

BUDGET DEVELOPMENT

Background

The annual budget, operating and capital sections, is the resource allocation plan for implementing the Board's goals, objectives and educational plan, within the limits of fiscal responsibility. The budget therefore serves as both a management tool and a fiscal control system.

Budget development is to reflect the planning and policy objectives of the Board and schools, tempered with careful consideration of advice from administration, staff, parents and other communities served by the Division.

Budgets are prepared in the spring each year and are approved by the Board of Trustees before being submitted to Alberta Education.

Procedures

1. Budget Cycle

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| 1.1 | January | Review prior year audited financial statements and reserve balances with Executive and initial discussions on budget direction for the next fiscal year. |
| 1.2 | January | Enrolment estimates submitted by principals are used to complete and submit Alberta Education enrolment projections documents. |
| 1.3 | Jan - Feb | Support (Administration, Transportation and Plant Operation and Maintenance) and Shared Instructional Services (Learning Services, PUF, Technology, and Central Staffing) start preparing budgets. |
| 1.4 | Feb | Budget meeting with the Board of Trustees, Administrators, senior management and any other centralized budget preparers to discuss budgets, revenue allocations and any changes to Shared Instructional Services to the schools. |
| 1.5 | Feb – Mar | Principals prepare school budgets through receiving input from staff, School Councils and community. Principals must present the proposed budget to the School Councils for feedback. Budget is then submitted to the Secretary Treasurer for approval by Executive staff. |
| 1.6 | Apr | Principals submit school budgets to the Secretary Treasurer for final approval. The Secretary Treasurer has a second meeting with the Board of Trustees |
| 1.7 | May | Secretary Treasurer along with senior administration and management present the draft budget to the Board of Trustees for feedback and direction. |

1.8 May Secretary Treasurer presents budget to the Board of Trustees for approval. The approved budget is submitted to Alberta Education by the deadline.

Adopted/Revised: SEP 2016/JUN 2019/NOV 2019/AUG 2022

Reference: Section 33, 52, 53, 67, 68, 137, 138, 139, 140, 141, 143, 197, 204, 222 Education Act
Section 16 Government Accountability Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Results Reporting
School Authority Planning and Reporting Reference Guide