# Eric Knight

# Internship 1

Task Area 3

 During the internship and time spent talking with my principal many budgetary responsibilities have taken place. We have discussed numerous times the responsibilities for budget reporting. The discussion of major planning has been a part of many discussions that have taken place. The day to day budget needs was another area that we discussed. The last thing we discussed was the function of her role in the budget of the school and elementary portion in particular.

 Major planning is an area that schools need to plan for carefully. Every year here in Chester the administration and school board have a planning meeting. Here the group plans for the upcoming year’s budgetary needs as well as longer term outside needs. These long term needs are discussed and are planned for according to need. Here the group also covers the budget from last year and how that will affect the coming year as well as how the last year will affect spending for the coming year. Another issue that plays an important role is the funding discussion and voting from the state department. That along with other aspects will ultimately determine spending for future. In a smaller school communication with these groups is easy and effective, at the same time planning is important as moneys are becoming less and less.

 We have also discussed many times the day to day budgetary responsibilities. Here in Chester with the entire school, administration, and business manager all housed in the same place these things aren’t as critical. If there is a question the administrators find a time to meet and discuss the budget concern. If there is a definite need our principal meets with our superintendent. With these meetings being fairly easy to have and the yearly budget in place decision on these issues is relatively easily made.

 The function of the elementary principal is the last thing that we discussed in terms of the principals responsibilities. The largest function is to make sure that people have the things they need and if they do not to gather information as to what those new items will cost and present them at the planning meeting. Also the purchasing of different curriculum text book is an area that takes up a large portion of yearly budgets to make sure those things are planned for are vital. Another responsibility that coincides with planning and functions are the processing and evaluation of teacher requisitions on a yearly basis.

 A school like Chester, one that has all administration right there and able to meet regularly provides many advantages to keeping the budget in check. When the budgetary needs can all take place and problems be answered in minutes is a great advantage.