

## **BUDGETING**

### **Background**

The Division budget must address the vision, mission, priorities, key results, and strategies to be achieved in a manner that provides the best quality education, and meets the needs of all students in the system, at the most reasonable cost to the taxpayer. Strategic priorities will be reviewed periodically and confirmed annually in the Three-Year Plan in advance of budget preparation.

### **Procedures**

1. Budget planning shall be the responsibility of Division Office administration and School Principals, and shall be undertaken at a date to conform with the budget deadlines as established by the Board and Alberta Education.
2. Each school and Division Office administrator, and coordinator, shall prepare a budget by location, outlining the funds required to operate at that location, clearly establishing the relationship to the strategic priorities set by the Division.
3. The Associate Superintendent (Business Services) shall combine the budgets by location for presentation to the Board in a form approved by the Board.
4. Administration will recommend to the Board the *Instructional Allocation Formula* to be followed in the budgeting process. The Board will review and decide on the *Instructional Allocation Formula*, normally in February. Final adoption of the budget shall normally take place by May 31.
5. The Board may review budgets or hold budget hearings at any regular meeting of the Board, any special meeting of the Board called in accordance with the Education Act, or in Committee, provided that the final budget review and adoption takes place at a regular or special meeting of the Board. During the course of review, individuals responsible for the preparation of the portion under review should be available as a resource person to the Board. The assistance of outside resource persons in the review of the budget may also be sought.
6. Division Office Administration shall produce recommendations explicit in the budget proposed to the Board. These shall be distributed to the trustees at least one week prior to the date of budget approval.
7. Unless otherwise stated, the approved Budget shall come into effect September 1.

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December 2003

**Updates:** July, 2008; June, 2013, January 2020

**References:**

Section 33, 52, 53, 67, 68, 137, 138,139, 140, 141, 143, 197, 204, 222 Education Act