



## **ADMINISTRATIVE POLICY NO. 702**

**REVISED OCTOBER 2011**

### **BUDGET**

The Director of Education presents an annual operating and capital budget 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 school 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.

The Board establishes in its capital budget a five-year planning approach for capital construction.

### **PROCEDURES**

#### **1. Management and Procedures**

- a. The Director of Education directs the preparation of the budget. The Director guides and supervises activities and personnel in the budget process and coordinates educational and financial planning.
- b. The standard revenue and expenditure classifications as prescribed by the Province of Saskatchewan are to be used.
- c. The general expectations are that expenditures are not to exceed the amount budgeted in the major expenditure classification:

- i. Monies from a special fund are to be expended only for the purpose for which the fund was established.
  - ii. The Director of Education may approve emergency expenditures up to an amount of \$250,000 in excess of budget. Emergency expenditures in excess of \$250,000 require Board approval on recommendation of the Director.
  - iii. In consultation with the Ministry of Education, the Director of Education (Facilities Planner) may authorize change orders for capital projects that impact provincially funded capital projects. Change orders in excess of \$20,000 for Division-funded capital projects require Board approval on recommendation of the Director.
- d. The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.
- e. Decentralized expenditures are determined annually. Principals are responsible for the effective control of expenditures within the budgetary limits established for their school.
- f. The Superintendent of Finance, Administration and Planning in consultation with the Director, is to initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.
- g. The Superintendent of Finance, Administration and Planning is responsible for managing budget control and for the preparation of quarterly reports to the Board of Education.
- h. The Superintendent of Finance, Administration and Planning is responsible for the determination and management of capital, plant operations, maintenance, and student transportation services budgets, processing budget data, developing the budget document, and preparing the budget for presentation to the Board.
- i. The Learning Superintendents, Conveyance Manager, and Facilities Planner are responsible for the determination and management of the budget for operational items as directed.

## **2. Calendar**

Attempts are to be made to meet the following target dates in the development of the budget. The dates are subject to minor changes due to receipt of data from other agencies.

## **Budget Calendar Guidelines**

<u>Target Date</u>	<u>Action</u>
January 1 to January 31	Request to principals for: <ol style="list-style-type: none"><li>1. Additions to and Changes in Program Offerings</li><li>2. Enrolment Projections</li><li>3. Staffing Requirements</li><li>4. Current Fiscal Requirements</li><li>5. Exceptional Requests</li><li>6. Five-Year Capital Plan</li></ol>
February 1 to February 15	<ol style="list-style-type: none"><li>1. Prepare Financial Forecast - Budget Guidelines</li><li>2. Establish Enrolment Projections</li><li>3. Establish Staffing Requirements</li><li>4. Hold Workshops/Study Sessions on Budget</li><li>5. Prioritize Requests</li></ol>
February 15 to March 15	Prepare Preliminary Budgets
March 15	<ol style="list-style-type: none"><li>1. Receive Grant Data from Ministry of Education</li><li>2. Prepare Final Budget</li></ol>
June 1	<ol style="list-style-type: none"><li>1. Adopt Final Budget (September 1 to August 31)</li></ol>
June 30	<ol style="list-style-type: none"><li>1.</li><li>2. Submit Final Budget to Ministry of Education</li><li>3. Communicate Budget to School Personnel and Community.</li></ol>

### **3. Decentralized Funding Allocation**

- a. The Director will present annual decentralized and school budget appropriations to schools as part of the annual budget for approval by the Board of Education.
- b. The decentralized and school budget funding appropriations are to be structured to reflect the educational priorities of the school division and of the particular school.
- c. The decentralized and school budget allotments to schools are to be determined by formulae based on the current year September 30 enrolments.
- d. Principals may plan to carry forward an amount not greater than twenty percent (20%) of the annual allocation.

#### **4. Capital Budget**

- a. The Superintendent Planning, Finance and Administrative Services and the Facilities Planner are to produce and maintain a five-year school facilities construction plan in accordance with *Administrative Policy 901 – Facilities Planning*.
- b. The five-year school facilities plan is to be an integral part of the annual budget process.
- c. The Director of Education, in consultation with the Senior Administrators Team, is to recommend annually the five-year plan for Board approval. The plan is to include:
  - i. Changes in educational programming and services
  - ii. Projected population and enrolment shifts
  - iii. Review of assets and borrowing capacity
  - iv. Setting of priorities.