

ANNUAL BUDGET DEVELOPMENT

Background

The annual budget is the financial component of the Division's operating plan. The budget is not the plan itself but a mechanism to achieve the goals and objectives of the plan.

Each school year the Superintendent, with the assistance of staff, will prepare for Board consideration and adoption a detailed estimate of the revenues and expenditures required to operate the programs of the school system.

Procedures

1. Input from the Board, School Councils, administrators and staff will be sought with respect to Division budget priorities for the upcoming year.
2. The Division budget will be reflective of the provincial funding framework in terms of funds for instruction, support and capital.
3. The budget will reflect the annual goals and objectives set by the Board.
4. The objective of the Board is to achieve value within a balanced budget for the Division.
5. In consultation with staff and School Council and in accordance with guiding principles and formulae for allocating resources to schools, each principal will develop and submit a preliminary school budget to the Superintendent by a specified date, prior to the budget year.
6. A preliminary Division annual budget shall be presented to the Finance Committee of the Board for their review and input.
7. The Finance Committee shall submit a preliminary Division annual budget to the Board in accordance with budget timelines for initial review.
8. The Finance Committee shall present the Division annual budget to the Board for approval prior to the budgetary deadline set by the Ministry.
9. Following Board adoption, the annual budget for the year beginning September 1 will be submitted to Alberta Education on or before May 31 of each year, or as

indicated by Alberta Education, in the form prescribed by the Minister.

10. Funds, spending authority and responsibility for controlling expenditures will be decentralized to schools subject to Division procedures.

Reference: Section 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152, School A