

2018 School Operated Canteen Trading Statement

Any school that operates a school operated canteen for any period during 2018 must submit a 2018 School Operated Canteen Trading Statement by COB Friday 15 March 2019.

To assist you in preparing your statement, the following documents are available by selecting the link or by visiting the [Schools Finance Website – School operated canteen](#).

- [a procedures document](#)
- [an information sheet](#) and
- [a Trading Statement template in Excel](#)

Please note:

- The opening stock figure for Quarter 1 must be manually entered in Cell I20
- The opening stock figure must match the closing stock figure from the previous year.
- Your closing stock figure must be entered into Cell I26
- The opening stock figures for each subsequent quarter does not need to be entered as the formula will automatically populate these cells.
- The Closing Stock figure must be manually entered for every quarter.
- Opening stock figures for the remaining three quarters (ie quarters 2, 3 and 4) do not need to be entered as there is a formula in the template which carries the closing stock figure from the previous quarter into the new quarter. You are required to enter “Closing Stock” figures for all four quarters.

All completed and signed Trading Statement must be submitted via email to sfsu.afs@det.nsw.edu.au by **COB Friday, 15th March 2019**.

If you have any questions regarding the preparation of your School Operated Canteen Trading Statement please contact EDConnect by logging an online query or phoning 1300 32 32 32.