

## Administrative Procedure 500

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### ANNUAL BUDGET DEVELOPMENT

#### Background

The Superintendent, through the Secretary-Treasurer, responsibly promotes a budget development process that reflects distributed decision making, adheres to statutory timelines and that is both participatory and cyclical.

#### Procedures

1. Budget planning and process shall be a responsibility of the Secretary-Treasurer.
2. The budget shall be prepared in accordance with provincial requirements as stated in legislation and regulations as well as the budget assumptions established annually by the Board of Trustees.
3. The Division's budget shall be balanced.
4. The best educational interest of students, together with the principles of fairness and equity, shall be the primary focus of all budget decisions.
5. The budget shall identify new or discontinued programs and/or initiatives.
6. Targeted grants shall be expended in accordance with the associated grant rules.
7. The Division's budget shall allow for the establishment of a centrally pooled instructional services fund, after consultation with principals.
8. The annual budget shall be presented for Board approval on or before May 31, unless the submission deadline is amended by Alberta Education.
9. The Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for the sites and schools.
10. Sites shall develop budgets in accordance with generally accepted accounting principles and within a standardized format established by the Secretary-Treasurer.

## 11. Budget Management

- 11.1 All site budgets shall be managed by the Site Administrators and Principals through the Division's accounting system.
- 11.1.1 The Site Administrators and Principals are responsible for developing their respective budgets within the timelines identified by the Secretary- Treasurer.
- 11.1.2 The Site Administrators and Principals are responsible and accountable for financial decisions under their delegated authority.

Reference: Education Act 137-143, 222 Funding Manual for School Authorities Guide to Education ECS to Gr. 12	
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References shall be updated as required and do not require additional approval.