

Administrative Procedure 501 - Annual School Budgets

Background

The Division's budget allocation to schools establishes and maintains principles of equity in material and human resources based on the number of students being served and their diverse learning needs. Additionally, retained school generated funds are part of the annual school budget.

Procedures

1. The Principal shall develop budgeting procedures which ensure consultation and discussion with staff and the school council, including a presentation of the submitted and/or proposed budget to the school council in the spring and fall.
2. The Principal shall prepare an annual school budget.
3. When allocating the funds within the school budget, the Principal is to consider factors such as:
 - 3.1 School education plan,
 - 3.2 Student needs,
 - 3.3 Community expectations and support,
 - 3.4 Staff strengths,
 - 3.5 Physical facilities,
 - 3.6 Past expenditures, and
 - 3.7 Provincial and Division goals.
4. Principals are expected to operate within their budget allocations.
 - 4.1 A monthly review of financial results in comparison to budgeted figures is to be performed by the Principal.
 - 4.2 Variance explanations are to be documented for future reference.
5. Surpluses and deficits may be carried forward subject to the approval of the Board. On occasions which result in a deficit position for the fiscal year, such deficits are to be eliminated in the following year.

Reference: Section 33, 52, 53, 55, 68, 137, 139, 140, 143, 196, 197, 222 Education Act
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide

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