

ANNUAL DIVISION BUDGET

Background:

The annual budget is the financial component of the Division's operating plan. The budget is not the plan itself but is a mechanism to achieve the goals and objectives of the plan. Each school year, the Superintendent, with the assistance of the Secretary-Treasurer, shall prepare for Board consideration and approval, a detailed estimate of the revenues and expenditures required to operate the programs of the Division.

Procedures:

1. Budget planning is the responsibility of the Secretary-Treasurer and shall be undertaken to conform to the budget timelines established by the Board.
2. The Secretary-Treasurer shall prepare a draft budget based on the priorities set out in the [Four-Year Education Plan](#) and the budget assumptions established annually by the Board.
3. The Secretary-Treasurer shall consult with leadership and educational partners as needed.
4. The Superintendent shall present the draft budget to the Board.
5. Following Board review and approval, a budget for the next school year shall be submitted to Alberta Education in the spring of each year.
6. Under the general supervision of the Superintendent, the Secretary-Treasurer shall administer the budget of the Division.
7. Subsequent to the September 29 enrolment count, a revised budget shall be prepared and presented to the Board for approval.
8. The Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for departments and for schools.

Reference:

Section 52, 53, 67, 68, 137, 138, 139, 140, 141, 142, 143, 222 *Education Act*
Section 16 *Government Accountability Act*
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Results Reporting
School Authority Planning and Reporting Reference Guide