



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Budget**

The board of trustees consults with staff who have budgeting responsibilities to draft a budget for each year. The budgeting responsibilities of staff include monitoring expenditure and providing information for forward planning. In drafting the budget, the identified strategic priorities of the school, and the school's local curriculum and professional development planning, are considered.

The draft budget is presented at the November meeting of the board for adoption at the first board meeting of the next year. The adoption is recorded in the minutes of that meeting.

The budget is used to monitor expenditure in a summary of monthly comparatives the following year. The budget may not be changed without a board of trustees resolution.

The school complies with all asset and property obligations, and budgets and implements a maintenance programme.