



School District No. 46 (Sunshine Coast)

Governance Policies

4.0 EXECUTIVE PARAMETERS

4.5 BUDGETING – Annual Budget Development

The Board of Education of School District No. 46 recognizes that one of its primary responsibilities is the development and adoption of an annual school district budget and annual facilities grant budget that establishes authority for all spending in the district. The Board will ensure that the budget will adhere to the requirements of the Ministry of Education and *the School Act*.

The Board believes that the budget development process requires a planned, open and transparent public consultation process that, prior to the presentation of the proposed preliminary budget, will encourage and solicit input from the following groups:

- a) Senior management;
- b) Sunshine Coast Teachers' Association;
- c) CUPE Local 801;
- d) Sunshine Coast Principals and Vice-Principals' Association;
- e) District Parents Advisory Council;
- f) Community.

Consequently,

- 4.5.1 The Secretary-Treasurer will assume the responsibility for preparing the consultation schedule, the annual school district budget and the annual facilities grant budget for presentation, review and adoption by the Board.
- 4.5.2 The Secretary-Treasurer will prepare enrolment forecasts in consultation with Principals of all district schools by December 1. The enrolment forecasts developed through this consultation method will provide the foundation for the budget.
- 4.5.3 The Board will endeavour to adopt its preliminary budget and annual facilities grant budgets by the Regular May Board Meeting and the final budget by the Regular December Board Meeting.

Date adopted: November 14, 1995
Revised: Mar 9/97; Oct 14/97; Oct 9/01; Jun 13/06;
Oct 9/07

Monitoring Frequency: Ongoing