



Department: Finance
Section: Departments of Finance and Operations

1. It is the responsibility for the Coordinator of each operational unit to prepare the annual budget estimates for their unit.
2. The Finance and Human Resources departments will assist by providing data on historical costs, current staffing costs (salaries and benefits) and projected staffing costs for the coming fiscal period.
3. Coordinators will provide a budget estimate for each expenditure line which has been approved within the budget document. New expenditures lines may be added in consultation with the Finance Department.
4. Supporting information must be provided to substantiate each budget estimate, i.e.: number of staff, historical costs, new expenditure detail, etc.
5. Annually, the Regional Leadership Team will provide a budget timeline and targets for the various operational units. The targets will be established based on anticipated funding; the priorities identified in the School Board Annual Educational Business Plan; and consultation with school administrators. These targets may be expressed in dollar terms, staffing levels, service levels or a combination of any or all of these.
6. Preliminary budgets should be received by the Director of Finance in accordance with the annual budget timeline.
7. Requirements that exceed the target levels should be identified as soon as possible and referred to the Regional Leadership Team.
8. The Regional Leadership Team will approve the draft budget for presentation to the Finance and Audit Committee of the School Board.
9. The Finance and Audit Committee will hold a Board work session to review the draft budget and either return it to the Regional Leadership Team for revision or recommend it to the School Board for approval.

Monitoring

- The Director of Finance is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: May 3/99

Ref: BP 200.2

Monitoring Date: Annually

Revised: November 20/12