

ANNUAL BUDGET – DEVELOPMENT

Background

Each school year the Superintendent, with the assistance of the Secretary-Treasurer, shall prepare for Board consideration and adoption a detailed estimate of the revenues and expenditures required to operate the programs of the school system.

The annual budget is the financial component of the Division's operating plan. The budget is not the plan itself but a mechanism to achieve the goals and objectives of the plan.

Procedures

1. Input from the Board, school councils, administrators and staff will be sought with respect to school system budget priorities for the upcoming year in accordance with the Division Leadership Framework.
2. The budget will reflect the annual goals and objectives set by the Board.
3. In consultation with staff and the school council and in accordance with guiding principles and formulae for allocating resources to schools, each school Principal will develop and submit a preliminary school budget to the Superintendent by February 15, prior to the budget year.
4. A preliminary Division annual budget shall be submitted to the Board no later than March 31, prior to the budget year.
5. Funds, spending authority and accountability will be decentralized to schools subject to Board policy and the leadership planning document.
6. Following Board review and adoption, a final budget in the form prescribed by the Minister will be submitted to Alberta Learning on or before the date required each year.

Reference: Section 139, *Education Act*