

Annual Operating and Capital Budgets



Background

School Boards in the Province of Alberta are required to complete and submit to Alberta Education their *Division's Annual Budget* in a prescribed format and by the deadline established by Alberta Education.

The Budget Planning Process will reflect the Board's priorities as set out in the approved *Education Plan* and be consistent with the *Board Approved Budget Guiding Principles and Allocation Priorities*.

Procedures

1. In January, enrollment projections for the upcoming year will be requested from school administrators and provided to Alberta Education as per their guidelines.
2. In March, the Board *Budget Guiding Principles and Allocation Priorities* will be reviewed, revised as necessary, and submitted to the Board for their approval at the March Board meeting.
3. Alberta Education will provide funding profiles for the upcoming year (typically in March) based on enrollment projections.
4. Following the finalization of enrolment projections and receipt of funding profiles, Senior Administration (in conjunction with school administration) will review and adjust staffing at the school level in light of grade configurations.
5. Funding of other expenses (such as resources) will be calculated and provided to school administration to allocate as they see necessary. Allocations will be reviewed and finalized in April, for use in preparing draft budgets.
6. Non-school departments will review operating budgets and provide detailed capital requests in the prescribed format in April.
7. A draft operating and capital budget will be presented at the April Board meeting. Board input will be incorporated into the budget and taken back to division leadership to review and implement.
8. Division and school level fees need to be reviewed and submitted to the Board for approval during this process. All approved fees are to be posted on the associated websites.
9. Revisions to the draft budget will be incorporated into a final budget to be approved by the Board prior to the deadline established by Alberta Education (typically May 31st). Once approved, the budget will be submitted to Alberta Education and posted on the Prairie Land website.

Reference: Sections 137, 138, 139, 140, 141, 142, 143 and 143.1 *Education Act*

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