

Document Information and Revision History			
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Approved By		Manager and Management Board	
Distribution List		Community Connection Staff, Board Members, Individuals and their Families by email and/or mail	
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Document location		Governance	
Last Reviewed	Date to be Reviewed	Review Team	Nature of amendment
January 2016	January 2019	Management Team	
May 2016	January 2019	Marie	Format Change

1. REFERENCES

National Standards for Disability Services (also compliant with HSQF)

6. Service Management: The service has effective and accountable service management and leadership to maximise outcomes for individuals.

2. COMMUNITY CONNECTION INCORPORATED'S POSITION

Community Connection Incorporated will ensure that an annual budget is prepared, monitored and reviewed in compliance with Regulation 15 of the Disability Services Act 2006.

3. PREPARATION

Prior to the commencement of each financial year Community Connection Incorporated will prepare a budget that includes expected income and expected expenditure.

4. APPROVING

The budget will be approved by the Board at a Board Meeting.

5. MONITORING

Community Connection Incorporated will regularly review actual income and expenditure against the amounts stated in the budget.

6. REVISIONS

Based on the monitoring of the budget, Community Connection Incorporated will make any necessary budget revisions during the financial year.