



## Administrative Procedures

<b>AP-702</b>  BUDGET	<b>Date of implementation:</b> October 2011
	<b>Date of update:</b> June 12, 2019
<b>Related Administrative Procedures:</b>	

**Purpose:** The Director of Education presents an annual operating to the Board of Education for its approval.

The annual budget is to reflect the Board’s budget principles and guidelines as established by the Board and Director annually. The vision, mission, guiding principles and goal statements as detailed in the Board’s strategic plan guide the establishment of these principles and guidelines.

With respect to the ongoing financial operations of the Division, the Director is not to cause or allow the development of fiscal jeopardy, or material deviation of actual expenditures from Board priorities as established in the annual budget.

In preparing the annual budget, the Director is responsible for ensuring that a process involving consultation is undertaken.

**Procedures:**

- 1) Under the general supervisor of the Director, the CFO is responsible for the determination and management of processing budget data, developing the budget document and preparing the budget for presentation to the Board.
- 2) The budget shall be prepared in accordance with provincial requirements as stated in legislation and regulations.
- 3) The budget shall include estimates of all anticipated revenues and expenditures for the current fiscal year. These shall be in accordance with the standard revenue and expenditure classifications as prescribed by the Ministry of Education.
- 4) The annual budget shall identify any new programs to be implemented, as well as programs that are being discontinued.