

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

BYLAW

NO: 24

DATE: 1998-10-27

REVISED: 2005-06-14

SUBJECT: **SCHOOL DISTRICT BUDGET PROCESS**

1. The Board of School District No. 78 (Fraser-Cascade) recognizes that all stakeholders of the education system should be involved and provide input to the **Annual District Budget**. The Board also recognizes the expertise that its managers have and the role they provide to the development of the **Annual District Budget**. The budget process therefore provides appropriate input and consultation with all groups.
2. In the development of the annual budget, the Board shall provide an opportunity for input from vested interest groups through the Budget Advisory Committee and an opportunity for input from School Planning Councils prior to submitting the final budget to the Ministry of Education.
3. The Board establishes goals and objectives for the District and has the final authority for the approval of the annual budget.
4. The Board approves the budget process in accordance with the *School Act* and in accordance with time-lines as set out by the Ministry of Education.
5. The Annual Budget procedure is as follows:
 - a) Administration prepares a draft annual budget to include projected enrollment, projected revenue, existing programs, and staffing and any new initiatives. The draft budget will include increased costs in services and benefits. This budget is prepared following Provincial block funding announcement and School District revenue announcement March 15.
 - b) This draft budget will be presented to the Budget advisory committee for discussion and consideration.
 - c) A "school resource allocation funding" document will be prepared and circulated to School Principals and School Planning Councils prior to April 15.
 - d) School Planning councils may make recommendations to the Budget Advisory committee or the Board prior to approval of the budget.
 - e) The draft annual budget will be presented to the Board for first reading in May and circulated to partner groups.
 - f) The annual budget will be approved, receive final reading and be submitted to the Ministry of Education prior to June 30.
 - g) A revised annual budget based on actual enrollment, actual revenue and updated expenditures will be prepared and brought to the Budget Advisory committee by January 30.
 - h) The Board will approve a final annual budget by February 28.