

## BUDGETING – STAKE YOUR CLAIM



By Karen Leahy 2011

## GROUNDWORK

### • **Building your case – the Annual Report** \*

- Preface report with library or school vision statement and 'speak the school language' within it.
- Have an appendix of supporting material – abstracts or extracts of research articles and books.

See "The School Library and Learning in the Information Landscape." - pp. 51-3

and

"Learning for the Future: Developing Information Services in Schools." - for quantitative standards.

- Discuss your report with your principal – maybe as part of your appraisal.

## PREPARATION

### **Gather information from your own library –**

- purchases last year - keep records \*
  - total number / total per subject area
  - average price
  - ratio of books purchased to students (1 book per ...)
- significant weeding
- stocktake of consumables
- photographs – the good and/or the bad

### **Gather information from clientele .... and from library staff.**

- effect/demands of new curriculum
- library resource usage by subject areas (depts)
- requests from staff/departments \*
- suggestions from students
- gaps in the collection

### **Further ground work required . . . . .**

- check your accounts records and list the costs of \* subscriptions and fees, adding 10% to cover possible rises
- check expenditure on consumable items used to repair or process books
- get quotes/prices for items of capital expenditure or general expenditure. N.B. items worth less than \$500 will come out of a Consumables account, not Capital
- DON'T ASK FOR A LUMP SUM – ITEMISE, GET QUOTES, JUSTIFY YOUR REQUESTS

### **Know your Facilities Manager & IT Person**

- The Facilities Manager may know the best place to buy some items or give you a list of places.
- Don't assume you will have to pay for everything e.g. the Facilities Manager will have a furniture budget.
- Likewise with the person in charge of IT – or you may be able to combine orders to get a better price.

**List all specific subjects /areas for resourcing**

- Allot points for each on a 1-to-4 basis – 1 = Maintenance, 2= Moderate use, 3= strong demand, 4= high demand, new topics, maybe rebuild

RESOURCES FOR SPECIFIC SUBJECTS/AREAS	(65)
* POINTS	
ART DEPT	
Junior Art incl Drawing & Art Technique	3
Painting/Artist Catalogues	2
Photography	2
Art History	2
Design	2
ENGLISH DEPT	4
English	
Communication English	
Media Studies (new)	
NZ Literature (AS12905)	1
DRAMA	1
SCIENCE DEPT	
Science Yrs 9-11	3
Senior Sciences	3

**Separate resources for reading and reference.**

- Allow for a total number of points here equivalent to about a third of the curriculum resourcing points.

Monetarily, this means approximately 25% of your funds will go to this area and 75% to curriculum resourcing.

GENERAL RESOURCES & READING	(23)
Reference	2
Fiction	7
Graphic format material	6
Recreational reading	8

**Front page ...**

XYZ LIBRARY

BUDGET APPLICATION FOR XXXX

Pt 1:	ICT equipment (ref. IT Manager)	
Pt 2:	Capital Expenditure	430.00
Pt 3:	Consumables	10130.00
Pt 4:	General Resources	5340.00
Pt 5:	Curriculum Resources	14535.00

(prices above are GST excl.)

**GST notes**

Put the total amount requested for each budget area on coversheet only as GST exclusive amounts. Specify that the amount is GST excl.

If the sum granted is given as GST excl, convert it to GST incl before working out new value for a point. To increase a GST exclusive amount back up to a GST inclusive one:

*multiply by 1.15*

Within the document, I find it easier to use GST inclusive pricing as the invoices I receive often include GST in the item price. To reduce a GST inclusive amount down to a GST exclusive one : *divide by 1.15*

**The mathematics of the situation:**

(assuming we have justified a request for \$20 per capita)

$$\begin{aligned} \text{Request (No. of pupils x \$20)} &= 1150 \times 20 = \$23,000 \\ \text{Divide by no. of points allocated} &= 88 \\ \text{Value of 1 point} &= \$260 \end{aligned}$$

A subject with 2 points would get \$520, 3 points \$780 etc

If budget grant is a reduction on amount requested, divide allocated amount by number of points and adjust accordingly

$$\begin{aligned} \text{e.g. Grant} &= \$15,000 \\ \text{divide by no. of points allocated} &= 88 \\ \text{Value of 1 point now} &= \$170 \end{aligned}$$

**List of supplementary documents (included in folder with Powerpoint)**

- Page from Accounts Book – Collins journal A4 261f
- Page from Budget Book showing spending for subject/area - also using Collins A4 journal
- Invoice showing analysis as well as number in top corner allocated from Invoices Journal.
- List of potential subject / areas for book purchasing (remember areas that may not be 'taught' such as Careers or a Revision Book Collection etc)
- List of possible Consumable items
- Samples of writing in Annual Report to support budget and within budget document to support book purchases
- Request form for teacher input
- Useful references