Kunyung Primary School

5182

Draft Program Budgets

2017

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| --- | --- |
| Version | Date Modified |
| 1.0 | 4th November 2016 |
| 2.0 | 6th February 2017 |
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PROGRAM BUDGETING

Each year our finance committee has the job of determining the budget for the following year based on evaluation of the current programs. Parents, teachers and students can all play a role in this process, contributing their suggestions as to how we can best use human and other resources so that our school environment provides each individual with the opportunity to achieve his or her 'personal best'.

It is important that the process is based on the needs of the school community. Financial support for these programs must then be considered. Government grants, sponsorship, hire of facilities, interest, commission, fundraising and parent contributions provide our revenue.

School council ratifies and monitors the expenditure of these funds.

Income and expenditure for 2017 has been estimated as:

|  |  |  |
| --- | --- | --- |
| **Income** | **(Estimate - see Appendix 1)** |  |
|  | Department of Education and Training (DET) | $399,554 |
|  | Other Government Grants | $8,000 |
|  | Locally Raised Funds | $245,000 |
|  | Uncommitted Funds from 2016 | $33,583 |
|  | **Total:** | **$686,137** |
|  |  |  |
| **Expenditure** | |  |
|  | Curriculum Programs (See Appendix 4) | $92,841 |
|  | School Charter Priorities (See Appendix 5) | $17,300 |
|  | Building Services/Cleaning/Maintenance(See Appendix 6) | $137,285 |
|  | Administration (See Appendix 7) | $279,625 |
|  | Specific Purpose Programs (See Appendix 8) | $104,019 |
|  | School Council Initiatives (Appendix 9) | $55,000 |
|  | **Total:** | **$686,070** |
|  | **Surplus / Deficit** | **$67** |

Timeline

*August*

Collation of information from community gathered throughout the year:

\* Parent, student and staff surveys

\* Committee reports

\* On going staff evaluation.

*September*

Preparation of the following year's program budgets:

\* Debate

\* Discussion

\* Prioritization of items.

Finance sub committee reconciles program budgets with projected income.

Program budgets referred back to staff if necessary.

Drafts to School Council prior to term 3 holidays.

*October/November*

Presentation to School Council for examination and ratification.

Publication of booklet.

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KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM TECHNOLOGY STUDIES

- INFORMATION TECHNOLOGY RESPONSIBILITY: David Barnes

1. Purpose

To teach students essential skills and to develop confidence and competence in the use of ICT.

To enrich all Key Learning Area programs through the use of ICT.

To use ICT to enhance the development of students’ communication and thinking skills.

2. Guidelines

Technology has the potential to enhance the curriculum resulting in more effective learning.

Technology can and should be used in diverse ways and across all curriculum areas.

Information retrieval and interchange is an important aspect of computer usage.

Word processing and publishing packages will be used extensively for a wide range of purposes.

Children need to develop basic skills to enable them to use computers effectively and confidently.

3. Evaluation

Leading Teacher to facilitate regular review of I.C.T. across the school.

Review the school’s ICT scope and sequence chart, and related supporting software.

Monitor routine and specialist support.

Monitor the effectiveness and economy of the Internet Service provider to meet the needs of the school.

4. Implementation

Information & Communication Technology co-ordinator to oversee the development and implementation of the ICT program.

Term planners to include ICT as an integral part of curriculum.

Every class will be timetabled to use the Resource Centre (Library/computer lab) for 1 session per week with a specialist teacher providing A.P.T. time for one semester. During the semester in which LOTE replaces ICT grades will be timetabled to use the lab. An additional 4 to 5 computers will be located in every classroom.

Teachers will be encouraged to develop their information technology skills and knowledge through regular professional development. Specific PD to allow the effective implementation of the planned program will be included on the agenda for unit meetings/staff training sessions.

In 2008 the school will compile a 5 year plan to support the ongoing maintenance and further development of its I.C.T. capabilities. To support this development all staff will completed an online ePotential survey.

The Information Technology coordinator will liaise with DE&T employed technician. The Routine and Operational Support grant will be used to purchase additional technical support when necessary.

Televisions on portable trolleys are available – three at the top level and six within the relocatable complexes. Use of data projectors will provide greater functionality.

The Library technician will be responsible for recording programs using ClickView software/hardware.

Parents and members of the wider community will be given the opportunity to participate in the ICT program and use the school’s facilities.

5. Resources Required

Expenditure for this program will be charged to:

1301 .. Information Technology

1320 .. Technical Support

*Information Technology*

Priority 1

86101 Non curriculum consumables

Requisites 200

Cables 500

Batteries 100

Globes 2000

86105 Computer software <$1000

Software – network support 600

86402 Repairs, maintenance and hire of equipment

Proposed upgrades from Computer Tech:

* New data points for main building (new access points)
* New switching infrastructure
* Replacement cabinet for the admin office area, and centralize the eduSTAR equipment to improve wireless authentication for staff and students
* Data cabling changes to the admin security room to improve the network backbone and centralise the network traffic, reducing the distance data needs to flow before getting back to the users 3000

86403 Leased/hired equipment

Lease of 41 Lenovo x131e Entry Level Notebooks – Final lease payment plus

buyout 3240

Lease 20 Lenovo Yoga x11e Entry Level Notebooks 7182

Lease of 4 Lenovo Yoga x11e (Preps) Lease of 10 Lenovo x11e 5340

Lease of 7 Lenovo 131e and 5 Lenova Yoga Entry 3400

Lease of other equipment/servers 5000

86404 Computer equip <$1000

TV’s to replace interactive whiteboards where needed 7500

TV’s for 2 new and 4 existing classrooms 9000

86606 Affiliations

EduBlogs 5@$40 200

RESOURCES REQUIRED $47262

*1320 Technical Support*

Priority 1

89201 Technical support general

Initial set-up at beginning of year, plus additional time 2500

RESOURCES REQUIRED $2500

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM THE ARTS RESPONSIBILITY: Arlene Drummond & Helena Rodger

- VISUAL ARTS

1. Purpose

To provide children with opportunities to express ideas, feelings and purpose through creative processes.

To assist children to reflect upon their own and others art work through discussing, analysing, interpreting and evaluating visual art from their own and other cultures.

2. Guidelines

Activities will encompass The Arts dimensions of:

• Creating and making

• Exploring and responding.

Each student will experience within the Visual Art program areas of construction, drawing, painting, modelling and threads and textiles.

3. Evaluation

Student achievements will be evaluated in conjunction with the Victorian Essential Learning Standards relating to the relevant dimensions.

Student self evaluation will be encouraged.

4. Implementation

An art teacher(s) will be appointed whose role will be to:

• develop and implement a balanced yearly program for P - 6

• maintain the art room as an attractive, well organized working environment

• support class teachers as required with ideas, strategies and programs where appropriate

• maintain display boards around the school

• make props to support School musical/Christmas concert.

5. Resources Required

Expenditure for this program will be charged to:

4001 .. Art

Priority 1

86104 Curriculum Consumables

Program materials 9750

RESOURCES REQUIRED $9750

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM THE ARTS RESPONSIBILITY: Lynne Edwards

**- PERFORMING ARTS**

1. Purpose

To encourage in children, an enjoyment and understanding of music, which will enrich the quality of their lives

To assist children to realize their potential by providing opportunities for creativity and expression through music.

2. Guidelines

Activities will encompass The Arts dimensions of:

• Creating and making

• Exploring and responding.

3. Evaluation

Student achievements will be evaluated in conjunction with the Victorian Essential Learning Standards relating to the relevant dimensions.

Student self evaluation will be encouraged.

The students will be assessed primarily by their:

1. interest and enthusiasm
2. skill development
3. grasp of concepts presented.

A variety of assessment tools will be used:

1. informal observation
2. checklist of learning outcomes
3. student worksheets
4. record of students’ participation in elective groups
5. self evaluation.

4. Implementation

The role of the Performing Arts teacher will be:

* develop and implement a balanced weekly program from Prep – 6 drawn from a wide range of methods and resources
* conduct extra-curricular music groups e.g. choir, dance and instrumental
* organize music excursions/incursions
* organize whole school musical events i.e. odd year – School musical, even year – Christmas concert

Music lessons include singing songs, games, playing instruments, movement, listening activities, creating music and performing music to others (individually or in groups).

Opportunities for private instrumental tuition in guitar, flute or violin will be provided on site during school hours by external providers.

5. Resources Required

Expenditure for this program will be charged to:

4009 .. Music Performance

Priority 1

80071 Casual relief teaching staff

CRTs for musical rehearsals/aged care visits 1200

86101 Non curriculum consumables

Teacher references 200

86104 Curriculum consumables

Consumables 1000

Class sets 300

86105 Computer software

Music editing 100

RESOURCES REQUIRED $2800

Priority 2

2 ipads

Priority 3

5 ipads

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM LITERACY INTERVENTION RESPONSIBILITY: Denise Law

1. Purpose

2. Guidelines

3. Evaluation

4. Implementation

5. Resources Required

Expenditure for this program will be charged to:

4151 .. Intervention

Priority 1

86104 Curriculum Consumables

Whiteboards, markers, magnetic letters 300

Curriculum consumables e.g. card, laminating pockets 200

Benchmarking kit 470

RESOURCES REQUIRED $970

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM PHYSICAL EDUCATION

RESPONSIBILITY: Craig Entwistle

1. Purpose

The Physical Education program should contribute to the overall fitness, motor co-ordination and skills development of all children. Regular enjoyable physical activities should enable children to acquire the physical and social skills necessary for participation in sport and leisure pursuits.

2. Guidelines

Traffic Education will be an integral part of the Health and Physical Education program. Road safety awareness will be presented via practical and theoretical exercises with increasing emphasis on skills needed when in charge of a vehicle. Bicycle Education will be taught as a practical subject from grades 3 to 6.

The Physical Education program should provide opportunities for skill development in the following areas:

- athletics - water safety and swimming

- major and minor games - ball handling

- dance - gymnastics

Social skills involved in being a leader, a team member and a 'good sport' should be an integral part of the program.

Children should participate in all activities unless prevented from doing so by a medical condition verified by the parent.

Inter-school competition is an important part of the program. Children with advanced skills should be encouraged to compete at higher levels.

Opportunities for friendly competition beyond the school program will be encouraged.

The Perceptual Motor Program will be used. This is based on the 'Jack Capon Perceptual Motor Program' and 'Perceptual Motor Programs' by Judie Bulluss and Peter Coles.

Perceptual motor abilities promoted will include body image, balance, spatial awareness, hand/eye co-ordination, foot/eye co-ordination, laterality, directionality and form discrimination. Other attributes of movement which will be developed will be rhythm, locomotor co-ordination, agility, strength and flexibility.

A sequential program of camping activities will promote confidence, independence and new outdoor education skills in a social environment beyond the school. The DE&T publication 'Safety in Outdoor Education' will be used to ensure that correct, safe procedures are followed.

3. Evaluation

Evaluation should be carried out by all staff members involved in the program.

This may be by - Fundamental Motor Skills checklists

- physical fitness tests

- pre and post unit testing of knowledge

- subjective observation of student achievement.

Participation in inter-school competition, sporting clinics and other physical activities outside school should be a valuable indicator.

4. Implementation

Health topics will be included in integrated studies units. Drug Education and Equal Opportunity policies will be considered in program planning.

Desirable eating, social and hygiene behaviour will be encouraged incidentally and in formal sessions.

Health and PE CSF strands related to Physical Activity and the Community, Human Development, Human Relations, Safety, People and Foodstuffs will be considered when planning integrated units. Units of work on Drug Education following a harm minimisation approach will be developed.

Road safety topics will utilize available resources from VIC ROADS. The timetable will be arranged so that Bike Education sessions will be conducted on the asphalt without disruption to other classes.

Regular sessions of PE should be held (daily where possible) with longer sport sessions for the upper school. The physical education or classroom teacher will operate these classes. 'Platoon' sessions in grade level areas can be used to assist organization, and may be included in the weekly class programs through all levels of the school.

Staff will be encouraged to participate in professional development activities in Health and PE where appropriate.

While inter-school sport competitions will be held, the emphasis will be on taking part rather than winning. However, children will be encouraged to progress through district, zone and state finals, thus allowing particular skills and abilities to be demonstrated.

Extra curricular sporting clinics such as basketball, cricket, squash and the Vic Kick football clinic are to be encouraged. A Sports Expo will be held for all middle and senior students.

All students in grades prep - 6 below level K8 will be offered a swimming program at Kings pool. Water Safety programs for senior and middle students will be conducted in term 1. These opportunities will be self funded. Additional swimming opportunities will be given to those students wishing to participate in the inter-school swimming carnival.

Each prep student will have at least two half hour PMP sessions per week. Each session will be organized into supervised activities 'stations'. Parent/student assistance will be utilized to enable a high level of performance by students.

Camps will be offered to all students from grades 3-6. The Middle grades will have a 3 day camp and Seniors a full week camp. Buses with seat belts will be organized.

5. Resources Required

Expenditure for this program will be charged to:

4206 .. Physical Education

4250 .. Sport Education Jnrs

4251 .. Sport Education Mids

4252 .. Sport Education Snrs

4253 .. Swimming Jnrs

4254 .. Swimming Mids

4255 .. Water Safety Program

8320 .. Middles Camp

8321 .. Seniors Camp

*Physical Education .. 4206*

Priority 1

80071 Casual relief teaching staff

District rep. at Cross Country, 1 CRT day @ $300 300

Annual Planning Day, 1 CRT day @ $300 300

Attendance at Divisional Aths Day, 1 CRT day @ $300 300

Attendance at Divisional Swimming Day, 1 CRT day @ $300 300

District Sports Day 1CRT @$300 300

Divisional Football Day 1CRT @$300 300

86101 Non Curriculum Consumables

Teacher administration requirements 150

86104 Curriculum Consumables

PE equipment inc. classrooms, replacement uniforms 4000

86803 Affiliations

MEMDSA 715

School Sport Victoria 556

89103 Donation, gifts and awards

Graduation trophies, engraving 200

RESOURCES REQUIRED $7421

*Sport .. 4206*

Sports Expo - self funded

Athletics Carnival - self funded

Water Safety program - Seniors - hire of equipment - self funded

Somerville Health and Aquatic Centre swimming program - self funded

*Camps ..*

*Middles Camp.. 8320*

*Seniors Camp.. 8321*

Self funded

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM LOTE (LANGUAGES OTHER THAN ENGLISH)

RESPONSIBILITY: Alex Montana

1. Purpose

To provide a language program which develops an appreciation and understanding of another culture. It should provide opportunities for children to extend their natural talents for learning a language and enrich their studies in other parts of the curriculum.

2. Guidelines

Children should develop an appreciation of another culture.

Children should develop an interest in learning another language.

French will be studied in Senior grades.

The LOTE program should:

1. be sequential
2. use reading, writing, speaking and listening with an emphasis on oracy
3. be integrated into the curriculum where possible
4. teach the language functions set down in the Kunyung curriculum document using a varied range of topics
5. use existing human and other resources.

3. Evaluation

Student assessment takes place through:

1. students participating in communication activities
2. completion of assessment activities
3. student self assessment activities.

The effectiveness of the program is evaluated by classroom teachers.

Responses from students and parents will be considered when the program is evaluated.

Progression measures – Level 4 – Pathway 1 of VELS will be used as a guide.

Benchmark language functions outlined in the Kunyung curriculum document will be as a guide.

4. Implementation

French will be taught using simple language and cultural aspects and incorporating language functions as outlined in the Kunyung curriculum planning documents. This program will be implemented as a specialist program for one semester for every child from Prep – 6. Weekly lessons will be of approximately 40 minutes duration.

Class teachers will support the acquisition of French within classrooms where appropriate, including special cultural days and if requested by the LOTE teacher.

Strong community links will be encouraged to broaden the learning opportunities for students.

5. Resources Required

Expenditure for this program will be charged to:

4315 .. French

Priority 1

86104

Language Nut, Student Worksheets etc. 960

**RESOURCES REQUIRED** **$960**

PROGRAM STEM (SCIENCE TECHNOLOGY ENVIRONMENT MATHEMATICS) RESPONSIBILITY: ????

1. Purpose

2. Guidelines and Implementation

3. Evaluation

4. Resources Required

Expenditure for this program will be charged to:

4550 .. STEM

Priority 1

86104 Curriculum Consumables

Science equipment as per list provided by David Keystone 8689

Additional equipment 2500

Consumable materials 2500

RESOURCES REQUIRED $13689

PROGRAM INTERNATIONAL BACCALAUREATE RESPONSIBILITY: Kim Jackson

1. Purpose

2. Guidelines and Implementation

3. Evaluation

4. Resources Required

Expenditure for this program will be charged to:

5050 .. International Baccalaureate

Priority 1

86101 Non curriculum consumables

Teacher periodicals 500

86104 Curriculum consumables

Consumable materials 300

86803 Affiliation

Annual IB registration fee & Vic PYP network 11000

86930 Light refreshments on site

Light refreshments on site 2000

RESOURCES REQUIRED $13800

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM LIBRARY/RESOURCE CENTRE

RESPONSIBILITY: Belinda Wright

1. Purpose

To provide and maintain an up-to-date carefully chosen, multi-media collection that satisfies the specific needs of the staff and the children of this school. The collection will provide for both the learning program and recreational needs and will cater for a wide range of abilities and interests. It will provide a balance between many different types of materials of the highest possible quality in order to assure a comprehensive collection appropriate for the users of this library.

2. Guidelines

To provide a wide range of picture fiction, fiction, non-fiction and reference books for use in the library, classroom and for home borrowing.

To manage the cataloguing and circulation of a range of audio-visual materials such as charts, pictures, tapes, CD's and videos. The library co-ordinates the usage and maintenance of all audio-visual hardware in the school.

3. Evaluation

All areas of the school are requested to report on the effectiveness of the available resources and identify areas in which the collection needs to be expanded.

An annual stocktake will be undertaken.

Lists of overdue books and notices will be generated regularly.

4. Implementation

A library manager will be employed for 5 days per week (SSO 1) to manage all operational aspects of the Library in liaison with the Leading teacher responsible for I.C.T. & Resource Provision.

Classroom teachers are responsible for planning and implementing programs that utilize the available resources. They are required to supervise students at all times.

All users of the library are encouraged to request specific titles, authors and general categories which could be purchased for inclusion in the library collection.

5. Resources Required

Expenditure for this program will be charged to:

4801 .. Library

Priority 1

86101 Non Curriculum Consumables

Contact, tape, pencils etc. 1700

86104 Curriculum Consumables

Class materials

86201 Library books

Australian Standing Orders – Picture Story & Fiction, Middle Grade Fiction,

Popular Titles subscription

Popular titles and Christmas subscription

Picture Story books

Fiction books

Nonfiction & Reference books

Magazine subscriptions 5000

86803 Affiliations

Bookmark support 300

SCIS 489

RESOURCES REQUIRED $7489

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM STUDENT WELFARE AND DISCIPLINE

- WELFARE RESPONSIBILITY: Lois Weldon

1. Purpose

Our Welfare approach is designed to enhance the development of positive relationships between students, teachers, parents and other members of the school community by providing a supportive and safe teaching and learning environment. Our school pledge reflects this:

*I am standing with people I care for and respect. I will do my personal best in all things because I am proud to be an Australian and proud to be at Kunyung Primary School.*

To establish and maintain an environment which caters for the physical, intellectual, social and emotional needs of the school community.

To enhance the development of self-esteem, confidence and social skills.

To promote attitudes of tolerance, cooperation and respect.

To establish guidelines of acceptable behaviour for students and procedures to be followed for breaches of the behavioural code.

To support the aims of the individual policies for Harassment, Equal Opportunity and Drug Education.

2. Guidelines and Implementation

School rules will be clearly defined, displayed and communicated to the school community.

Responsibilities and rights of students, teachers and parents will be clearly defined and communicated to the school community.

Class teachers will annually review the school rights, rules and responsibilities of students with their classes and develop their own class rules in collaboration with their students.

A Well Being committee with representation from teaching and SSSO staff will meet fortnightly to identify and assist children ‘at risk’ as well as monitoring the organizational health of the school. Support for staff and parents may be provided via this committee in consultation with the principal/assistant principal.

Activities and programs which encourage the development of self esteem, social skills, personal safety and resilience will be implemented. Peer mediation will be an important component. Appropriate resources will be purchased.

Procedures will be put in place to recognize positive behaviour shown by the students e.g. Student of the Week, Aussie of the Month, raffle lunches.

Procedures will be followed for breaches of school rules and appropriate forms provided when parent notification is necessary.

When rules are broken, appropriate consequences will be applied.

School referral procedures, programs, resources and support agencies will be included in the Administration folder.

3. Evaluation

The school’s Welfare policy will be continuously evaluated by the Welfare committee and staff.

Evaluation of the effectiveness of the Welfare program will be made through:

1. observation of student behaviour and attitudes
2. evaluation of the effectiveness of the programs promoting the development of self esteem
3. the perceived need for change or improvement in practices
4. feedback from students, parents and staff.

4. Resources Required

Expenditure for this program will be charged to:

5201 .. Student Welfare

Priority 1

80071 Casual relief teaching staff

CRT days to support PSD SSG’s 6@$300 1800

86101 Non curriculum consumables

Resources 500

86104 Curriculum consumables

SRC & school leader badges, Graduation key rings 1200

RESOURCES REQUIRED $3500

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM MAINTENANCE AND REPAIRS

- BUILDINGS & GROUNDS RESPONSIBILITY: Elaine Vitale

1. Purpose

To maintain and develop the school buildings and grounds so that an attractive, stimulating and safe environment is provided for all members of the school community.

2. Guidelines

The Facilities sub-committee of school council has overall responsibility for the maintenance and improvement of the school buildings and grounds.

The school community should play an active role in this process.

Playground equipment should be installed and maintained according to DE&T regulations.

Short and long term goals should be established using the PRMS system. Government grants and other financial sources need to be carefully apportioned. Fifty percent of the grant must be assigned to jobs identified by the PRMS audit and fifty percent to urgent works.

3. Evaluation

Feedback from the school community via committee reports and O.S.R. surveys.

4. Implementation

The Facilities sub-committee will prepare and publish short and long term plans for buildings and grounds maintenance and development. These will be monitored carefully to ensure that they are not only in keeping with the aspirations and needs of the school community but are financially viable.

School community resources, contractors and other personnel will be utilized in accordance with the particular project. Organization of working bees and other planned maintenance and development tasks will be the responsibility of the committee. The principal will arrange for urgent maintenance works.

Cleaning the internal environment shall be the responsibility of the contractor employed by school council. The contractor shall purchase all equipment and most expendables with the school providing other materials as per DE&T guidelines.

Staff, parents and children will be encouraged to develop and maintain suitable preventative and proactive measures so that:

• The contractor's time is used efficiently

• The school is kept as attractive, clean and as safe as possible at all times e.g. using protective cloths/paper for 'messy' activities, avoiding food spillages on carpet, tidying rooms before leaving at the end of the day, wiping shoes before entering the buildings.

Building improvements and new projects will be ongoing, in accordance with available funds and School Community needs.

A maintenance person will be employed for one day per week.

Working bees will be conducted with opportunities provided for ongoing maintenance by student and parent volunteers.

The committee to work closely with the OHS representative to ensure that the environment is maintained as safely as possible.

5. Resources Required

Expenditure for this program will be charged to:

6001 .. Building Services

6101 .. Urgent Works

6201 .. Maintenance & Minor Works

6401 .. Inspections

***Building Services .. 6001***

Priority 1

86402 Repairs/maint-furn/equip

Servicing of fridges, mowers, electrical appliances 1000

86501 Sanitation

Atlas sanitary collection, scourers, gloves, Spray and Wipe, toilet paper, soap etc,

Rentokill 9220

86502 Contract cleaning

Contractor's annual payment (invoiced monthly) ex. Gst 68000

86503 Refuse and garbage

Refuse and garbage 5500

86504 Building works

Signage 1000

86505 Ground works

Mulch, trees, shrubs, soil, cement etc. 2000

Maintenance personnel 5000

Working bee expenses 1000

RESOURCES REQUIRED $92720

***Maintenance & Minor Works .. 6201***

Priority 1

86402 Repairs/maint-furn/equip

Servicing /repairs of hot water systems, heaters, ceiling fans

and air conditioning, tree inspections, oval maintenance 6000

86504 Building works

Maintenance personnel 10120

Urgent works or works identified by school 15457

Electrical tagging 2000

86505 Ground works

Tree inspections, removal 6000

New line marking on Courts incl. safety marking around portable aircon units 3500

Maintenance of synthetic surface on oval 3400

Mulch for playgrounds 3000

Urgent works e.g. boundary fencing, damage to/breakdown of infrastructure 5000

RESOURCES REQUIRED $54477

NB: Includes carried forward funds from 2016 of $13,359.00

***Inspections .. 6401***

Priority 1

86402 Repairs/maint-furn/equip

SMS inspection items e.g. servicing of hot water systems, heaters, ceiling fans

and air conditioning, electrical compliance N.B.grant amount only 2000

86500 Security/safety/fire prev’tion

SMS inspection items - including hoses, extinguishers, fire boxes,

replacement hoses, extinguisher contents 1477

RESOURCES REQUIRED $3477

KUNYUNG PRIMARY SCHOOL 2016 BUDGET

PROGRAM ADMINISTRATIVE SERVICES

RESPONSIBILITY: Elaine Vitale

1. Purpose

To develop and maintain a support system which enables the school to function at an optimum level for staff, students and parents.

2. Guidelines

The principal has ultimate responsibility for the effective functioning of the school.

The principal should work collaboratively with school council, the office manager and staff to ensure that financial and other management systems used are within DE&T guidelines.

The program budgeting process will be used to ensure that school community needs are responded to within a framework that allows and promotes open communication and collaborative planning.

Documents essential for the smooth operation of the school should be reviewed regularly, updated and accessible to relevant persons.

We should be striving to care for all individuals in the physical and social sense as well as ensuring that the rights and privileges of staff, students and parents are respected.

Open communication, collaborative decision making and staff professional development support should be a high priority in order to achieve shared school goals.

3. Evaluation

Informal and formal feedback from school council, staff and the wider school community. The annual audit will provide an objective assessment of financial procedures.

4. Implementation

Administrative guidelines for successful day to day operation will be accessible to all staff in written form. These guidelines will be highlighted at the start of each school year with special emphasis on the role of the School Support Officers.

Support personnel e.g. work experience students, Job Skills will be employed at appropriate times.

Software packages from the DE&T and other sources will be used to streamline record keeping and provide up to date, accurate information.

The principal's time will be allocated to such aspects as communication, liaison, policy and program development, planning, public relations, induction, staff assessment and support.

The Business Manager (SSO5) is responsible for the effective implementation of financial and administrative services, and to be a mentor for the SSO staff. A Front Office Assistant (SSO2) will have primary responsibility as receptionist and specific administrative roles as directed by the principal.

Staff members will be encouraged to develop their expertise in facets of administration.

Services and equipment will be provided on a carefully planned basis e.g. power, telephone, furniture, office supplies.

5. Resources Required

Expenditure for this program will be charged to:

7001 .. Administration

7050 .. Utilities

7063 .. Consumables

*.. 7001*

Priority 1

82801 Bank Charges

Monthly EFTpos facility charges 3500

86101 Non curric

Document wallets, suspension files, pens, printer

cartridges, destruction of confidential documents 4500

Printing inc. Sign in/sign out books, First Aid books, Visitor books 2000

Held by by admin for distribution across programs as needed 9900

86105 Computer software <$1000

Wushka, Mathletics/Spellodrome 18559

86301 Postage 800

86302 Telephone

Rental, security line and mobile phone costs 6000

86403 Leased Equipment

Lease of new telephone system (per year for 5 years) 5040

86500 Security/Safety/Fire Prevention

Security keys and locks, destructor bags 1500

86701 Motor Vehicle Expenses

Trailer registration 61

86802 Insurance

Insurance for Synthetic turf, Soundshell, Work Cover 3000

86803 Affiliations

Principal/Assistant Principal groups, (Business Managers’ group) 500

86902 First Aid Materials

First aid materials 1500

86910 Conferences/courses/seminar

Principal class, school council – dinners, inservices etc., ESS staff conferences 1000

89202 Technical Support General

Website support – Class Focus , Online ordering – eSchools, Smartbox

archiving online, School Interviews online, Skoolbag 3280

89103 Donations, gifts and Awards

Donations, gifts and awards 200

**RESOURCES REQUIRED $58440**

*Utilities .. 7050*

Priority 1

86452 Electricity 26000

86453 Gas - mains 4000

86455 Water Rates 5000

**RESOURCES REQUIRED $35000**

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM ADMINISTRATIVE SERVICES

- FURNITURE & EQUIPMENT RESPONSIBILITY: Lois Weldon

1. Purpose

To provide aesthetic and practical support to staff and pupils with special attention to ease of access, ergonomics and storage.

2. Guidelines

To support the curriculum it is essential to have equipment and furniture which is safe, aesthetic and appropriate to the user.

3. Evaluation

School community members response to the adequacy of the equipment supplied.

4. Implementation

Requirements will be purchased in line with program budgeting procedures i.e. acting upon recommendations from the school community and prioritising the needs identified.

Furniture grant for stages 2 & 3 will be fully utilized for items to be placed in the new structure.

5. Resources Required

Expenditure for this program will be charged to:

2.. Furniture & Equipment

Priority 1

86401 Furniture/fitt’gs

Furniture for new classrooms including blinds 7000

Additional tables/furniture for existing classrooms 1000

**RESOURCES REQUIRED** $**8000**

**KUNYUNG PRIMARY SCHOOL 2017 BUDGET**

PROGRAM ADMINISTRATIVE SERVICES RESPONSIBILITY: Elaine Vitale

**- SCHOOL PROMOTIONS**

1. Purpose

To acknowledge, record and publicise the people, programs and achievements of the school, thereby enhancing the image of Kunyung P.S. and maintaining or increasing enrolments.

2. Guidelines

Implementation strategies listed in the school promotions marketing plan will be used to enhance the image of Kunyung both within and outside the school community.

A school council sub-committee will oversee the development of school promotions.

3. Evaluation

Informal feedback from other schools, parents, outside agencies regarding the perception of Kunyung as an educational institution.

Observed effect on self esteem of parents, children and staff as a result of responses from others.

The effect on enrolments.

Results of charter survey of parent community.

4. Implementation

To increase individual recognition and publicise personal achievement:

- Student of the Week awards will be presented

- weekly newsletter will highlight individuals and personal achievement

- house captains & vice captains, school captains and junior school councillors will be recognized

- achievement stickers will be presented

- thank-you letters for individual contributions will be written

- whole school and school section assemblies will be conducted

- special certificates for achievement/contribution will be awarded

- individual achievements will be featured in media releases

- the Mervyn Chiswell Sportsperson of the Year award will be presented

- the Commonwealth academic award will be awarded to a grade 6 boy and girl for academic excellence

- grade 6 children will design a distinctive windcheater which clearly identifies them as school leaders

- a graduation ceremony shall be held for grade 6 students

- technology will be used to enhance the presentation of the school newsletter

- an information brochure will be printed and distributed appropriately.

To highlight curriculum:

- parent/teacher interviews and parent information nights will be held each year.

- an 'open' school event will be held during Education Week

- special parent programs will be conducted

- prospective parents will be offered tours of the school

- the parent information booklet will be updated at the end of each school year and distributed to all prospective parents

- media releases will be made for special events and curriculum highlights

- advertising will take place during the local schools' enrolment week in term 3

- advertising of various kinds will be employed to inform the wider community of special events.

To promote location and facilities:

- a photographic display will be updated for enrolment week each year and placed in a local community venue

- regular displays will be created in classrooms, walkways and office areas to enhance visual attractiveness

- community use of facilities shall be encouraged by school council and promoted in advertising material e.g. After School Care

- a promotional leaflet will be updated each year and distributed at local venues e.g. pre-schools, day care centres, estate agents, shops.

- multi media computer programs will be used when appropriate

- a home page will be established on the Internet.

To utilize supportive parents in school promotion:

- a class parent contact scheme will be used to help organize and promote events and encourage 'word of mouth' advertising

- whole school events will be supported via child minding arrangements

- photographs and video footage will be taken of special events and offered to parents to borrow or purchase.

To highlight quality teaching:

- teachers will maintain regular channels of communication to inform parents of class and school programs

- weekly school newsletter will feature quality achievements.

To further develop relationships with other schools and pre-schools:

- transition programs will be actively promoted through attendance at network meetings and reciprocal visits

- an open afternoon will be held for prospective parents early in term 3 each year

- newly enrolled parents and prospective students will be invited to participate in a transition program and orientation day

- at the orientation day parents will be given organizational information for the following year.

5. Resources Required

Expenditure for this program will be charged to:

7051 .. School Promotions

Priority 1

80071 Casual relief teaching staff

2 CRT for Prep transition 2@$300 600

86104 Curriculum Consumables

Class materials for special days 500

86403 Leased/hired equipment

Floral arrangements 500

86920 Hospitality

Hospitality expenses for guests, parent workers, utensils, crockery etc. 500

86930 Light refreshments on site

School Promotion days 1500

Year 6 Graduation 500

Prep transition 200

Staffroom supplies 2500

89103 Donations, gifts and awards

Gifts, cards etc. 300

'Mervyn Chiswell Sportsperson of the Year' award 10

RESOURCES REQUIRED $7110

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

**PROGRAM PROFESSIONAL DEVELOPMENT**

**RESPONSIBILITY: Kim Jackson**

1. Purpose

To assist staff to develop professionally in order to enhance school effectiveness and promote self growth.

2. Guidelines

The Professional Development Program (PRP) will be used as part of an integrated approach to staff management.

As part of the Annual Review process staff should reflect on their own practices and develop professional gowth plans that will lead to improved performance.

The Professional Development co-ordinator in consultation with the principal has responsibility for allocating resources for professional development. They will consider individual and school needs in this process.

All staff must be given the opportunity to participate in professional development activities outside the school within the school budget.

The effectiveness of professional development will be increased if professional learning teams attend the activity, adequate provision is made for reporting back and implementation is facilitated.

Working in professional learning teams provides opportunities for teachers to plan co-operatively, trial, reflect, discuss and work through issues within a supportive framework.

The expertise and support within the school community is a major resource which should be utilised.

3. Evaluation

Written and oral reports by participants regarding the effectiveness and applicability of

in-service activities.

Observed improvements in staff morale, confidence and skills.

Oral and written surveys of school community regarding changed student outcomes.

4. Implementation

Staff in consultation with the principal or a chosen delegate to develop and document personal professional growth plans as part of the Annual Review process.

All staff members will be encouraged to participate in professional development activities outside the school. Applications based on personal professional development plans and/or school plan to be given priority.

Provision to be made for one C.R.T. day per staff member to facilitate involvement in professional development activities.

Program leaders and/or interested teachers to attend network meetings.

Professional development activities to be fully funded where appropriate.

5. Resources Required

Expenditure for this program will be charged to:

7010 .. Professional Development

Priority 1

80071 Casual relief teaching staff

CRT days to support I Sea, I Care 5 days@$300 1500

CRT days for instructional rounds/Peer observations 37 days@$300 11100

CRT days to Making the PYP happen and PE in the PYP 1800

86806 Affiliations

AAIBS 500

MAV 300

86910 Conferences/courses/seminar

Whole staff CPR, Levels 1&2 First Aid, Epipen update 2000

Whole staff training (Resilience Training, PLT professional Learning days x2) 6000

PYP conference MTPYPH 5 staff @ $900 4500

ES conference/courses, seminars 600

I Sea, I Care Dolphin swim 150

**RESOURCES REQUIRED $28450**

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM PHOTOCOPYING RESPONSIBILITY: Elaine Vitale

1. Purpose

To provide a fast, reliable photocopying facility to members of the school community which facilitates learning, promotes communication and supports all aspects of the school's efficient functioning.

2. Guidelines

A digital photocopier capable of 40,000 copies per month, with duplex and collating facilities will be located in the teacher work area.

3. Evaluation

Progress totals will be taken each term to ensure that we are 'on budget'.

Feedback from the users should provide accurate information as to its effectiveness.

Service reports will also be used to assess future needs.

4. Implementation

PIN numbers may be issued to staff and P.T.A. as a means of monitoring the number of copies used across all programs.

In-service will be provided each year so that a minimum of time is lost due to operator error.

Paper will be purchased in bulk to obtain best quality at the most economical price.

Publishing of the Newsletter will have precedence over teacher/parent needs on 'Newsletter Day'.

Staff will be made aware of Copyright regulations.

Due to the high cost of this facility, all users are to ensure that it is used in the most economical fashion.

The machine(s) will be maintained by an ongoing service contract.

5. Resources Required

Expenditure for this program will be charged to:

7055 .. Photocopying

Priority 1

86104 Curriculum Consumables

Class materials – paper, toner 35000

86403 Leased/Hired Equipment

Lease 15000

**RESOURCES REQUIRED $50000**

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM CLASS & TEACHER REQUISITES RESPONSIBILITY: Sub-school Leaders

1. Purpose

To provide all the materials and requisites necessary to implement the day to day programs.

2. Guidelines

Every pupil and teacher requires certain basic requirements (pens, folders, paper, etc.) to enable the class program to function effectively. These should be obtained at the best possible price by utilizing bulk buying methods and negotiation with sales representatives. Teachers, in conjunction with the principal, shall be responsible for ordering the materials and for keeping wastage to a minimum.

3. Evaluation

Area meetings review the performance of materials used.

A review of materials and requisites is also carried out prior to the compilation of the annual program budget.

4. Implementation

Team leaders in consultation with colleagues are responsible for planning and purchasing consumable materials for use in the classroom program. These may include student workbooks, pencils, rulers and other essential items of stationery. Allowance has been made for basic science requisites such as batteries, foil and plants, construction material, cooking ingredients, computer consumables, book making materials and art materials. Teacher requisites are also included.

5. Resources Required

Expenditure for this program will be charged to:

7070 .. Class requisites – Level 2

7071 .. Class requisites – Level 3

7072 .. Class requisites – Level 4

7073 .. Class requisites – Level 1

7070 .. Class requisites – Level 2

Priority 1

86101 Non curriculum consumables

Teacher requisites 1642

86104 Curriculum consumables

Class sets, equipment 3285

Consumable classroom materials 11498

**RESOURCES REQUIRED $16425**

7071 .. Class requisites – Level 3

Priority 1

86101 Non curriculum consumables

Teacher requisites 1492

86104 Curriculum consumables

Class sets, equipment 2985

Consumable classroom materials 10448

**RESOURCES REQUIRED $14925**

7072 .. Class requisites – Level 4

Priority 1

86101 Non curriculum consumables

Teacher requisites 1147

86104 Curriculum consumables

Class sets, equipment 2295

Consumable classroom materials 8033

**RESOURCES REQUIRED $11475**

7073 .. Class requisites – Level 1

Priority 1

86101 Non curriculum consumables

Teacher requisites 990

86104 Curriculum consumables

Class sets, equipment 1980

Consumable classroom materials 6930

**RESOURCES REQUIRED $9900**

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM CANTEEN RESPONSIBILITY: Elaine Vitale/Mandy Biggins

1. Purpose

To provide a service to students, staff and parents who may wish to purchase snacks, drinks and lunches for reasonable prices at the school.

2. Guidelines

The school council, via the Canteen sub-committee, will have responsibility for the management of all canteen operations.

The Canteen sub-committee should have a mix of parent and teacher members.

The canteen's operation will depend upon school community needs, its economic viability and the availability of a canteen manager and voluntary workers.

The canteen menu should reflect a sensible balance between 'healthy' foods and those items that are a 'once a week' treat.

The Canteen sub-committee, using ideas from the Victorian School Canteens Association and other resources, should encourage eating habits which will contribute to a balanced diet.

The canteen manager, as a school council employee, will be paid under the School Services Officer Structure as per SSO Handbook (May 2002) and paid the appropriate rate (SSO 1) as set out in Ministerial Order 141 (as amended by Orders 157, 158 and 168). Conditions of employment are as set out in that order. A written agreement stipulating all the conditions of employment shall be signed by both the manager and the school council president.

The canteen manager shall report to the Canteen sub-committee on all matters pertaining to the canteen operation and shall act upon its advice.

3. Evaluation

The Canteen sub-committee will be responsible for monitoring and evaluating the effectiveness of the program. A Profit and Loss statement shall be prepared, necessitating regular stock takes at the end of each term.

Ongoing evaluation should take place via informal and formal feedback from the school community. It is recommended that a formal survey should be conducted at least once a year on the canteen operation.

4. Implementation

The Canteen manager shall be a member of the Canteen committee and should have ongoing contact with the principal and/or the convener of the Canteen committee.

Canteen sub committee shall provide support and advice to the canteen manager who will be employed for 15 hours per week - Monday 5 hrs, Wednesday 5 hrs and Friday 5 hrs.

This person shall be paid at the rate stipulated in the new School Services Officer (2002) structure (Level 1). Payment is at a casual rate.

Conditions of employment are in accordance with the Education Act 1958, State Superannuation Act 1988, any other relevant legislation, regulations made from time to time under those Acts, any ministerial orders, instructions and policies issued by the Department of Education, Employment and Training and any applicable federal award.

The manager shall organize rosters, menus, price lists, ordering, collection and balancing of monies. Victorian School Canteens Association guidelines and networks should be utilized so that decisions are in keeping with DE&T recommendations and state government food handling requirements.

Parents will be asked to assist on 'canteen days'.

Membership of the Victorian School Canteens Association may be renewed annually.

5. Resources Required

Expenditure for this program will be charged to:

7201 .. Canteen

Priority 1

86402 Repairs/maint-furn/equip

Equipment service 300

86407 Other plant and equip <$1000

Equipment e.g. electric knife 200

Aprons 100

86803 Affiliations

Victorian School Canteens Association 50

89101 Trading operations payment

Mornington Council fee 120

Canteen sales 36230

**RESOURCES REQUIRED - SELF FUNDING $37000**

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM REPLACEMENT TEACHERS RESPONSIBILITY: Kim Jackson

1. Purpose

To ensure that school programs are maintained in the eventuality of teacher absences for illness, leave or other reasons.

2. Guidelines

Directorate of School Education instructions shall be followed at all times.

Use of replacement teachers shall be allocated for illness and approved leave.

When replacement teachers are unavailable the following options should be considered:

- principal/assistant principal to supervise the grade

- specialist programs taken by classroom teachers

- teachers' k and planning time to be used

- class teacher supervises two grades except for Junior level.

Clear information should be provided for the replacement teacher regarding rates of pay, appropriate paperwork, school routines, class timetable etc..

The replacement teacher is a welcome and valued member of the staff and should be treated as such.

3. Evaluation

Regular ongoing monitoring will take place.

4. Implementation

Expenditure shall be allocated for illness and approved leave.

The principal, assistant principal and School Support Officer will implement the procedures as outlined on the Casual Replacement Teacher information sheet. Appropriate record keeping procedures will be maintained.

The assistant principal shall be responsible for booking of casual replacement teachers and for the allocation and recording of duties.

The CRT will adopt the teacher's normal program. However, the CRT may be assigned special duties during administration and planning time.

Replacement teacher folder, work program and timetable to be kept current, detailed and clear.

If the allocation is expended or no replacement is available:

(a) The principal will seek assistance from the DE&T

(b) The following options will be considered:

- principal takes the grade

- assistant principal administration time is used

- specialist teacher takes grade

- grade teachers assist by taking grade during their APT

- teacher supervises two grades

- children placed in other classes

- combinations of the above

(c) Junior grades to have one person supervising rather than having a number of teachers

sharing.

Money allocated by the DE&T for casual replacement teachers is dependent upon staffing entitlement for 2008. $1200 per entitlement teacher i.e. 5 days. However long term sick leave premium is deducted from each quarterly grant resulting in approx. 6 days per entitlement teacher.

5. Resources Required

Expenditure for this program will be charged to:

8601 .. Casual Relief Teachers

Priority 1

80071 Casual relief teaching staff

CRT days to replace teachers who are absent as a result of illness or

approved leave

80080 Superannuation

Superannuation

**RESOURCES REQUIRED $70000**

KUNYUNG PRIMARY SCHOOL 2017 BUDGET

PROGRAM ACCOUNTABILITY AND REPORTING RESPONSIBILITY: Elaine Vitale

Purpose

Regular monitoring and reporting of school performance is essential in providing a quality education for all students. Accountability is the process of informing and explaining the operation of the school and its activities to the community and the DE&T.

Guidelines, Evaluation and Implementation

STUDENT PERFORMANCE

Monitoring

The school will monitor each student's performance:

• in a manner which promotes a positive attitude to learning, encourages the pursuit of excellence and contributes to the success of all students

• by developing a cumulative file of student achievement - checklists, tests, anecdotal records etc.

• by providing students with the opportunity to participate in the setting and assessment of individual goals, and to participate in activities involving self assessment.

Reporting

The school will report on each student's performance by providing:

• reports to students and parents which clearly communicate the achievement of students, and will provide recommendations which assist the student's future learning. Kidmap software will facilitate this progress.

• written reports at the end of terms 2 and 4

• interviews with parents early in the school year, in conjunction with the half year report and at other times when requested by either the parent or teacher.

SCHOOL PERFORMANCE

Monitoring

The school will monitor its performance by:

• ongoing review of the school charter

• major and minor evaluation of program budgets

• regular review and update of school management procedures

• student involvement in curriculum programs

• analysis of community satisfaction through surveys and comments made by individuals or groups.

Reporting

The school will report on its performance to the school community through:

• the Annual School Council Report and Triennial Review

• the weekly newsletter

• reports to school council by individuals and sub committees

• publication of the school's performance in relation to the school charter.

1. Report night attendance will be supported by the provision of childcare and refreshments
2. Information sessions supported by the provision of childcare and refreshments.

Resources Required

Expenditure for this program will be charged to:

8801 .. Accountability & Reporting

Priority 1

80071 Casual relief teaching staff

CRT days to facilitate planning days, 4 terms – 5 CRT’s per term 6000

CRT’s for whole school review 12days @ $300 3600

86803 Affiliations

Accelerus Light inc. 1980

Data Tracking module 939

**86930** Light refreshments on site 1500

RESOURCES REQUIRED $14019

PROGRAM SCHOOL COUNCIL INITIATIVES RESPONSIBILITY: Elaine Vitale

1. Purpose

To assist with the realisation of projects identified as a

priority across the school.

2. Guidelines and Implementation

3. Evaluation

2016 will be focusing funds on the extension of our Multi-Purpose

Room from locally raised funds.

4. Resources Required

Expenditure for this program will be charged to:

School Council Initiatives

Resources Required

Expenditure for this program will be charged to:

9201 .. Co-operative loan repayments

Co-operative loan repayments 25000

9304 .. School Council projects

School Council projects 30000

APPENDIX 1

|  |  |  |
| --- | --- | --- |
|  | **KUNYUNG PRIMARY SCHOOL** |  |
|  | **2017 Budget** |  |
|  | ***Based on 694 Students*** |  |
|  |  | 2017 Budget |
| **Income** | **(Estimate - see Appendix 1)** |  |
|  | Department of Education and Training (DET) | $399,554 |
|  | Other Government Grants | $8,000 |
|  | Locally Raised Funds | $245,000 |
|  | Uncommitted Funds from 2016 | $33,583 |
|  | **Total:** | **$686,137** |
|  |  |  |
| **Expenditure** | |  |
|  | Curriculum Programs (See Appendix 4) | $92,841 |
|  | School Charter Priorities (See Appendix 5) | $17,300 |
|  | Building Services/Cleaning/Maintenance(See Appendix 6) | $137,285 |
|  | Administration (See Appendix 7) | $279,625 |
|  | Specific Purpose Programs (See Appendix 8) | $104,019 |
|  | School Council Initiatives (Appendix 9) | $55,000 |
|  | **Total:** | **$686,070** |
|  | **Surplus / Deficit** | $67 |
| **Appendix 1** | |  |
| **Income:** |  |  |
| **DEECD Grant** | |  |
|  | Enrolment Linked Base | $1,402 |
|  | Contract Cleaning | $87,774 |
|  | Grounds Allowance | $5,625 |
|  | Utilities | $36,511 |
|  | Maintenance & Minor works | $41,118 |
|  | Essential Services/Annual Contracts | $3,477 |
|  | Student Learning Allocation Years P-1 | $101,640 |
|  | Student Learning Allocation Year 2 | $41,837 |
|  | Student Learning Allocation Years 3-6 | $123,165 |
|  | Equity (Social Disadvantage) | $7,750 |
|  | Long Term Leave Premium | -$50,745 |
|  | **Total:** | **$399,554** |
|  |  |  |
| **Other Government Grants** | |  |
|  | Furniture and Equipment Grant for New Portables | $8,000 |
|  | **Total:** | **$8,000** |
|  |  |  |
| **Locally Raised Funds** | |  |
|  | Commission | $1,500 |
|  | Book Fair Commission | $1,000 |
|  | Community Relations | $30,000 |
|  | Donations (Ritchies) | $2,000 |
|  | Bank Interest | $7,000 |
|  | Electronic Processing Fee @1 per student per term (say $600/term) | $2,400 |
|  | Newsletter Advertising | $800 |
|  | Hire of School Facilities | $4,000 |
|  | OHSC Camp Australia 2016 | $20,000 |
|  | Uniform Shop Lease | $2,200 |
|  | Canteen | $40,000 |
|  | Essential Education Items Consumables x 703 | $104,100 |
|  | Vol Cont - IT | $10,000 |
|  | Vol Cont - Grounds Maintenance | $10,000 |
|  | Kunyung School Musical | $10,000 |
|  | **Total:** | **$245,000** |
| **Total Income:** | |  |
|  |  |  |
| **Appendix 2** | |  |
|  | **Bank Balances as at 31/12/2016** | $344,549 |
|  | Less Expenditure & C/Forward Balances | $310,966 |
|  | **To be used towards 2017 Budget** | **$33,583** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Appendix 3** | |  |
| **Less Income Expected and/or Amounts to be paid or carried forward** | |  |
|  | School Operating Reserve | $80,000 |
|  | Deposit for Co-Op Loan/MP Room Extension | $201,251 |
|  | Unallocated CSEF/Parent Funds | $977 |
|  | Doug Slattery Citizenship Award ($100 awarded per year to Year 6 student) | $5000 |
|  | 2016 Maintenance & Minor Works Funds - unspent from SRP | $13,359 |
|  | 2016 Inspections Funds - unspent from SRP | $3,099 |
|  | Kitchen Garden Donations | $2,300 |
|  | OHSC Camp Australia - T4 2016 | -$4,000 |
|  | Hire of School Facilities - T4 | -$800 |
|  | Vic Curriculum Grant | $2,304 |
|  | ESSO 2016 Donation | $1,000 |
|  | PSW Primary Pete Bags Paid for in 2016 for 2017 Bookpacks | -$1,140 |
|  | Smart Office Software | $300 |
|  | Art Orders Placed at beginning of T4 (Now Furn & Equip) | $2,310 |
|  | T4 - Two Day PD Costs 3rd & 4th October | $11,500 |
|  | BAS GST Refund | -$6,494 |
|  | **Total** | **$310,966** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | |  |
| **Appendix 4: Curriculum Programs** | |  |
| **1301** | Information Technology | $47,262 |
| **1320** | Technical Support | $2,500 |
| **4001** | Art | $9,750 |
| **4009** | Performing Arts | $2,800 |
| **4151** | Intervention | $970 |
| **4206** | Physical Education / Health | $7,421 |
| **4315** | French (LOTE) | $960 |
| **4550** | STEM | $13,689 |
| **4801** | Library | $7,489 |
|  | Total: | **$92,841** |
|  |  |  |
| **Appendix 5: School Charter Priorities** | |  |
| **5050** | International Baccalaureate | $13,800 |
| **5201** | Student Welfare | $3,500 |
|  | Total: | **$17,300** |
|  |  |  |
| **Appendix 6 : Building Services/Cleaning/Maintenance** | |  |
| **6001** | Building Services including Contract Cleaning | $92,720 |
| **6201** | Maintenance & Minor Works | $41,118 |
| **6401** | Essential Services/Annual Contracts (Inspections) | $3,447 |
|  | Total: | **$137,285** |
|  |  |  |
| **Appendix 7: Administration** | |  |
| **7001** | Administration | $42,781 |
|  | Mathletics/Spellodrome/Language Nut/Wushka | $18,559 |
| **7010** | Professional Development | $28,450 |
| **7050** | Utilities | $35,000 |
| **7051** | School Promotions | $7,110 |
| **7053** | Furniture & Equipment | $8,000 |
| **7055** | Photocopying | $50,000 |
| **7070** | Level 1 | $9,900 |
| **7071** | Level 2 | $16,425 |
| **7072** | Level 3 | $14,925 |
| **7073** | Level 4 | $11,475 |
| **7201** | Canteen | $37,000 |
|  | Total: | **$279,625** |
|  |  |  |
| **Appendix 8: Specific Purpose Programs** | |  |
| **8601** | Casual Relief Teachers | $90,000 |
| **8801** | Accountability and Reporting | $14,019 |
|  | Total | **$104,019** |
|  |  |  |
| **Appendix 9: School Council Initiatives** | |  |
| **9201** | Co-Operative Loan Repayments | $25,000 |
|  | School Council Projects | $30,000 |
|  | Total: | **$55,000** |

**APPENDIX 10**

# PROCEDURE FOR ORDERING GOODS & SERVICES

**A school Purchase Order must be used for all purchases (including buses for camps/excursions, ie. anything where a cheque is required).**

**The Level/Unit Leader is the only person authorised to order goods/services for their specific Program Budget**. Please advise staff in your unit that they are to see the appropriate staff member for their ordering requirements, e.g. Levels – Level Leader – Specialists – Unit Leader

Orders are raised using e-schools ([www.eschools.com.au](http://www.eschools.com.au))

To help minimise office workload please try to cut down on the amount of paperwork by ordering your resources in bulk early in the term, i.e. one or two orders per term rather than 10!

DET has advised that **we should only deal with suppliers who have an Australian Business Number (ABN).** This is to avoid, wherever possible, us having to deduct withholding tax at the top marginal personal income tax rate (48.5%), as required under the new Pay As You Go (PAYG) ‘no ABN’ withholding requirement. If the supplier is registered for GST then the school can claim back the GST paid providing we hold a valid ‘Tax Invoice’ for all purchases.

**Do not raise an eschool order for Goods that are “ON APPROVAL”** **until** you agree to purchase them.

Level/Unit Leaders can upon request, be provided with an update of your unit’s ‘to date’ spending to give an accurate indication of funds left in budgets.

## PLACING ORDERS

The following procedures must be followed in order to maintain good internal control.

**Before you place an order you must find out the supplier’s ABN and if registered for GST**.

Purchase Orders cannot be entered onto CASES21 if the following information is not included. On all Purchase Orders it is the ***Level/Unit Leader’s responsibility*** to complete orders. Please complete the following information on all Purchase Orders (note eschools has most information for creditors that the school has used previously for purchasing goods and services):

* *provide supplier’s Name/Company Title*
* *provide full address*
* *provide Australian Business Number (ABN) relevant to that supplier and whether registered for GST*
* *provide the date the order is being written*
* *provide the Program, Expenditure Code and Program Code (available from your Program Budget booklet) and the person responsible for the order*
* *provide the purchase price, and the GST component* ***(remember – you need to ask the supplier if the price quoted for the goods/services includes GST or do you have to add GST to the price.)*** *All orders must include prices and be totaled (including freight/postage charges).*
* *provide a separate order form for each creditor*
* *have the purchase order, co-approved by Sally or Eleanor (and then Elaine thereafter)*
* *email or fax white copy of order to supplier. If phoning order remember to give the supplier our order number for easy identification on delivery. Write “emailed/phoned”and date on order once completed.*
* PROCEDURE FOR DELIVERY OF GOODS & SERVICES

In accordance with DET guidelines, goods received must be checked by the Level/Unit Leader (the person who placed the order) together with a person not involved in the original ordering. Deliveries will be placed in the Office and the Level/Unit Leader will be notified of delivery via a message in their pigeon hole.

The ATO has advised that we require a valid ‘Tax Invoice’ for all purchases to ensure that all available input tax credits (GST paid) is claimed back from the ATO. It will become a normal condition of our ordering procedures that a valid tax invoice must be provided before we will make payment.

## DELIVERY OF ORDERS

These procedures must be followed in order to maintain good internal control.

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On all deliveries it is the ***Level/Unit Leader’s responsibility*** to:

* *check goods received against the Delivery Docket, the supplier’s Invoice and the original Purchase Order*
* *check the* ***quantity*** *ordered, notating on original Purchase Order any back orders that are to follow or goods that are no longer available*
* *check the* ***price quoted*** *against the* ***price invoiced****. If price invoiced is more than the price quoted it is the Program Leader’s responsibility to follow up with the supplier the reason for the difference and if necessary to request an Adjustment Note for the difference*
* *notate on Purchase Order and Invoice if goods are being returned.* ***Please return incorrect goods******immediately****. If they are to be replaced notate as well. It is the Program Leader’s responsibility to contact the supplier regarding any returns and request exchange, replacement or return of goods as well as request an Adjustment Note (credit) for the goods being exchanged, returned or replaced. Please avoid returning goods if possible as the GST makes it* ***very*** *messy.*
* *keep Invoice of goods returned until Adjustment Note received then attach the Adjustment Note to the Invoice and the Purchase Order*
* *follow up goods that are ordered or returned including Adjustment Notes*
* *attach Delivery Docket (if there is one) to Invoice (including any Adjustment Notes) to Purchase Order and hand to office* ***only*** *when ready for payment marked with the ‘Part order only’ OR ‘Order complete’ stamp, sign and date. Sign the bottom right hand corner of the Purchase Order form only when all goods are received accepting responsibility for payment to be made*
* *hand Invoices to the office as soon as possible so that accounts can be paid on time to preserve the school’s credit rating and supplier confidence. Prompt payments usually qualify us for discounts thus driving our dollar further!*

## CAMPS & EXCURSIONS/INCURSIONS

The Office Manager must be provided with a copy of notices that are being sent home requesting payment for an excursion/incursion/camp prior to the event.

The Coordinator of the excursion/incursion/camp must write the buses, camp or anyone that is to paid for their services for the activity in the Purchase Order book.

Providing excursions/incursions/camps are curriculum based (we believe they always will be!) generally, the GST component does not need to be taken into consideration when costing the activity charge to the parent as we can claim the GST amount back from the Australian Taxation Office (ATO). **The exception is food** - any food (other than fruit) that is provided to students on these activities must include the GST amount that parents must pay – we must then pay that amount to the ATO. ***Notices that are sent to parents must have the cost of the activity/ listed with the cost of the food, plus the GST amount, listed separately.***