



# ANNUAL OPERATING BUDGET

## Policy D.1.A

The annual operating budget is a yearly financial plan which supports and reflects both the strategic educational directions of the Board of Trustees and the organizational requirements of the Division.

The budget development process is a collaborative effort between school committees and area advisory committees and staff.

Adopted September 1, 2009		
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## Budget Development Process

The process and schedule for developing the annual operating budget is as follows.

### 1. September to January

- a. The Board of Trustees approves general budget guidelines reflecting education directions and operational requirements. The Board approves related budget development worksheets for distribution to staff and school committees.
- b. The Principal and school committee host a public meeting to provide information on the budget process and to receive input regarding programs, services and capital needs.
- c. The Secretary-Treasurer develops preliminary budget estimates based on the guidelines approved by the Board of Trustees.
- d. The Secretary-Treasurer provides process and timeline information to schools, school committees and staff.
- e. Enrollment estimates are compiled by staff in consultation with school committees and community officials.
- f. Overall staff requirements are determined based on the enrollment estimates and Division guidelines.
- g. The Finance Committee of the Board of Trustees discusses budget development on a monthly basis.

### 2. January

- a. The Secretary-Treasurer prepares the first draft budget expenditure estimate based on the previous year's expenditures. The first draft is then presented to Area Superintendents and departments for discussion.
- b. Budget consultation meetings, hosted by the school committee and open to the public, take place in each community.
- c. The Secretary-Treasurer provides resource and presentation materials for use in public consultation meetings.

**3. February**

- a. The Secretary-Treasurer meets with Area Superintendents and department heads to review and refine the budget.
- b. Area Advisory Committees discuss area issues and provide recommendations on related budget priorities.

**4. March**

- a. The Finance Committee of the Board of Trustees reviews the budget and prepares recommendations for the Board of Trustees.
- b. The Board of Trustees reviews and revises the budget.
- c. The Board of Trustees establishes the special levy requirements.

**5. April**

- a. The Board of Trustees approves the budget.
- b. Following the approval of the Board of Trustees, the budget is submitted to Manitoba Education.

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