

## **ANNUAL SCHOOL BUDGETS**

### **Background**

The District's budget allocation to schools establishes and maintains principles of equity in material and human resources based on the number of students being served, and their diverse learning needs. Additionally, retained school generated funds are part of the annual school budget.

### **Procedures**

1. The Principal shall develop budgeting procedures which ensure consultation and discussion with staff and the School Council.
2. The Principal shall prepare an annual school budget.
3. When allocating the funds within the school budget, the Principal is to consider factors such as:
  - 3.1 School education plan,
  - 3.2 Student needs,
  - 3.3 Community expectations and support,
  - 3.4 Staff strengths,
  - 3.5 Physical facilities,
  - 3.6 Past expenditures, and
  - 3.7 Provincial and District goals.
4. Principals are expected to operate within their budget allocations.
  - 4.1 A monthly review of financial results in comparison to budgeted figures is to be performed by the Principal.
  - 4.2 Principals are to review school budget results with the Secretary-Treasurer in January and June. Variance explanations are to be documented for future reference.
5. Surpluses and deficits will be carried forward. On occasions which result in a deficit position for the fiscal year, such deficits are to be eliminated in the following year.
6. The Chief Superintendent reserves the right to revise or modify the budget of a school.

Approval Date: May 5, 2020

Reference: *Education Act*, SA 2012, c E-0.3  
*Fiscal Planning and Transparency Act*, SA 2015, c F-14.7  
Alberta Education: Guide to Education ECS to Grade 12

Alberta Education: Funding Manual for School Authorities  
Alberta Education: Policy and Requirements for School Board Planning and Results Reporting