

<b>Title</b>	<b>Prepare and present a budget for turf operations</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	<p>This unit standard is for people working in a sports turf or amenity turf context.</p> <p>People credited with this unit standard are able to prepare a budget for a turf organisation, and present the budget to the senior management of a turf organisation.</p>
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<b>Classification</b>	Sports Turf > Sports Turf Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Performance criteria must be in accordance with workplace procedures.
- 2 Definition  
*Workplace procedures* – the procedures and standards set by the client or employing organisation for budget preparation and presentation.
- 3 Organisation’s goals and objectives are defined from questionnaire or interview with senior management.
- 4 The budget should be free from typographical errors, and be of a maximum 20 page length.

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### Outcomes and performance criteria

#### Outcome 1

Prepare a budget for a turf organisation.

#### Performance criteria

- 1.1 Gather data from analysis of historical records, supplier quotes, or simulated case study.

**Range** data gathered may include but are not limited to – water, soil, weather data, office overheads, machinery and equipment replacement, reconstruction, labour costs, fertiliser, irrigation, chemicals, drainage, topdressing, seed and turf, fuel and oil, repairs and maintenance of equipment, landscaping, contingencies, past budgets, estimates and quotes.

1.2 Identify and select maintenance standards, and price maintenance required, in accordance with enterprise resources, goals, and objectives.

1.3 Formulate a spreadsheet of expenses and depreciation where applicable, taking into account soil, water, and weather implications, in accordance with workplace procedures.

Range budget may include but is not limited to – office overheads, machinery and equipment replacement, reconstruction, labour costs, fertiliser, irrigation, chemicals, drainage, topdressing, seed and turf, fuel and oil, repairs and maintenance of equipment, landscaping, contingencies.

1.4 Collate the budget, and supporting information.

Range presentation may include but are not limited to – cover page, contents page, executive summary, appendix, stand-alone figures and tables; spreadsheet of expenses and depreciation; supporting information may include but are not limited to – quotes, invoices.

1.5 Complete the budget in a time-frame agreed with management.

## **Outcome 2**

Present the written budget to the senior management of a turf organisation.

### **Performance criteria**

2.1 Present the written budget for preview by turf manager prior to circulation, make changes as required.

2.2 Present the final written budget.

Range presentation of budget includes – by oral communication, by written communication, using visual aids, by personal appearance, within time allocation, with appropriate responses to audience questions.

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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	4 August 1995	31 December 2019
Revision	2	4 August 1995	31 December 2019
Revision	3	16 September 1996	31 December 2019
Revision	4	10 December 1997	31 December 2019
Revision	5	8 June 1999	31 December 2019
Review	6	15 December 2000	31 December 2019
Revision	7	12 January 2006	31 December 2019
Review	8	17 October 2008	31 December 2019
Review	9	25 January 2018	31 December 2023
Review	10	24 June 2021	31 December 2023

**Consent and Moderation Requirements (CMR) reference**

0052

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.