



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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Approved: August 20, 2004  
Amended: June 23, 2009  
Amended: January 28, 2014

### 801.1 System Budgeting

#### Policy

The Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designate District or school-based administrator.

#### Regulations

1. Each year the Superintendent, with the assistance of the Associate Superintendent, Business Affairs and in consultation with Education Centre Administrators, District staff, school councils, and the community, shall prepare, for Board consideration and adoption, a detailed estimate of the revenues and expenditures required to operate the District's programs.
2. The system budget submitted to the Board shall reflect the goals and objectives of the Board and shall include:
  - 2.1 details of estimated enrolments;
  - 2.2 details of estimated revenues;
  - 2.3 details of estimated expenditures for support functions including:
    - 2.3.1 Board governance;
    - 2.3.2 system administration;
    - 2.3.3 system instruction support;
    - 2.3.4 plant operations and maintenance service; and
    - 2.3.5 transportation services
  - 2.4 details of allocations of revenues for support functions, including details on school-based instructional funds allocated for system programs and services;
  - 2.5 details on allocations of funds to schools,
  - 2.6 details on proposed program or service revisions, additions or deletions;
  - 2.7 current year's budget data for comparison purposes;
  - 2.8 year-end projection of current year's data, for comparison purposes, including projection of ending accumulated surplus/deficit position
3. The Associate Superintendent, Business Affairs is responsible for developing detailed budget development procedures for the District and coordinating the budget development process. Timelines connected with the preparation of the system budget shall provide adequate opportunity for data collection, consultation and revision.
4. School allocations will be established based on school enrolment plus additional allocations, as required, to ensure an equitable resource base to schools.
5. Total District expenditures will not be permitted to exceed the approved expenditure level in the budget without Board approval.
6. Establishment and/or maintenance of reserve accounts will be part of the annual budget approval process.

Policy

7. Annual borrowing authority will be established by Board motion at the Organizational meeting.
8. Quarterly reports to the Board will be made concerning the status of the District's revenues and expenditures.
9. Surplus may be generated from all accounts. When a director or principal operates a school or department within budget limits and nets a year-end surplus, each surplus is permitted to be carried forward for the purpose of completing prior year's activities or to provide for new activities. The director or principal must provide justification for all carryovers for approval by the Executive Council.
10. If an actual deficit results, a written plan for recovery must be submitted to the Superintendent for approval.
  - 10.1 Schools – The plan would identify a source of funding from available school resources or against the following year's operating budget.
  - 10.2 Departments – The plan would identify a source of funding from the current year or from reserves; otherwise the deficit will be charged to the next year.
11. Should exceptional situations arise whereby the District incurs a serious deficit, the Board reserves the right to appropriate individual school/department operating surpluses.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

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| Alberta School Act: | Sections 145, 147, 148, 152, 183, 184, 185, 186, 187, 188, 189  |
| District Policies:  | 600.2 School-Based Decision Making, 601.1.2 School Annual Budget, 601.1.3 School Accounts, 801.9 Financial Planning and Management - General, 804.3 Financial Accountability and Audits |
| Other:              | Alberta Education – Policy, Regulations and Forms Manual – Policy 1.8   |