



An Administrator's Two Cents:

How PACs and Administrators can work together to establish budgets that best support schools

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From the Bank of America

The following steps can help you create a budget.

Step 1: Note your net income.

Step 2: Track your spending.

Step 3: Set your goals.

Step 4: Make a plan.

Step 5: Adjust your habits if necessary.

Step 6: Keep checking in.

- **In a school context:**
- **Prioritize your fundraising**
- **Understand the source of your funding**
- **Knowing your community**

Step 1: Note your net income.



In a school context:

- What are previous expenditures?
- Consider the existing school culture

Step 2: Track your spending.



- **In a school context:**
- **What is the PAC Vision?**
- **What is the School Vision?**
- **Balance of long term goals i.e. dress term goals i.e. dress**
- **How are you ensuring partner groups are**



In a school context:

- long term and short term goals i.e dreams vs. wishlist
- How are you ensuring that all partner groups are better informed you can be better i.e. Categorized
- Transparency – the more information you can be better i.e. Categorized

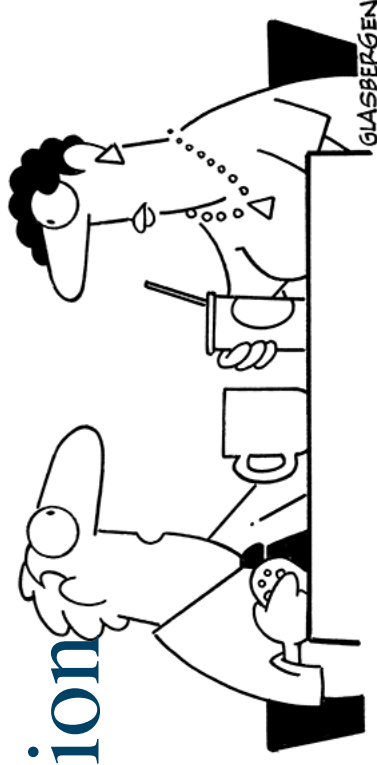


In a school context:

- Flexibility –
- Room to address emerging issues
- Time for reflection/re-evaluation/conversation

Step 5: Adjust your habits if necessary.

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Illustration
TEACHERS LOUNGE



“There’s finally room in the school budget to upgrade our classroom equipment. I’m getting new chalk!”

In a school context:

- Conversation
- Trust
- Transparency

Step 6: Keep checking in.

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“How can you say we’re not behaving like a team?
We’re all wearing the same color shirts, aren’t we?”

- **Questions**
- **Time for Discussion**