

BUDGET CONTROL AND FINANCIAL ACCOUNTABILITY

Background

Financial accountability is a responsibility of each Principal and Site Manager in the Division. The allocation of financial resources by the Division's annual budget to site and department budgets reflects this distribution of responsibility. Final responsibility at each school or department rests with the Principal or Manager responsible for that budget, and for the funds associated (school activity funds) with the respective school or department operations. The Division's policy and procedures on decision making in a site-based environment expect that other staff and stakeholders share in this responsibility. It is expected that each Principal and Manager will budget appropriately and will report and monitor the receipt and disbursement of financial resources in a systematic way to ensure that expenditures do not exceed available financial resources, and that disbursements are made in accordance with current plans.

Procedures

1. The Secretary Treasurer shall table quarterly consolidated financial statements for the Board. The report shall include an analysis of any significant variations from the budget.
2. Principals/Department Managers are responsible for implementing and controlling their budgets. Expenditures shall not exceed available financial resources.
3. Financial Reporting at the School Level
 - 3.1 Principals shall ensure the preparation of financial reports as of the end of the months of November, February, May and August, for presentation to the next staff meeting and School Council or parent advisory council meeting following each of the reporting dates.
 - 3.2 The required financial reports shall be a revenue and expense budget comparison report for the funds allocated through the school budget at the level of detail established by the school budget, and a balance sheet and revenue and expense statement for school activity funds. Such reports shall include an analysis of any significant variation from the relevant budget or financial plan.
 - 3.3 Presentation of the required financial reports shall be recorded in the minutes of the respective meetings at which they are provided, along with any significant decisions taken in regard to the financial reports. Copies of the financial reports shall be appended to the file copy of the respective minutes and shall be retained in accordance with the Division's record storage and retention procedures.
 - 3.4 Copies of the required financial reports shall be promptly forwarded to the Secretary-Treasurer. The Secretary-Treasurer will report any significant budget performance problems or other material irregularities to the Board.

4. Failure to provide adequate control of a budget may result in financial restrictions being placed on the Principal/Department Manager until adequate controls are achieved.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 52, 53, 55, 68, 137, 168, 139, 140, 141, 143, 144, 197, 204, 222, 225 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