

Management planning: Example Annual Management Plans

When you've made your own – make it A2 size and write on it as you go – use it for planning / reminding / keeping on track

	January	February	March	April	May	June	July	August	September	October	November	December
<p>Finances</p> <p>Tax return ● Accounts pd ● Chk fees ● Chk subsidy claims ●</p> <p>Note these are example dates only - check your centre's dates for all payments, audits, etc</p> <p>(State who is responsible for these tasks)</p>												● ● ● ●
		Send in MOE bulk funding form (RS7)	GST due Set petty cash limit	Draft / review budget Set / review fees Bulk funding received	Finalise budget for AGM	Audit Finances Publicise bulk funding expenditure to MoE & community Send in MOE bulk funding form (RS7)	Bulk funding received	ACC Levies due	GST	Send in MOE bulk funding form (RS7)	Bulk funding received	Staff holiday pay
<p>Policy Writing & Review:</p> <p>Refer to the ECE Lead website for information on preparing policies, procedures and processes in the "Establishing an ECE service" section.</p> <p>(State who is responsible for these tasks)</p>		Review philosophy	Review 1/3 of policies in consultation with centre community, hapu & iwi				Review 1/3 of policies in consultation with centre community, hapu & iwi				Review 1/3 of policies in consultation with centre community, hapu & iwi	
<p>Management organisation</p> <p>Management meetings ●</p> <p>Collect info on new legislation</p> <p>Develop / review job descriptions for management roles.</p> <p>Develop / review governance role if applicable</p> <p>(State who is responsible for these tasks)</p>		Develop / review annual management plan (this plan)	Develop / review implementation of centre objectives	Develop / review centre's long term / strategic plan		Set AGM date & advertise Advertise vacant committee roles		AGM		Develop / review centre's long term / strategic plan		● Archive records (7 years)
<p>Communication & Consultation</p> <p>Newsletter ●</p> <p>Staff meetings ●</p> <p>(State who is responsible for these tasks)</p>												● ●
		Update newsboard	Parent meeting Plan community	Update newsboard		Update newsboard Parent meeting		Update newsboard	Parent meeting	Update newsboard		Update newsboard

