291

Welcome to the Secure Data Portal

Schools use the data portal to send files securely to the Ministry of Education. Schools can use the data portal to send the following files:

- School Roll Returns Data Files (.moe file)
- Attendance Survey
- Schools planning and report documents
- Other files as needed

Previously Uploaded Files

Below is a list of files you've previously uploaded. You can click on the History button in the menu bar to see the details of other files you've sent.

File	File Type	Date	Time	User
ABC College 2023 Audited Annual Financial Statement.pdf	School Planning and Reporting	2024-05-31	14:26:15	Jenny
ABC College_ESOL_ELLPStatList (1).xlsx	ESOL funding	2024-03-04	15:06:11	Jenny
521130 NNC Strategic planning 2024.pdf	School Planning and Reporting	2024-02-29	06:21:31	Andrew Robertson

How to send your File(s) to the Ministry of Education:

1. Use the drop-down list(s) to select the File Type(s) you want to send e.g. .moe file.
2. Click on the Choose File buttons and find your file(s) on your computer.
3. Once you have selected the file(s) you want to send, click on the Upload file(s) button.
4. A message will show beneath the upload button confirming the upload was successful.
5. Log out of the Secure Data Portal once you have successfully uploaded your file(s).

File Type

▼

File Name

Choose File
No file chosen

Remove