

Section: Finance  
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Page: Page 1 of 1  
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## BUDGETS

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Associate Principals of Sub-Schools have overall responsibility for monitoring expenditure in their respective Sub-School. Heads of Department coordinate specific budgets and report to the appropriate Associate Principal. Individual teachers will liaise with their respective Head of Department and/or Associate Principal and need to be responsible and keep within the budget allocated for their area.

In all matters relating to the allocation and monitoring of all other budgets, costs centres and expenditure, the Business Manager will be responsible

Reports showing expenditure are available via eMaze to authorised staff.

Work on the following year's budget starts in July, when the Associate Principals of Sub-Schools will be asked to provide their budget requests for the following year.