

Administrative Procedure 502

IMPLEMENTATION OF THE ANNUAL OPERATING BUDGET

Background

The approved budget provides administration with clear direction in regard to the allocation and expenditure of funds and the priorities of the Board.

Procedures

1. The divisional administrators are responsible to the Superintendent for the implementation of the approved budget.
2. The allocation for all decentralized school accounts are guidelines only and expenditures may be authorized by the Principal in accordance with the needs of the school. However, the annual aggregate expenditure for all decentralized accounts within the school shall not exceed the approved budget without prior approval of the Superintendent.
3. The school budget for the subsequent year shall be either increased or decreased by the amount of the school surplus or deficit at the end of the school year.
4. The school budget will be adjusted based on the September 30th student enrollment.
5. The Superintendent will ensure that regular financial reports are provided to the Board regarding the status of revenues and expenditures.