

## **Administrative Procedure 501**

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### **DEVELOPMENT OF THE ANNUAL OPERATING BUDGET**

#### **Background**

The budget reflects the annual goals and objectives set for the division by the Board and will be developed with input from trustees, administrators, staff and school councils.

#### **Procedures**

1. The Secretary-Treasurer has been assigned the task of preparing budget development procedures and process.
2. By the deadline established annually, each Principal and central office department head shall prepare and submit to the Secretary-Treasurer a preliminary budget for their area of responsibility.
3. A preliminary budget for the division will then be compiled by the Secretary-Treasurer and provided to the Superintendent.
4. The Superintendent shall submit the preliminary budget to the Board for review, consideration and adoption.
5. Following adoption by the Board, the budget will be submitted to Alberta Education in a form prescribed by the Minister of Education.