



FINANCIAL MANAGEMENT 1 – Budget Development

Date: May 15, 2002

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

- 1.1 The allocation of funds is a consultative process that is key to the system and its schools operating in an effective and efficient manner.
- 1.2 The appropriate distribution of funds is a necessity for a healthy school division.
- 1.3 Involvement by stakeholders in the development of the budget process is key to having the final budget understood, accepted and properly administered.

2.0 PROCESS

The Secretary Treasurer will facilitate a consultative process that will lead to the development of a draft budget being brought forward to the Board of Trustees.

3.0 GUIDELINES

- 3.1 Authority to approve system budget and allocate funds rests with the Board. The Board and senior administration shall meet to plan the annual budget process.
- 3.2 Recommendations will be solicited from appropriate stakeholder groups.
- 3.3 Central Office structure and funding envelopes will be presented to principals.
- 3.4 Principals will recommend the disbursement of school directed instructional funds.
- 3.5 Budget development templates, procedures and timelines will be explained to principals.
- 3.6 Budget Timelines
 - 3.6.1 September-October: Board Beliefs and Plans
Board sets direction by looking at beliefs/philosophies on items with financial implications and develops guidelines.

References: *Board Policy: D/1/2*

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- 3.6.2 September to December: Committee Work
Any budget items, such as allocation framework, that requires committee work to be completed. Work completed after the end of December will be reflected in the following year's budget.
- 3.6.3 November: Trustees/Admin Issues Forum
Board, principals and Central Office leadership team meet to identify and deal with issues.
- 3.6.4 January: Board Sets Budget Guidelines
Board sets the criteria and envelope allocations for the upcoming budgets.
- 3.6.5 February to April: Budget Document Preparation
- Enrolment projections submitted first week of February
 - Revenue projections developed by middle of March – depending on Alberta Learning
 - Adjustments made to instruction pool – divisional initiatives set by mid March
 - Allocations given to cost centers following the establishment of the pool
 - Cost center budgets completed by the end of the first week of April
 - Divisional budget completed
- 3.6.6 Draft Budget: First meeting in May
- 3.6.7 Budget Passed: Second meeting in May

References: *Board Policy: D/1/2*