1. **Rationale:**

   1.1 Targeted resource allocation is essential in ensuring the best possible results for students are achieved from limited resources.

2. **Aims:**

   2.1 To ensure that funds are used as effectively as possible to improve student learning outcomes.

3. **Implementation:**

   3.1 The school has access to limited funds, including limited locally raised funds.

   3.2 Some funds are required to be spent in certain ways or on specific projects.

   3.3 The remaining funds may be spent at the School Council’s discretion.

   3.4 A Finance subcommittee of School Council will assist the principal in the formation, prioritisation and monitoring of all budgets.

   3.5 There are six stages in the preparation of a budget.

   3.5.1 Stage one: Timeline

       • A timeline will be developed for the budget process, working back from the date the budget is to go to council for final approval (usually November/December). Existing committee dates and schedules also need to be considered. Timelines should be realistic. The budget process for the following year will begin in term 3. The timeline will be developed and published in mid term 3.

   3.5.2 Stage two: Anticipated revenue

       • Information about all sources from which revenue are likely must be identified in the budget. All sources of funds and estimates for the forthcoming year, for example the Student Resource Package, will be listed. Often it will not be possible to calculate exact amounts until such factors as the actual enrolment are known. However, close approximations will be made and corrected when actual amounts are known. The process will not be completed until the Indicative SRP for the following year is received.

   3.5.3 Stage three: Anticipated expenditure

       • Management groups will meet to consider program needs for the following year. They will develop budget submissions on the approved proforma. All budget submissions will be made in reference to the guidelines regarding the three level priority system.

       • Priority 1: Purchases that are essential for the program to operate.

       • Priority 2: Purchase that would be useful should funds become available.

       • Priority 3: Purchases are long term or unusually expensive.

       • A date by which all submissions must be received will be specified in the timeline. It should be realistic and allow enough time for proper revenue estimates to be made.

   3.5.4 Stage four: Initial adjustments

       • In bringing together the anticipated revenue and program expenditure, it will become clear whether there are adequate resources available to meet the program expenditure requests. In the likely event that budget submissions are greater than the funds available, some submissions will need to be reduced, unfunded or require School Council raised funds.

   3.5.5 Stage five: Final adjustments
• As a result of feedback on the draft, final adjustments can be made before its submission to council for adoption. These adjustments should include fine-tuning or redrafting based on the latest information available.

3.5.6 Stage six: Approving/adopting the budget

• In approving and, therefore adopting the master budget, the council must ensure that:
  • the budget has been prepared in a collaborative manner using the widest levels of consultation practicable
  • the budget reflects the school’s policies and priorities.

• Initial review and adjustment may be made to the budget in the following February when the school council is in a better position to finalise budgeted receipts and payments for the year based on February enrolments. The budget should also be regularly reviewed and monitored over the course of the year. Any changes to the approved budget that affect the ‘bottom line’ should be minuted at School Council and subsequently amended on CASES21.

3.6 The school’s priority programs, as shown in the Strategic Implementation Plan, will attract a high priority when budgets are being decided.

3.7 Aggregated statistical data may contribute to decisions of budget priority.

3.8 Budget submissions must be submitted on the agreed proforma, and may supported by a Program Budget Evaluation sheet, both of which are available on the school intranet as template documents.

3.9 Budgets will not be based on historical allocations, but will instead be targeted toward areas of greatest need.

3.10 Annual budgets must be balanced against longer-term school projects or significant equipment purchases.

3.11 All purchases and allocations made from locally raised funds will be approved by the School Council.

3.12 Whilst the principal always retains overall responsibility for the day-to-day financial management, the principal may delegate individual staff members or management groups, the responsibility of management of specific budgets.

3.13 The expenditure of, and outcomes achieved by each budget will be monitored and reported in full to the School Council.

4. Evaluation:

4.1 This policy will be reviewed annually as part of the school’s three-year review cycle.

References:
7.5 Budget responsibility and planning
7.6 Monitoring revenue and expenditure