

Administrative Procedure 503

INDIVIDUAL SCHOOL BUDGETING

Background

Principals are in the best position to make the necessary purchases of supplies, equipment and services to support the instructional programs in their schools.

Procedures

1. Resources will be allocated to schools on an equitable basis.
2. The Principal will develop budgeting procedures which ensure consultation and discussion with staff and the School Council.
3. When allocating the funds within the school budget, the Principal is to consider factors such as:
 - 3.1 Student needs,
 - 3.2 Community expectations and support,
 - 3.3 Staff strengths,
 - 3.4 Physical facilities,
 - 3.5 Past expenditures, and
 - 3.6 Provincial and Division priorities and goals.
4. Principals are expected to operate within their budget allocations.
5. Surpluses, to a maximum amount set by the Board, and deficits will be carried forward. On occasions which result in a deficit position for the fiscal year; such deficits are to be positively addressed in the following year.
6. When appropriate, budgets are to accommodate future capital items.
7. The Superintendent reserves the right to revise or modify the budget of a school.
8. The individual school budget may include but is not restricted to the following categories:
 - 8.1 Site-Based Operations
 - 8.1.1 Supplies, materials, services and personnel costs directly related to the delivery of instruction and support to Division students in meeting their educational needs.
 - 8.1.2 Division personnel may not be provided an honorarium in addition to salary or wages for regularly assigned duties or responsibilities.

8.2 Substitute Teachers

8.2.1 Costs to engage substitute teachers for teacher absence related to:

8.2.1.1 Co-curricular and extra-curricular student excursions.

8.2.1.2 School initiated professional development activities.

8.2.1.3 School meetings.

8.3 Professional Development – Teachers and Support Staff

Costs associated with professional development activities including registration, travel and subsistence.

8.4 Student Services Programs Allocation

Costs for special supplies and services allocated by the Director of Student Services for authorized special programs operating in the schools.

Reference: Section 51, 52, 68, 137, 139, 140, 143, 197, 222 Education Act
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide