

AP 5011: Annual Budget

Background:

One of the primary responsibilities of the district is to prudently administer the funds provided by the provincial government to be used for the provision of educational programs. The annual district budget is the financial outline of the district's educational program. The district regards the annual budgeting process as an important function of the operation of its schools. The process will strive to improve communication and goal-setting involvement, both within the district and between the schools and members of the community.

Procedures:

1. Preparation of Annual Budget

1.1. In these procedures:

1.1.1. "estimated expenditures" means the estimated expenditures plus any operating deficit that the board must fund in the fiscal year;

1.1.2. "estimated revenue" means the estimated revenues plus appropriated operating reserves

1.2. Estimated revenue expenditures, other than debt service expenses, in the annual budget must not exceed estimated revenues unless the board has held a referendum under section 112 of the School Act and the referendum approved the amount more than the estimated revenues.

1.3. The Secretary-Treasurer will have the overall responsibility for budget preparation, with support from the Superintendent and Senior Leadership Team.

1.3.1. Budget planning involves all levels of school and district staff, and assistance will be sought across the district, as well as the Indigenous Education Council, District Parent Advisory Council, staff unions, and other partners.

1.3.2. Opportunities for budget consultation will take place, involving parents, parent associations, staff unions and associations, students and other partners. The results of consultations will be provided to the Board during the budget.

1.3.3. A timeline will be published by the Secretary-Treasurer outlining the key dates and opportunities.

1.4. The annual budget will be formulated in compliance with dates established by the Minister of Education and Child Care. Some key dates are:

1.4.1. By February 15, the projected student enrolment for the next school year must be submitted to the Minister of Education and Child Care. Principals will assist in

the development of the projected student enrolments and the Superintendent will review and approve the projected student enrolments to be provided to the Minister of Education and Child Care.

- 1.4.2. By June 30, the Board, by bylaw, must adopt an annual budget for the next fiscal year.