



ANNUAL BUDGET

Background

The annual budget is the financial component of the Division's operating plan. The budget is not the plan itself but a mechanism to achieve the goals and objectives of the plan.

Each school year the Superintendent, with the assistance of the staff, shall prepare for Board consideration and adoption a detailed estimate of the revenues and expenditures required to operate the programs of the Division.

Procedures

1. Under the general direction of the Superintendent, the Secretary Treasurer is responsible for the budget planning process and administration.
2. The Secretary Treasurer shall prepare a draft budget based on priorities set out in the Education Plan, the budget assumptions established annually by the Board.
3. The Secretary Treasurer shall consult with leadership and educational partners as needed.
4. A draft annual budget shall be presented to the Finance Committee of the Board for their review and input.
5. The Finance Committee shall submit a draft annual budget to the Board for approval prior to the budget deadline set by the Minister of Education.
6. Following Board consideration and approval, the annual budget for the year beginning September 1, in the form prescribed, shall be submitted to Alberta Education on or before May 31 of each year, or as indicated by the Minister of Education.
7. The Approved Division Annual Budget shall be made available on the Division Website.
8. Under the general supervision of the Superintendent, the Secretary Treasurer shall administer the budget of the Division.
9. The Secretary Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for departments and for schools.
10. Funds, spending authority and accountability will be decentralized to schools subject to Division administrative procedures.



Reference: Section 33, 52, 53, 67, 68, 137, 138, 139, 140, 141, 143, 197, 204, 222 Education Act
Funding Manual for School Authorities
Guide to Education Planning and Results Reporting