

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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<b>SECTION:</b>	500 – BUSINESS PROCEDURES	<b>CODE:</b>	AP 500
<b>PROCEDURE:</b>	<b>ANNUAL BUDGET DEVELOPMENT PROCESS</b>		

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### **BACKGROUND**

The preparation of the Annual Operating Budget is an integral part of the planning process of the Division. The Annual Operating Budget must reflect the Division's goals and priorities. Once the goals and priorities have been established and financial resources allocated, the expenditure of funds within the guidelines established by the Board is the responsibility of the administration.

### **PROCEDURES**

1. The Director, with the assistance of the Chief Financial Officer and administrative team, has the responsibility to prepare the annual budget for approval by the Board.
2. The budget will be aligned with the goals, priorities and desired outcomes in the Division's Continuous Improvement Plan.
3. Timelines for the preparation of the Annual Operating Budget shall provide adequate opportunity for data collection, consultation, and revision.
4. Following approval of the annual budget, the Director and administrative staff have the responsibility to allocate the funds accordingly.
5. The budget will provide for a reasonable and appropriate decentralization of funds to the schools.
6. In consultation with his/her staff, each Principal shall determine the school's decentralized budget priorities for the upcoming school year.
7. Following adoption by the Board, the budget will be submitted to Ministry of Education in the prescribed form to the Minister of Education.

Reference: Sections 85, 87, 108, 109, 110, 278, 281, 282 Education Act

Date Issued: November 21, 2007

Date Revised: