

500 BUDGETING

Background

The Division budget must address the vision, mission, priorities, key results, and strategies to be achieved in a manner that provides the best quality education, and meets the needs of all children in the system, at the most reasonable cost to the taxpayer.

Strategic priorities will be reviewed periodically and confirmed annually in the Three-Year Plan in advance of budget preparation.

Procedures

1. Budget planning shall be the responsibility of the office administration and principals and shall be undertaken at a date to conform with the budget deadlines as established by the Board.
2. Each administrator and/or director shall prepare his/her budget by location, outlining the funds required to operate at that location, clearly establishing the relationship to the strategic priorities set by the Division.
3. The Secretary-Treasurer shall combine the budgets by location for presentation to the Board in a form approved by the Board.
4. In general, the administration shall seek to provide the Board with a preliminary budget for the coming fiscal year by the December meeting of the Board. The budget shall be prepared for presentation to the Board by January 31, in any year. Review of the budget by the Board shall be at times agreed upon by the Board. Final adoption of the budget shall take place by March 31, in any budget year.
5. The Board may review budgets or hold budget hearings at any regular meeting of the Board, any special meeting of the Board called in accordance with the School Act, or in Committee, provided that the final budget review and adoption takes place at a regular or special meeting of the Board. During the course of review, persons responsible for the preparation of the portion under review should be available as a resource person to the Board. The assistance of outside resource persons in its review of the budget may be sought.
6. The administration shall produce recommendations explicit in the budget proposed to the Board. These shall be distributed to the trustees at least one (1) week prior to the date of budget approval.
7. Unless otherwise stated, the approved Budget shall come into effect September 1.

References