

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT - 700 Administrative Services

702 - OPERATING COSTS

Responsibility: Principal

This Policy was last ratified by School Council in 2015.

1. PURPOSE:

School Administration will require funds to be allocated to cover operating costs for utilities, communication, repairs and maintenance of office equipment, stationery supplies, office requisites and miscellaneous extra curricula areas.

2. GUIDELINES:

- 2.1 The funds allocated for the use of electricity will be carefully monitored and kept within Budget.
- 2.2 The funds allocated for the use of LPG will be carefully monitored and kept within budget.
- 2.3 The funds allocated for water rates will be carefully monitored and kept within budget.
- 2.4 The funds allocated for the use of postage will be monitored and kept within budget.
- 2.5 The funds allocated for the use of the telephone will be carefully monitored and kept within budget.
- 2.6 The funds allocated for the use of other communication such as mobiles and ipads will also be monitored and kept within budget.
- 2.7 Department of Education & Training (DET) responsible for the cost of Auditing of the schools' finances.
- 2.8 Funds allocated for the repair and maintenance of office equipment are to be used for this purpose but they may need to be supplemented from time to time.
- 2.9 The purchase of office stationery supplies will take place as required.
- 2.10 School Council will allocate funds for miscellaneous extra curricula activities such as sporting and music achievement awards.
- 2.11 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.