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**Ratified by B.O.T.**    **Date: 10 June 2017**                      **Review Date: 10 June 2020**

**Signed Chairman:**

**POLICY TITLE:**                      **Budget preparation**

**POLICY NUMBER:**            **2**                                      **NAG'S REF:**            **4**

**PURPOSE:**

To provide an efficient system for the preparation of the Annual Budget.

**GUIDELINES / OBJECTIVES:**

The following information is required to prepare the next year's Budget:

- a. The amount of MOE operational funding the school will receive. Advice of this amount should be received before 15 November of the preceding year.
- b. In consultation with staff, develop a draft plan of desirable or needed resources for curriculum and maintenance areas.
2. With the above information, Principal in consultation with senior staff, prepare a draft Budget for the BOT.
3. When BOT adopt the Budget formally, authorised staff are able to purchase goods and services to the limit of their Budgets.
4. All Budget figures will be presented GST exclusive.

5. **Timetable to prepare the Budget:**

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|-----------------|---|
| a. Sept/October | Staff invited to present their recommendations on curriculum and resources etc purchases.   |
| b. November     | Principal prepare draft Budget in consultation with senior staff.                           |
| c. December     | Draft Budget to BOT meeting for approval and/or adjustments.                                |
| d. Jan/February | BOT final approval of the new year's Budget.  |
| e. February     | Staff with budget responsibilities selected, and advised of budget amount for current year. |