

## 10.3 Budgeting and Planning Policy

To ensure the effective and efficient management of the service, the Approved Provider and Coordinator shall work collaboratively together to develop effective and responsible budgetary guidelines for the ongoing operation of the service.



### Relevant Laws and other Provisions

- See your service's 'Constitution' or 'Rules' or 'Memorandum and Articles of Association' or equivalent for limitations and role of management Committee or other governing body
- *Associations Incorporation Act, 1981, (Qld)* or *Corporations Act, 2001* may apply (e.g. directors' duties) to your management committee or board or other governing body. Take expert advice if you are unsure of this.
- *Accounting Manual for Parents & Citizens' Associations (if P&C managed service)*
- *National Quality Standard, Quality Area 7 – Governance and leadership*
- Policies: 6.1 - *Space and Facilities Requirement*, 6.2 - *Provision of Resources and Equipment*, 8.3 – *Recruitment and Employment of Educators*, 8.4 – *Educator Professional Development and Learning*, 10.4 – *Fees*, 10.17 – *Strategic Planning*.



### Procedures

An annual service budget will be prepared by the Approved Provider working in consultation with the Nominated Supervisor/Coordinator to be tabled at the AGM.

Budgets will take into account the need for appropriate and adequate employees, facilities, equipment, maintenance and the requirements of the service policies and procedures.

Budgets will also take into account the professional development needs of educators at the service with a yearly allocation for training relating to their job role.

Service budgets will be used in the strategic planning process to ensure allowances are made for major items of expenditure such as replacing computers, resources and/or furniture.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	26.07.21	October 2021 ?
		October 2024	November 2024
		April 2026	May 2026