

Administrative Procedure 500

DEVELOPMENT OF THE ANNUAL OPERATING BUDGET

Background

The budget reflects the annual goals and objectives set for the Division by the Board and will be developed with input from Trustees, administrators, staff and School Councils.

Procedures

1. The Superintendent with the assistance of the Secretary Treasurer has the authority to prepare budget development procedures and process.
2. The budget will be aligned with the goals, priorities and desired outcomes in the Division's Three-Year Education Plan.
3. The budget will, to the extent reasonable, provide for a decentralization of funds and spending authority and accountability to schools and departments in accordance with the procedures outlined in Administrative Procedure 105 – Appendix - Division's School-Based Decision Making Manual.
4. In consultation with staff, each Principal shall develop and submit a preliminary school budget to the Superintendent consistent with the dates identified in the Individual School Education Plan (ISEP) document, prior to the budget year.
5. A preliminary budget shall be submitted to the Finance Committee of the Board consistent with the dates identified in the ISEP document, prior to the budget year.
6. The Finance Committee will submit a preliminary budget to the Board consistent with the dates identified in the ISEP document, prior to the budget year.
7. Following adoption by the Board, the budget will be submitted to Alberta Education in a form prescribed by the Minister of Education.

Reference: Section 33, 52, 53, 67, 68, 137, 138, 139, 140, 141, 143, 197, 204, 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