

Child Side School Procedure for Purchasing Resources

1. Each year a budget is approved and endorsed by the Governing Council and administered by the School Administrator.
2. Through the budget it is determined how much money is available to be spent on school resources and consumable items.
3. At Staff Dialogue level, staff prioritise what resources and consumable items are needed in order to meet the needs of the children for that particular school year.
4. All planned purchases need to be checked and approved by the School Administrator or Senior Educator prior to ordering or purchasing.
5. The School Administrator checks each purchase request against the current Income and Expenditure Statement and the budget to ensure that the purchase request remains within the allocated budget. The School Administrator keeps staff informed about remaining funding levels.
6. The Governing Council review the state of the finances at each meeting held approximately twice a term. The Governing Council may adjust budget line items as needed to ensure that the overall budget is adhered to.
7. The School Administrator communicates this information to the staff through Staff Dialogue particularly if expenditure on resources needs to be reduced for any reason.
8. All large capital purchases need to be approved by the Governing Council.

Reviewed June 2011- Ratified by COM on 10/8/2011

Reviewed March 2014 – Ratified by GC on 26/3/2014