

# ANNUAL BUDGET

**Scope:** This policy applies to all Catholic kindergartens, schools, and colleges (including the Catholic Education Office) (referred to as 'the schools' in this document, unless indicated otherwise) conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

## 1. POLICY STATEMENT

Catholic Education – Diocese of Rockhampton (CEDR) promotes responsible financial stewardship and management of resources by preparing an annual operating and capital budget for each kindergarten, primary school (including outside school hours care services (OSHC)), college and Office of CEDR.

Primary School and College budgets are endorsed by their respective Boards. All budgets are presented by the Diocesan Director Catholic Education to Education Planning and Finance Committee (EPFC) and Diocesan Education Council for endorsement, then to the Diocesan Finance Council for final approval.

## 2. DESCRIPTION

CEDR schools manage substantial sums of money provided by the Federal and State Government (grant funding) and members of the school community (tuition fees and levies). These funds are essential in providing quality Catholic Education that supports the holistic education of students within schools of the Diocese. The development of budgets assists in ensuring the best possible use of limited financial resources.

This policy outlines budget preparation and approval requirements relevant to all 'schools' within CEDR. Each school operating and capital budget is informed by the strategic direction and priorities of the school, shapes financial and operational school planning, and through monthly monitoring and application of the *CEDR Delegations Framework*, ensures appropriate management of income and expenditure.

## 3. IMPLEMENTATION ISSUES

### Operating Budget

1. *Kindergarten, Primary School (including OSHC) and College budgets* reflect the school's direction and priorities for the forthcoming year, and record all income and expenses attributed to their operations. Operating budgets are funded by Government grant income and tuition fees and levies. A small number of eligible schools attract system support to fund any cash shortfall.

2. *CEDR system office budget* reflects all costs occurred at the 'whole of system' level and system program costs. CEDR system office budget is funded via a system contribution levy, equitably contributed to by Kindergartens, Primary Schools and Colleges.

#### Capital Budget

3. CEDR capital budgets are informed by the Strategic Capital Development Plan (SCDP), where relevant, and include building and improvement works as recommended by the CEDR Building Services Team and other capital as identified.
4. The capital budget is funded via savings within the current year operating budget, cash reserves or loan borrowings. System support may be sought by eligible schools.

#### Budget Model

5. CEDR budgets are developed collaboratively, involving consultation between Schools, CEDR Leadership Team and Program Managers, and CEDR Financial Services Team.
6. CEDR budget model is developed and managed by CEDR Financial Services Team, with input provided by School leadership and finance staff.
7. *Kindergarten, Primary School (including OSHC), College and System office* budgets are consolidated to produce a whole of CEDR budget, including Profit and Loss, Balance Sheet and Cashflow.
8. A detailed budget report is prepared to inform all levels of decision making and provides the appropriate reference tool for decision making and management within the budget year.

#### Unbudgeted Operating and Capital Expenditure

9. Refer to the *CEDR Delegations Framework* for instruction regarding the documentation assessment and approval process for unbudgeted operating and capital expenditure.

#### Approval process

10. Primary School and College budgets are endorsed by School Boards. The detailed budget report is considered by the CEDR Leadership Team and presented by the Diocesan Director Catholic Education to EPFC for endorsement and Diocesan Education Council and Diocesan Finance Council for approval. Submission of budgets to Diocesan Education Council Diocesan Finance Council aligns with Diocesan policies and provides for public accountability.

## 4. REFLECTION MATERIAL

### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [\*Model Constitution and Commentary for Catholic Education Boards in the Diocese of Rockhampton\*](#) 2006
- [\*School Funding \(Payment of Fees and Levies\)\*](#) 2022/04
- [\*Maintenance of Catholic Schools, Colleges and Services\*](#) 2018/07
- [\*Capital and Asset Management\*](#) 2024/03
- *Delegations Framework* v3 2023
- *Capital and Asset Management Procedures (Comprehensive)*



#### RESOURCES

- Diocesan Finance Council *Diocesan Delegation of Authorities Summary* 2017
- Queensland Government [Queensland Kindergarten Funding Scheme: Funding Requirements](#)
- Government accountability requirements