

Administrative Procedure 500

BUDGET

Background

The Director is required to present a proposed annual operating and capital budgets for approval by the Board.

With respect to the actual, ongoing financial operations of the Division, the Director shall not cause or allow budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from Board priorities, risk fiscal jeopardy, fail to demonstrate a generally acceptable level of foresight, or allow assets to be unprotected or inadequately maintained. The CFO is responsible for ensuring the above occurs.

The annual budget reflects the Statement of Mission and Educational Commitment of Division.

Procedures

1. The CFO directs the preparation of the budget, guides and supervises activities and personnel in the budget process and coordinates educational and financial planning in consultation with and directed by the Director.
2. The standard revenue and expenditure classifications shall be those prescribed by the Province of Saskatchewan.
3. Expenditures shall not exceed the amount budgeted in the major expenditure classification.
4. Monies from a special fund shall be expended only for the purpose for which the fund was established.
5. The Director has been provided authority by the Board to approve emergency expenditures up to an amount of \$100,000.00 in excess of budget as per Board Policy 2.
6. When it is necessary to establish emergency expenditures in excess of \$100,000.00, such expenditures shall be approved by the Board as per Board Policy 2.
7. The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.
8. Decentralized expenditures will be determined annually. Principals shall participate in the effective control of expenditures within the budgetary limits established for their school.
9. The CFO, in consultation with the Director, shall initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.
10. The CFO is responsible for managing budget control and for the preparation of monthly reports to the Board.
11. The CFO shall recommend principles and guidelines for developing budget estimates, to be approved annually by the Director who in turn must make such recommendations to the Board.

12. The CFO shall direct an annual review of the Board Governance budget with the Director and student enrolment analysis for the Division.
13. The Director shall annually direct a five-year school facilities plan for the school division.
14. The CFO is responsible for the determination and management of administration, technology and student transportation services budgets, processing budget data, developing the budget document, and preparing the budget for presentation to the Board.
15. Superintendents of Schools are responsible for the determination and management of the budget for instruction and school operational items.
16. The Superintendent of Facilities is responsible for the determination and management of capital construction and renovation projects and for plant operations and maintenance.
17. The Administrative Services Officer is responsible for the determination and management of the budget for the Education Centre support staffing and school clerical staffing.

Reference: Section 85, 87, 109, 110, 278, 279, 282, *The Education Act, 1995*

Approved: May 12, 2014