

Good Practice: Program Budget Guidelines



Warrnambool East Primary School

Program Budget Guidelines

Curriculum Programs <year>

“Where Effort Produces Success”

INTRODUCTION

The Program Budget process consists of estimating the funds the school will receive in <year> and allocating them to various school programs. To enable the resources sub-committee to complete this process, curriculum and department leaders are requested to submit a budget for each program under their control. The resources sub-committee has the responsibility of approving or adjusting all Program Budgets and allocating the necessary funds to ensure the success of the program.

The resources sub-committee will also ensure that the Student Resource Package reflects the goals and priorities of the school as expressed in the School Strategic Plan.

The Program Budget Process

A. The following steps need to be followed by the curriculum leaders when developing a Program Budget.

1. List the major goals of the program and indicate how they relate to the goals and priorities of the School Strategic Plan.
2. List the resources necessary to carry out the program.
3. Provide an evaluation process for the program.
4. Submit the Program Budget to the resource sub-committee.
5. Monitor and evaluate the program during the <year> school year.

B. The following steps need to be followed by the department leaders when developing a Program Budget.

1. List the resources required under each program and total each area.
2. Determine IMEC and Class material charges for <year>.
3. Submit the Program Budget to the resource sub-committee.
4. Monitor and evaluate the program during the <year> school year.

Monitoring the Program Budget

A budget report will be provided each month to enable Curriculum Leaders to monitor the program spending.

Time line for the Budget Process

August <date>	Budget Information to Department and other relevant Leaders
September <date>	Draft Program Budgets completed
September <date>	Cut-off date for orders
November <date>	Program Budgets to the Resources Sub-committee
November <date>	Program Budgets to the School Council

The Program Budget Proforma

A special proforma is provided for each Program Budget. The budget must detail the funds needed to run the program for the following year. All curriculum budgets need to take account of GST implications.

Department : **YEAR PREP** Estimated Expenditure for <year> : Working Sheet
 Budget : \$x,xxx.00 <number> Preps + <number> staff =Total

		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Other											
TOTALS (must equal total budget)											

IMEC / CLASS MATERIALS COSTS							
	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Estimated Expenditure <year> Working Sheet

Year 1

<number> Students Year 1 + <number> staff

Total Budget : \$ x,xxx.00

		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	OTHER
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Teacher Requisites	0037										
Other											
TOTALS (must equal total budget)											

IMEC / CLASS MATERIALS COSTS

	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Estimated Expenditure for <year> : Working Sheet

Year 2

<number> Students Year 2 + <number> staff

Total Budget : \$ x,xxx.00

		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	OTHER
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Teacher Requisites	0037										
Other											
TOTALS (must equal total budget)											

IMEC / CLASS MATERIALS COSTS

	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Department : **YEAR 3** Estimated Expenditure for <year> : Working Sheet
 <number> Year 3 + <number> staff Total Budget : \$ x,xxx.00

		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	OTHER
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Teacher requisites	037										
Other											

TOTALS (must equal total budget)

IMEC / CLASS MATERIALS COSTS

	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Department : **YEAR 4** Estimated Expenditure for <year> : Working Sheet
 <number> Year 4 + <number> staff Total Budget : \$ x,xxx.00

		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	OTHER
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Teacher requisites	037										
Other											

TOTALS (must equal total budget)

IMEC / CLASS MATERIALS COSTS

	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Department : **YEAR 5** Estimated Expenditure for <year> : Working Sheet
 <number> Year 5 + <number> Staff Total Budget : \$x,xxx.00

		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	OTHER
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Teacher Requisites	037										
Other											
TOTALS (must equal total budget)											

IMEC / CLASS MATERIALS COSTS							
	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Department : YEAR 6 Estimated Expenditure for <year> : Working Sheet <number> Year 6 + <number> Staff Total Budget : \$x,xxx.00											
		PROGRAM →	ARTS	ENGLISH	HEALTH / PHYS ED	MATHS	SCIENCE	S.O.S.E.	LEARN TECHNOL	P.D.	OTHER
Expenditure Type (Level 3)	CODE	Details of purchases (Optional)									
Subscriptions/ Affiliations	0124										
Computer Software	0024										
Purchase of Equipment	0022										
Class Materials	0042										
Teacher References	0052										
Conferences /Seminars	0120										
Teacher Requisites	037										
Other											
TOTALS (must equal total budget)											

IMEC / CLASS MATERIALS COSTS							
	2002	2003	2004	2005	2006	2007	Justification for increase in costs.
IMEC							
Class materials							
TOTAL							

Area - ARTS

Estimated Expenditure for <year> : Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

KLA Area - P.E.

Estimated Expenditure for *<year>* :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

KLA Area - English

Estimated Expenditure for *<year>* :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

KLA Area - Mathematics

Estimated Expenditure for <year> :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

KLA Area - LOTE

Estimated Expenditure for *<year>* :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - School Wellbeing

Estimated Expenditure for <year> :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Facilities

Estimated Expenditure for <year>:

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Student Welfare

Estimated Expenditure for *<year>* :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Library

Estimated Expenditure for *<year>* :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Professional Development Central

Estimated Expenditure for <year>:

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Integration Working Sheet

Estimated Expenditure for *<year>* :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Learning Technologies (Central) Working Sheet

Estimated Expenditure for <year> :

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
Subscriptions/ Affiliations	0124		
Computer Software	0024		
Purchase of Equipment	0022		
Class Materials	0042		
Teacher References	0052		
Professional Development	120		
Other			
TOTAL BUDGET		Total	

Program - Administration Working Sheet

Estimated Expenditure for <year>:

Total Budget : \$ x,xxx.00

Expenditure Type (Level 3)	COST 2004	Cost 2005	Details of expenditure	Difference Amount \$
0006	\$		Workcover	
0021	\$		Furniture	
0022	\$		Equipment	
0023	\$		Equipment repairs	
0036	\$		Office Requisites	
0071	\$		Postage	
0072	\$		Telephone/Fax	
0082	\$		Electricity	
0083	\$		Gas	
0084	\$		Rates	
0119	\$		Advertising	
0127	\$		First Aid	
0128	\$		Hospitality/Public Relations	
TOTAL BUDGET			TOTAL BUDGET	

Program - Estimated Expenditure for <year> : Working Sheet

Expenditure Type (Level 3)	Code	Details of expenditure	Amount \$
TOTAL BUDGET		Total	

WARRNAMBOOL EAST PRIMARY SCHOOL ESTIMATED EXPENDITURE BUDGET <year>

CURRICULUM COMPONENT :

Calculated according to student numbers.

DEPARTMENT	Number of children	\$ AMOUNT
PREP		\$
YEAR 1		\$
YEAR 2		\$
YEAR 3		\$
YEAR 4		\$
YEAR 5		\$
YEAR 6		\$
TOTAL BUDGET :		\$

YEAR x BUDGET

The following people are asked to begin the budget program for <year>
Draft budgets are required by September <day> <year>

1. Department level

Prep	\$	<i>name</i>
Year 1 / 2	\$	<i>name</i>
Year 3 / 4	\$	<i>name</i>
Year 5 / 6	\$	<i>name</i>

2. School wide K.L.A. budget

Arts	\$	<i>name</i>
Health & Physical Education	\$	<i>name</i>
English	\$	<i>name</i>
Mathematics	\$	<i>name</i>
LOTE	\$	<i>name</i>

3. School Wide

School Wellbeing	\$	<i>name</i>
Maintenance & Minor Works	\$	<i>name</i>
Student Welfare	\$	<i>name</i>
Library	\$	<i>name</i>
Professional Dev – Central	\$	<i>name</i>
Integration	\$	<i>name</i>
Learning Technologies (Central)	\$	<i>name</i>
Canteen	\$	<i>name</i>
Administration	\$	<i>name</i>
Camps/Excursions	\$	Department Leaders
Assessment and Reporting	\$	Principal
School Council Reserve	\$	Principal
Student Requisites	\$	Department Leaders
Accountability	\$	Principal
Photocopying	\$	Principal
Gifted and Talented	\$	<i>name</i>