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|  | **Verantwoording van de werkingstoelagen** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
|  | Agentschap voor Onderwijsdiensten  **Afdeling Scholen en Leerlingen**  Koning Albert II-laan 15 bus 138  1210 BRUSSEL  [Contacteer ons via Berichten in Mijn Onderwijs](https://onderwijs.vlaanderen.be/nl/directies-administraties-en-besturen/tools-voor-scholen-en-centra/mijn-onderwijs-voor-directies-en-administraties) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
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|  | *Waarvoor dient dit formulier?* *U kunt dit formulier gebruiken om de aanwending van de werkingstoelagen te verantwoorden. Alleen het officieel gesubsidieerd onderwijs is verplicht dit formulier te gebruiken.* *Wanneer moet u dit formulier invullen?* *U vult dit formulier in op het einde van elk kalenderjaar, dat loopt van 1 januari tot en met 31 december.* *Wie vult dit formulier in?* *De gemandateerde van de inrichtende macht vult dit formulier in en ondertekent het.* *Hoe bezorgt u dit formulier?* *Bezorg ons het volledig ingevulde en ondertekende formulier* ***als pdf-bestand*** *via* ***Mijn Onderwijs****.*  ***Opgelet****: om dit formulier te versturen, hebt u toegang nodig tot het thema ‘Structuur en organisatie’ in Mijn Onderwijs. U kunt die rechten nakijken in Mijn Onderwijs onder het tabblad 'Mijn profiel' bij 'Mijn thema's'.*  *U kunt het formulier in Mijn Onderwijs opladen door de volgende stappen te doorlopen:*   * *Log in op Mijn Onderwijs en ga naar het tabblad 'Documenten'.* * *Kies 'Document versturen' en vul de verplichte velden in:*   + *Selecteer de instelling waarvoor u een document wilt doorsturen.*   + *Selecteer het type formulier dat u wilt doorsturen. (Dit formulier is* ***Verantwoording van de werkingstoelagen.****)*   + *Selecteer het schooljaar waarop deze melding betrekking heeft. Standaard staat dit op het lopende schooljaar.* * *Klik in hetzelfde scherm op de knop '+Bijlage toevoegen' en selecteer het opgeslagen bestand. Daar wordt de naam van het toegevoegde bestand onder de knop '+Bijlage toevoegen' weergegeven.* * *Klik op de knop 'Stuur document(en) door' om het bestand aan AGODI te bezorgen. Daarna verschijnt in het scherm 'Document versturen' een blauwe balk met de vermelding* ***'Uw document(en) zijn succesvol verstuurd'****.*   *Als het document opgeladen is, vindt u het terug onder het tabblad 'Documenten' bij 'Verstuurd door instelling'.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Gegevens van de inrichtende macht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **1** | **Vermeld hieronder het boekjaar waarop dit formulier betrekking heeft.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2** | **Vul de gegevens van de inrichtende macht in.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | straat en nummer | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | postnummer en gemeente | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | telefoonnummer | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | e-mailadres | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3** | **Vul de gegevens in over de plaats waar de boekhoudkundige documenten worden bewaard.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | straat en nummer | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | postnummer en gemeente | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | telefoonnummer | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Financiële gegevens | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4** | **Vul de gegevens van de slotrekening in.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **5** | **Vul de gegevens van de ontvangsten en uitgaven van de werkingstoelagen in.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **A** | **ontvangsten** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **bedrag** | | | | | | | | | | | |
|  | **1** | batig saldo werkingstoelagen vorig boekjaar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
|  | **2** | ontvangen werkingstoelagen: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
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|  | **a** | schooljaar: | | | | | | | | | |  | | |  | | | |  | |  | |  | | - | |  | |  | |  |  | |  | | | | |  | | | |  | | | | | | euro | | | | | |
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|  | **b** | achterstallen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
|  | **3** | ontvangsten uit: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | |
|  | **a** | verkoop en diensten (koninklijk besluit van 12 februari 1976) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
|  | **b** | verhuring | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
|  | **c** | andere ontvangsten. *Licht die toe in vraag 6.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
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|  |  | **totaal (A)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | **euro** | | | | | |
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|  | **B** | **uitgaven** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **bedrag** | | | | | | | | | | | |
|  | **1** | M.V.D.-personeel: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | |
|  | **a** | lonen en sociale lasten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **b** | andere uitgaven (vergoedingen en voordelen in natura) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **c** | facturen van gespecialiseerde onderhoudsfirma’s | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **2** | verwarming | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **3** | elektriciteit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **4** | water en gas | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **5** | onderhoudsproducten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **6** | bureaukosten (bv. kantoorbenodigdheden, telefoon, drukwerk, publiciteit) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **7** | vervoer van leerlingen: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | |
|  | **a** | ophaaldienst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **b** | intern vervoer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **8** | onroerende goederen: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | |
|  | **a** | huur | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **b** | huurdersonderhoud | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **c** | eigenaarsuitgaven | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **d** | leninglast | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **9** | roerende goederen: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | |
|  | **a** | vermogensgoederen en duurzaam materiaal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **b** | ander materiaal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **c** | bibliotheek | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **d** | huur, onderhoud en herstelling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **10** | prijsuitdeling, schoolreizen, schooluitstapjes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **11** | verzekering leerlingen en onderwijzend personeel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **12** | verzekering roerende en onroerende goederen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **13** | grondstoffen voor onderwijsdoeleinden (bv. hout, ijzer, papier, krijt) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **14** | schoolbehoeften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
|  | **15** | andere uitgaven. *Licht die toe in vraag 7.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
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|  | **16** | totaal van uitgavenpost 1 tot en met 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | | | | | |
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|  | **17** | eventueel nadelig saldo vorig boekjaar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | euro | | | | | | |
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|  |  | **totaal van de uitgaven (B)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | **euro** | | | | | |
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|  | **C** | **saldo (A-B)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | **euro** | | | | | |
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| **6** | **Licht de *andere ontvangsten* toe waarnaar u verwijst in vraag 5 bij A3c.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **andere ontvangsten** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **bedrag** | | | | | | | | | | |
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| **7** | **Licht de *andere uitgaven* toe waarnaar u verwijst in vraag 5 bij B15.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **8** | **Vul de onderstaande bedragen in met toepassing van artikel 32, §1, tweede lid, van de wet van 29 mei 1959.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | a | | totaalbedrag van de ontvangen werkingstoelagen tijdens het boekjaar waarop deze slotrekening betrekking heeft | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | |
|  | b | | minimaal te besteden bedrag aan lonen en sociale lasten van het meesters-, vak- en dienstpersoneel (20 % van a) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | |
|  | c | | werkelijk daaraan besteed bedrag tijdens hetzelfde boekjaar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | |
|  | d | | verschil tussen b en c in + of - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | |
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| **9** | **Vul de gegevens in van de financiële rekening op 31 december.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | postrekeningen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | |
|  | bankrekeningen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | euro | |
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|  | **totaal**. *Dit bedrag moet overeenstemmen met het saldo (C) in vraag 5.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | **euro** | |

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| **10** | **Vul de onderstaande verklaring in.** | | | | | | | | | | | | | |
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|  | **Ik bevestig dat alle gegevens in dit formulier naar waarheid zijn ingevuld.** | | | | | | | | | | | | | | |
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|  | voor- en achternaam |  | | | | | | | | | | | | | |