*Figure 1. Operations Grant instalment example:*

**Resourcing Division**

Operations Grant Instalment Notice

(All Amounts are GST Exclusive)

School No. : 007

Example School

P O Box 99

Fake town

Financial Summary

|  |  |  |
| --- | --- | --- |
| **Description** | **Entitlement** | **Manual Payments Paid** |
| **Initial Entitlement** | $$$$$ | $$$$$ |
| **Adjustments**AliM 16-Mar-2016ALL 16-Mar-2016MST 16-Mar-2016 | $$$$$ALiM, ALL and MST funding found here$$$$$$$$$$ | $$$$$$$$$$$$$$$$ |
| **Initial Entitlement and Adjustments**Instalments paid**Manual Payments Paid****TOTAL YEAR TO DATE** | $$$$$ | $$$$$ |
| Balance Outstanding% of outstanding balance**Instalment (less Manual Payments paid)** | $$$$$100%$$$$$ |  |

*Figure 2. Operations Grant remittance advice example - the Invoice Description will be ‘ALL’ or ‘ALiM’ or ‘MST’*

Ministry of Education

National Office 33 Bowen Street, P. O. Box XXX

Thorndon, Wellington

Phone, Facsimilie

 Example School

 Main road

Random town

**Remittance Advice**

The following payment will be credited by the Ministry of Education into your bank account.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Your Reference | Description | Amount |
| 16-Mar-2016 | ALL | ALL | $$$$$ |
| Total Payment |  |  |  |

ALL, ALiM or MST will appear here

**Payment information**

Bank account number: 123456789-00

Payment Date: 16-Mar-2016

Particulars: XX

MOE Reference: 12345