



St. Anthony's Primary School Toowoomba Financial Management Plan

Plan Statement:

St. Anthony's Primary School will adopt appropriate financial management practices and procedures including planning, budgeting, auditing and reporting.

Guidelines:

1. The Principal is responsible for the Financial Management of the school and reports to the Director of Catholic Education.
2. Available financial resources are fully utilised to achieve the school's objectives.
3. Proper accountability for all funds received and expended by the school is ensured.
4. Accurate reporting to meet government requirements for accreditation and funding is ensured.
5. The yearly budget reflects the educative and administrative needs of the school and priorities identified in the School Development Plan and the Annual Action Plan.
6. The school's facilities and resources are maintained and/or upgraded.
7. Financial reports allow for comparison of actual financial results with budget predictions.
8. Budgeting and Accounting principles and procedures listed in 'Diocese of Toowoomba - Financial Management Guidelines - Systemic Funded Schools' are adopted.
7. Financial Statements are supplied to the Catholic Education Office
8. An auditor conducts an audit of the school's books of account annually.