



Education

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## Financial Planning Policy

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

1. The Proprietors Trust is accountable for ensuring that the use of Trust funds is budgeted for. The Management Team is responsible for budget preparation. The budget will be:
  - (a) Prepared in November of the previous year
  - (b) Prepared by the Trust Chair, Kindergarten Head Teacher and Executive Officer in consultation with the Management Team, the Kindergarten teachers and with the Proprietors Trust.
  - (c) Presented for approval by the whole Trust meeting at the latest in December of the previous year
  
2. The budget will:
  - (a) Reflect the results sought by the Proprietors Trust
  - (b) Reflect the priorities established by the Trust in the Strategic Plan
  - (c) Comply with the Trust'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.

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

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Signed: Kussi Hartado Name: Kussi Hartado  
Dated: 14 / 09 / 23 Review Date:      /      /