



# Budget development and management policy

**Version:** 1.1 | **Version effective:** 20/12/2019

## Audience

Department-wide

## Purpose

To outline the Department of Education's (the department's) approach to planning and managing resources efficiently and effectively.

## Policy statement

The department's budget supports the delivery of outcomes identified in the [Strategic Plan](#) and aligns with the [Long-Term Financial Plan](#).

## Principles

Principle	What this means for the department
<b>Accountability</b>	All departmental budgets are developed and managed in accordance with <a href="#">Queensland Treasury guidelines</a> . Budgets are reported to Parliament through the <a href="#">State Budget Papers</a> and reviewed through a series of <a href="#">parliamentary estimates hearings</a> , which comprise government and opposition members.
<b>Equity</b>	The department ensures funding is managed efficiently and effectively to meet government and departmental priorities.
<b>Performance</b>	The department's budget is monitored through monthly financial performance reporting to ensure issues are appropriately managed.
<b>Sustainability</b>	The department prioritises and manages its budget in line with funding provided by government.

Principle	What this means for the department
<b>Flexibility</b>	The Executive Management Board may make decisions that require variations to budgets throughout the financial year.

## Requirements

- Budgets are only developed for authorised and permitted purposes.
- Budgets are reported, disclosed and recognised in the [State Budget Papers](#).
- Budgets must be identified and recorded accurately in the department's accounting systems, in a manner, which maintains an adequate audit trail and allows reporting objectives and accountability requirements to be satisfied.
- Budgets should be developed and monitored to ensure the department is managing its operations efficiently, effectively and economically and resourcing is aligned to strategic priorities.
- Business units must notify the department's Chief Finance Officer when surplus budget is identified.

## Definitions

Term	Definition
<b>Strategic Plan</b>	The <a href="#">Strategic Plan</a> outlines the department's vision for Queensland children and students, workplaces and communities and its people.
<b>Long-Term Financial Plan</b>	The <a href="#">Long-Term Financial Plan</a> describes the department's framework for delivering cost effective services, maximising value and planning for future resource allocation.
<b>State Budget Papers</b>	<p>The <a href="#">State Budget Papers</a> provide published budgeted financial and non-financial information for the Budget year.</p> <ul style="list-style-type: none"> <li>• Departmental budgets are published in Budget Paper 5 – Service Delivery Statements.</li> <li>• Departmental capital expenditure is outlined in Budget Paper 3 – Capital Statement.</li> <li>• Departmental expense, capital and revenue measures reflecting decisions since the previous budget are outlined in Budget Paper 4 – Budget Measures.</li> </ul>
<b>Parliamentary estimates hearings</b>	Comprised of government and non-government members, the <a href="#">parliamentary estimates hearings</a> inform the general parliamentary debate on budgets. These hearings ensure accountability and transparency of the overall budget process.

## Legislation

- [Financial Accountability Act 2009 \(Qld\)](#), Part 5, Division 2

- [Financial and Performance Management Standard 2019 \(Qld\)](#)

## Delegations/Authorisations

- The Executive Management Board (EMB) are responsible for the approval, allocation and monitoring of the department's annual corporate operating and capital budgets.
- School principals are responsible for the approval, allocation and monitoring of school budgets.

## Policies and procedures in this group

- [Budget development and management procedure](#)

## Supporting information for this policy

- Nil

## Other resources

- [Corporate budgeting](#) (DoE employees only)

## School budgeting

- [School budgeting](#) (DoE employees only)
- [School budget solution](#) (DoE employees only)

## Contact

For further information, please contact:

Finance Branch through the Services Catalogue Online (DoE employees only).

Customers and users external to the department should email [InternalBudget.finance@qed.qld.gov.au](mailto:InternalBudget.finance@qed.qld.gov.au).

## Review date

26/07/2024

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

1.0 Budget development and management

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