



BUDGET EXPENDITURE POLICY

Rationale:

- To ensure that all Program Budgets are expended effectively and efficiently

Aims:

- To ensure resources requested by Program Leaders are purchased for use in the given year
- To ensure timely expenditure of Program Budgets

Implementation:

- All Program Leaders will request budgets as per the budget process at the beginning of Term 4 of the previous year
- All Program Leaders will be informed of indicative budgets by the end of Term 4 of the previous year
- Program Leaders will monitor and spend their budgets in a responsible manner to ensure resources are accessed equitably
- Program Leaders will ensure budgets are spent throughout the year as per finance guidelines
- The Finance Committee will assess budget expenditure each term and amend the budget accordingly
- All curriculum budgets will close at the end of Term 3 of the current year
- Any unspent funds will not be carried forward to the following year unless otherwise approved by Finance Committee

Evaluation:

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

This policy was last ratified by School Council in....

November 2016