

## BUDGET

### Background

The Director presents an annual operating and capital budget to the Board for its approval.

The annual budget is to reflect the Board's budget principles and guidelines as established by the Board and Director annually. The vision, mission, values, guiding principles and goal statements as detailed in the Division's strategic plan guide the establishment of these principles and guidelines.

With respect to the ongoing financial operations of the Division, the Director is not to cause or allow the development of fiscal jeopardy, or material deviation of actual expenditures from Board priorities as established in the annual budget. In preparing the annual budget the Director is responsible for ensuring that a process involving consultation is undertaken.

The Board establishes in its capital budget a five-year planning approach for capital construction.

### Procedures

1. The Director directs the preparation of the budget. The Director guides and supervises activities and personnel in the budget process and coordinates educational and financial planning.
2. The standard revenue and expenditure classifications as prescribed by the Province of Saskatchewan are to be used.
3. The general expectations are that expenditures are not to exceed the amount budgeted in the major expenditure classification:
  - 3.1 Monies from a capital fund are to be extended only for the purpose for which the fund was established.
  - 3.2 The Chief Financial Officer in consultation with the Director may approve unexpected expenditures that were not included in the approved budget.
  - 3.3 The Director may approve change orders when necessary.
4. The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.
5. Decentralized expenditures are determined annually. Principals are responsible for the effective control of expenditures within the budgetary limits established for their school.

6. The Chief Financial Officer, in consultation with the Director, is to initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.
7. The Chief Financial Officer is responsible for managing budget control and for the preparation of monthly reports to the Board.
8. The Chief Financial Officer is responsible for the determination and management of capital, plant operations, maintenance, and student transportation services budgets, processing budget data, developing the budget document, and preparing the budget for presentation to the Ministry of Education, the Director and the Board.
9. The Superintendent of Student Services, Superintendent of Human Resources, Superintendents of Curriculum and Instruction, Superintendent of Schools, Supervisor of Transportation and the Supervisor of Facilities are responsible for the determination and management of the budget for operational items as directed.

## 10. Calendar

Attempts are to be made to meet the following target dates in the development of the budget. The dates are subject to minor changes due to receipt of data from other agencies.

### 10.1 January 1 to April 15

Request to principals for:

- 10.1.1 Enrolment Projections – required by Ministry early January
- 10.1.2 Additions to and Changes in Program Offerings
- 10.1.3 Staffing Requirements
- 10.1.4 Current Fiscal Requirements
- 10.1.5 Exceptional Requests
- 10.1.6 Five-Year Capital Plan

### 10.2 March 15 to March 31

- 10.2.1 Receive Grant Data from Ministry of Education

### 10.3 April 1 to May 31

- 10.3.1 Prepare Financial Forecast – Budget Guidelines
- 10.3.2 Establish Staffing Requirements
- 10.3.3 Prioritize Requests

### 10.4 June 1 to August 31

- 10.4.1 Budget must be approved by the Board and submitted to the Ministry by June 30
- 10.4.2 Budget must receive Ministry approval prior to August 31.

10.5 September 1 to November 30

10.5.1 Prepare and complete annual audit

10.5.2 Communicate Budget to School Personnel and Community

11. Decentralized Funding Allocation

11.1 The decentralized and school budget funding appropriations are to be structured to reflect the educational priorities of the Division and of the particular school.

11.2 The decentralized and school budget allotments to schools are to be determined by formulae based on September 30 enrolments of prior year.

11.3 Principals may access financial information through their web portals.

11.4 Principals are to plan to carry forward an amount not greater than plus or minus ten percent (10%) of the annual allocation. Exceptions may be made to accommodate the purchase of more expensive items, upon formal written application to the Chief Financial Officer and through consultation with the Director.

12. Capital Budget

12.1 The Chief Financial Officer and Supervisor of Facilities are to produce and maintain a five-year school facilities construction plan in accordance with Administrative Procedure 540 – Facilities Planning.

12.2 The five-year school facilities plan is to be an integral part of the annual budget process.

12.3 The Director, in consultation with the Senior Leadership Team, is to recommend annually the five-year plan for Board approval. The plan is to include:

12.3.1 Changes in educational programming and services.

12.3.2 Projected population and enrolment shifts.

12.3.3 Review of assets and borrowing capacity. Ministry approval is required for borrowing.

12.3.4 Setting of priorities.

12.3.5 Estimated costs.

Reference: Sections 85, 87, 278, 279, 281, 282 Education Act  
The School Division Administration Regulations 45, 48

Approved: November 28, 2018