

Administrative Procedure 501

IMPLEMENTATION OF THE ANNUAL OPERATING BUDGET

Background

The approved budget provides administration with clear direction in regard to the allocation and expenditure of funds and the priorities of the Division, as set by the Board.

Procedures

1. Division administrators are responsible to the Superintendent for the implementation of the approved budget.
2. The allocation for all decentralized school accounts are guidelines only, and the Principal, in accordance with the needs of the school, may authorize expenditures.
 - 2.1 The annual aggregate expenditure for all decentralized accounts within the school shall not exceed the approved budget without prior approval of the Superintendent or designate.
3. The school budget for the subsequent year shall be either increased or decreased by the amount of the school surplus or deficit at the end of the school year.
4. The school budget will be adjusted based on the student enrollments/CEU's on September 30.
5. The Superintendent will ensure that regular financial reports are provided to the Board regarding the status of revenues and expenditures.

Reference: Section 33, 52, 53, 55, 68, 137, 139, 140, 143, 197, 222 Education Act
Alberta Education Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Results Reporting
School Authority Planning and Reporting Reference Guide
Alberta Education Funding Manual for School Authorities