

Accountability expectations of the principal

Budget planning to achieve outcomes

- There is a clear and defensible link between the school budgeting and its plans for raising standards and attainment for all its students.
- Student characteristics funding is used to implement appropriate teaching and learning adjustments to support improved outcomes for groups of students facing potential disadvantage due to social background, Aboriginality, disability and/or English as an additional language or dialect for whom the school is funded.
- Funding for primary students (where applicable) is focused on the early years of schooling as reflected in the per student funding amounts.
- Targeted initiatives deliver outcomes specified in the requirements for that funding.
- Accurate and timely student enrolment census data is provided so the school receives the correct funding. Funding is adjusted where necessary following the census verification process.
- A well-informed and balanced budget is set each year and includes short and longer term planning for workforce and reserves to ensure expenditure does not exceed budget.
- The school council/board receives timely and detailed information about budget planning including timelines for using funding planned to hold in balances at the end of each year.

Budget administration

- Funding is used for students in the year it is provided. This is reflected in the school bank balance and carry forward amounts.
- Locally raised funds and sponsorships are managed in accordance with legislation and policy.
- All funding is administered to ensure effectiveness and efficiency; compliance with legislation and policy; and consistency with the purpose for which it is provided.
- Risk management processes are embedded in financial and workforce planning and management.
- Decisions about funding for specific school programs and interventions are evidence-based.
- All moneys received are identified correctly, recorded properly and banked appropriately.
- All purchases are authorised properly, classified and recorded accurately, and represent best value for money.
- All staff are recruited and paid appropriately, staff attendances and absences are recorded properly, staff leave is managed in accordance with awards, and all certification reports are monitored in accordance with policy requirements.
- Employment of casual relief staff is consistent with industrial instruments.

Budget monitoring and reporting

- The School Report is published on the Department website (Schools Online) and provides an explanation of the school performance. It is based on rigorous self-assessment and meets all requirements specified in Schedule C.
- All School Report requirements in Schedule C are met by the specified date.
- The school council/board is provided with a copy of the school self-assessment and results of any audits, reviews and financial improvement plans.
- The one-line budget is monitored regularly to ensure it does not operate in either deficit or significant surplus.
- The school budget and business/development plan are available on request.
- There is clear and timely reporting of the school budget position to the school council/board and school finance committee.
- The school council/board is informed in a timely manner of any significant variations from budget projections arising from planned changes or unforeseeable circumstances.


- An application is made to the School Budget Review Committee where school actions are insufficient to balance the budget.

Budget governance

- Financial skills of staff are of the standard necessary to ensure sound budget management.
- The school finance committee operates effectively and complies with relevant legislation and policies.
- Actual or perceived conflicts of interest for school council/board members and staff are managed and documented appropriately.
- Outstanding matters from audit reports and financial improvement plans are acted on promptly.
- Appropriate approvals are in place for community and private use of school facilities and equipment.
- There is robust oversight of the gift register and hospitality expenditure.
- The school council/board notes the Funding Agreement as part of the school budget and business/development plan.
- The school council/board endorses the School Report on performance before it is published online.
- Where the principal does not meet the expectations of this Funding Agreement, the line manager may require an audit or specific activities to be undertaken for the purpose of compliance.

Signatories to the agreement

The Funding Agreement 2022 (with Schedules A and B attached) is endorsed by the principal, noted by the school council/board chair and minuted in the school council or board meeting record. The agreement is maintained on file with the Statement of Expectations and Support.


Endorsed by Principal


Noted by School Council/Board Chair