SYSTEM OPERATING BUDGET

Belief

The preparation of the System Operating Budget is an integral part of the planning process, as such, it must reflect the Division’s vision, values, and priorities.

Guidelines

1. The System Operating Budget is under the direction and responsibility of the Associate Superintendent: Business. The creation of the budget shall provide for input from all stakeholders.

2. As part of the financial review process the Funding Distribution Model (FDM) is evaluated and any recommended changes are vetted through the Superintendent to the Board. Once approved such changes are to be incorporated into the budget process for the following year as approved by the Board.

3. The budget process relies heavily upon the generation of student enrolment projections. Using the enrolment projections the allocations to the sites are prepared in accordance with the FDM. Principals and Directors must prepare their budgets in accordance with established budget procedures.

4. The Associate Superintendent: Business is responsible for ensuring that the Division’s budgeting priorities and practices are consistent with Alberta Education regulations, Board policies and administrative procedures.

5. The Associate Superintendent: Business shall consolidate the budget components of individual site budgets into the Annual Division Budget.

6. The Annual Division Budget shall be forwarded through the Superintendent to the Board for review and final approval.

7. The Associate Superintendent: Business shall monitor individual site expenditures to ensure conformity with the site budget, the Division Budget, Board policies and administrative procedures.

Reference: Section 145, 146, 147, 148, 149, 150, 151, 152, School Act