



Introduction

This policy seeks to provide clear direction on the stewardship and equitable distribution of resources within the Our Lady of Dolours School Community. Within this context, resources include funding which support the overall operation of the school.

Policy Statement

Our Lady of Dolours Catholic School is committed to the provision of high quality, affordable and inclusive education to its learners. This may only be achieved through responsible, appropriate, equitable and accountable distribution of the school's resources.

Such distribution is achieved by an ongoing process of identifying, prioritising and confirming resource requirements, applying available resources toward those requirements and, where there is a resource shortfall that cannot be accepted or alleviated, then taking steps to achieve additional funding to meet such shortfall.

The outcome of this process will be a real understanding of the resources required to enable the School to achieve its mission, and the appropriate direction of available resources to achieve the holistic development and education of each learner, addressing both their material and spiritual needs.

Rationale

Responsible management and allocation of School resources occurs through an ongoing transparent planning and renewal process, which includes input from relevant stakeholders including teachers, the School Board and Brisbane Catholic Education.

At Our Lady of Dolours School, funding is received from numerous sources:

- Brisbane Catholic Education grants.
- Parental payments of tuition fees and levies.
- Donations received from the Our Lady of Dolours Parents and Friends Association, inclusive of fundraising and successful grant applications
- Federal and State Government funding, which is allocated to Brisbane Catholic Education for every student attending a Catholic School in the system.
- Other one-off grants and payments received from government bodies.
- Outside organisations who make use of our facilities.

Appropriate financial stewardship resides with the Principal of Our Lady of Dolours School, supported by Brisbane Catholic Education. In discharging his or her duties, the Principal is ultimately accountable to both the providers of the funds, and the school's learners.

In taking responsibility for the income and expenditure of all resources, the Principal is guided by principles that are consistent with the social justice teaching of the Church. Mechanisms for equitable distribution of resources recognise both the diversity of our school and the individual needs of students and families who are part of our community.

Process

Our Lady of Dolours School, through the Principal and with the support of the Parish Priest, will:

- Divide the school financial obligations into recurring and capital expenditure demands.
- Take all necessary steps and make all necessary applications in order to maximize

resource opportunities.

- Identify and prioritise the School's requirements, taking input from staff, Brisbane Catholic Education and the School Board.
- Implement an ongoing five-year plan for the development, acquisition and maintenance of capital resources across the school.
- Identify and properly allocate available resources through development of an annual budget, and monthly reviews of income and expenditure against that budget at School Board meetings.
- Should there be insufficient available funds to meet identified resource requirements, consideration be given to:
 - Application for additional funding;
 - Borrowing funding;
 - Re-prioritisation of financial expenditure;
 - Increase in school fees;
 - Acceptance of non-delivery of certain requirements; or
 - A combination of the above.
- Provision of feedback, by the Principal, of this process to the broader community including the Parents and Friends Association.
- Properly determine necessary and appropriate school fees on an annual basis.
- Comply with the reporting and procedural requirements of Brisbane Catholic Education.
- Develop procedures, which articulate the effective and efficient use of resources.
- Develop reporting mechanisms to enable clear reporting to the School Board in its representation of the school community, parish and the local community (where necessary).
- Provide and upgrade resources across year levels either at whole school level or on a rotational basis, responding to changing curriculum requirements.
- Maintain effective resource management processes and procedures to track the allocation of resources across the school.
- Undertake regular stock-take of resources to ensure that the physical stock supports the stock record and so minimize loss and inform areas of need.
- Introduce and maintain regular and irregular audit processes, and appropriate checks and balances, of the school's financial records and resources and provide feedback to the school community.

Associated Procedures

- Budget Preparation Procedure
- Hire of School Facilities
- Purchase Ordering Procedure
- Fees and Levies
- Fundraising
- Classroom Expenditure
- Photocopying
- Maintenance Procedures
- Master Planning (Capital)
- ICT Plans (Hardware Infrastructure)

Review Date November 2018