



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Financial Planning Policy

The Primary School and the Proprietors' Trust (incorporating the Kindergarten and Playgroup) are separate legal entities and so separate budgets are drawn up for each entity. This policy relates to the Financial Planning of the Primary School.

1. The Board is accountable for ensuring that the use of school funds is budgeted for appropriately. The budget will be:
 - (a) Prepared in November of the previous year
 - (b) Prepared by the Board Treasurer and Executive Officer in consultation with the Management Team, the Primary School teachers and with the Proprietors Trust.
 - (c) Presented for approval by the whole Board at the Board meeting - at the latest in December of the previous year.
2. The budget will:
 - (a) Reflect the results sought by the Board
 - (b) Reflect the priorities established by the Board in the Strategic Plan
 - (c) Comply with the Board's requirement of a balanced budget
 - (d) Ensure adequate working capital
 - (e) Demonstrate an appropriate degree of conservatism in all estimates
 - (f) Include professional expenses and costs of professional development for all staff
 - (g) Be a public document available to any member of the school community.
3. Amendments to the budget may be made by management without Board approval, if the value of the change to the original budget is under \$2,500 and all affected budget holders agree to the change.
4. Unspent budgets are not carried into the following year unless either express approval has been granted by the Management Team in response to a written request, or the budget is from tagged funding (ie funding given to the school for a specific purpose).

All staff, members of the Board and the school community are informed of this policy and consulted with prior to any changes.

Signed:

Designation:

Dated: ____/____/____

Review Date: ____/____/____