

Policy: **Financial Management - Budgets**

Policy Statement

The Manurewa High School Board of Trustees acknowledges that each year funds will be allocated to reflect the school’s priorities as outlined in the charter, strategic and annual plan and financial goals.

Procedural Guidelines

- All accounts held with the school will be monitored by the Business Manager/Board monthly.
- Financial goals reflecting priorities in the Charter/Strategic Plan for the next financial year are prepared by the Principal and the Manurewa High School Board of Trustees.
- Classroom requirements – Heads of Learning Areas will prepare a detailed list of proposed spending for the following year and submit this to the Business Manager early in October. Priorities and reasons for changes in expenditure are to be listed along with an evaluation of current year allocation.
- Co-curricular, Property and Administrative areas of the school will also be invited to make submission.
- The Business Manager and Principal will collate submissions and recommendations, and prepare a draft budget which will be presented to the Board for consideration.
- The Manurewa High School Board of Trustees will approve the draft budget at the November meeting. Budget holders will then be advised of the outcome.
- Each financial year a set of accounts will be prepared in a timely and appropriate fashion, including Statement of Service Performance.
- An auditor will be appointed for the school triennially.

Review schedule: September 2018

ADOPTED BY BOARD OF TRUSTEES			
Date	21 June 2002	Chairperson	M J Bailey
REVIEWED	Date 27 August 2003	Chairperson	M J Bailey
REVIEWED	Date 24 November 2004	Chairperson	S Smith
REVIEWED	Date 24 September 2008	Chairperson	S Smith
AMENDED	Date 26 September 2011	Chairperson	S Smith
AMENDED	Date 27 October 2015	Chairperson	S Smith
REVIEWED/AMENDED	Date	Chairperson
REVIEWED/AMENDED	Date	Chairperson

