



Section: **Roles and Responsibilities**
Policy #: **1410**
Policy: **School Budgeting Procedures**

Date Approved:
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April 23, 2015

School Budgeting Procedures:

The following procedures are to be used by all schools in budget development:

1. Principals are accountable to the Board of Director's, through the School Council, for the development of the school's budget.
2. Schools are required to complete a registration process for current and new families prior to budget preparation for the upcoming school year.
3. The draft budget, as well as contracts offered to employees, is to be reflective of the registrations received.
4. The salary-tuition-benefits spreadsheet is to be completed prior to the third week in April in order for contracts to be signed by May 1st.
5. Staffing information must be submitted to the Superintendent's Office by April 15 in order for contracts to be created by April 28.
6. A provisional balanced budget using government grant estimates and projected F.T.E. student enrolment is to be submitted to the CISND Office by May 1st.
7. A capital budget (short and long term) is to be submitted annually to the CISND Office by May 1, at the same time as the provisional budget.
8. A revised budget is to be submitted at the end of October reflecting the actual number of FTE's submitted to the Ministry.

NOTE:As the actual government grant is in some cases higher and in others lower than the estimates, it is advisable to budget 5%-10% less than the estimates when developing the provisional budget as required in Item #6 above.