

Administrative Procedures Manual	Administrative Procedure 501
	Annual School Budgets
	APPROVED: September 1, 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222, 137, 139, 140, 143 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

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.
2. The Principal shall prepare an annual school budget.
 - 2.1 At the secondary level, major school activities which require significant funding shall be included.
3. When allocating the funds within the school budget, the Principal is to consider factors such as:
 - 3.1 Student needs,
 - 3.2 Community expectations and support,
 - 3.3 Staff strengths,
 - 3.4 Physical facilities,
 - 3.5 Past expenditures, and
 - 3.6 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.
 - 4.1.1 This review will include major school activity funding.
 - 4.2 Principals are to review school budget results with the Secretary-Treasurer in January and June. Variance explanations are to be documented for future reference.
5. Surpluses and deficits will be carried forward. On occasions which result in a deficit position for the fiscal year, such deficits are to be eliminated in the following year.
6. The Superintendent reserves the right to revise or modify the budget of a school.