



ACEA

**Australasian Corrections
Education Association**

Create the Opportunity

BUDGET PLANNING POLICY

Policy number	012	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

INTRODUCTION

The Executive Committee of Australasian Corrections Education Association is responsible for overseeing the budget of the organisation and for ensuring that the organisation operates within a responsible, sustainable financial framework.

In line with this responsibility, the Executive Committee of Australasian Corrections Education Association conducts a budget planning process each year as part of its annual business planning.

PURPOSE

This policy is designed to set out the process for compiling, monitoring and reviewing of Australasian Correction Education Association's annual budget.

POLICY

The Executive Committee of Australasian Corrections Education Association conducts a budget planning process each year as part of its annual business planning.

The organisation operates under a budget that must be flexible in responding to unforeseen events, including possible reductions in cash flow, and therefore be regularly monitored and reviewed.

AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)

BUDGET PLANNING PROCEDURES

Procedures number	012	Version	1.0
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RESPONSIBILITIES

The Executive Committee of Australasian Corrections Education Association has ultimate responsibility for overseeing the budget of the organisation and for ensuring that the organisation operates within a responsible, sustainable financial framework.

It is the responsibility of the Treasurer to prepare all budgets and review budgets in consultation with the Executive Committee.

The Executive Committee consists of:

- President;
- Vice President;
- Treasurer;
- Secretary;
- Researcher;
- The Juvenile Justice Representative.

PROCEDURES

Preparation of the Budget

In April each year, the Treasurer starts preparing the budget estimates as part of the Business Plan for the financial year. The process includes:

- considering operational costs and;
- estimating income.

The initial budget estimates are based on the current expenditure projections to end of year. The Executive Committee shall be provided with information about how cost increases will be absorbed or will lead to increases in service charges (e.g. membership fees).

The Treasurer will present the draft budget for discussion at an Executive Committee meeting. The Executive Committee may accept the estimates as presented or may request variations, within the context of the Business Plan. A detailed report denoting reasons for decisions should be attached to the draft budget for discussion.

The Treasurer will then revise the draft and present the amended draft budget at the next available Executive Committee meeting, usually in April but no later than end of May. Once adopted by the Executive, this becomes the official operating budget for Australasian Corrections Education Association for the following financial year, and all Executive Committee members and members must work within the financial limits stated or implied by this document.

Monitoring and Reviewing the Budget

The Treasurer is responsible for monitoring the organisation's expenditure, reviewing the actual and budgeted expenditures, and reporting on the progress of such expenditure.

Financial reports will be prepared every month showing the year-to-date expenditure and its variation from the budget estimates, and indicating any increases or decreases in funding. A detailed commentary should be attached to Treasurer's reports detailing reasons for variations and recommendations for corrective action should that be required.

The Treasurer will indicate what effect any variations will have on the budget projections and provide this information to the Executive Committee. The Treasurer will also report on any other financial matters that may be related to the Business Plan.

Once adopted by the Board, the Amended Budget will become the new operating budget for the remainder of that financial year.

RELATED DOCUMENTS

- Australasian Corrections Education Association Business Plan

AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)