

Administrative Procedure 501

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.

The philosophy for the expenditure on resources allocated to schools and programs is that those funds be spent on the students in that year that they are provided.

Procedures

1. 10% of budget remaining, after the removal of non-discretionary budget line items, may be carried 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. Schools and programs are prohibited from incurring operating budget deficits. If a school finds itself in an operating deficit, a plan must be put forward by the school or program Principal on how the deficit is retired.
4. Exemptions from this Administrative Procedure may be granted in exceptional circumstances. Requests for exemptions are to be forwarded in writing to the Secretary-