

## **MANAGEMENT OF SCHOOL BUDGETS**

### **Background**

The primary focus of the District's budgeting process is to ensure that adequate human and material resources are provided to support student learning at the school level. Resources are allocated to schools on an equitable basis according to sound education principles. In general, today's dollars are to be spent on today's students.

### **Procedures**

1. Targeted school operating supply budget surpluses (rollover funds) are allowed at year-end; 10% may be carried over to the following fiscal year.
  - 1.1 Unspent learning resources allocations may roll over to the following fiscal year.
2. Special purpose funds that are permitted to be carried over will be carried over in a manner that distinguishes them from the funds in section 1.
3. Principals are prohibited from incurring operating budget deficits.
4. Exemptions from this Administrative Procedure may be granted in exceptional circumstances. Requests for exemptions are to be forwarded in writing to the Superintendent for approval.
  - 4.1 A copy of the approved request will be forwarded by the Superintendent to the Secretary-Treasurer.

Reference: Sections 22, 23, 65, 85, 106.2, 106.3, 106.4, 100, 110, 111, 112, 112.1, 113, 114, 115, 117, 118 School Act

Adopted: September 1, 2018