



Background

It is believed that staff should have opportunities for involvement in the decisions that affect them and their students. By implementing a system of site-based budgeting throughout the division it is hoped that collaboration, communication and team-building within the school community will be encouraged and supported.

Procedures

1. Funds shall be allocated to each school site based upon the following considerations:
 - 1.1 The number of students, needs of the student population, and student programs.
 - 1.2 The need for an equitable as possible distribution, taking into consideration sparsity of population and distance from major supply centers.
 - 1.3 Distributed in as few blocks as possible organized around the major categories.
 - 1.4 Determined in consultation with the school principal and Local School Board Committee at each site.
2. The information on which allocations are based shall be clear, consistent and easily obtainable from the Secretary-Treasurer.
3. Funds allocated to schools are intended to be used at the schools for the costs of:
 - 3.1 Personnel – administrative, teaching, and support for salaries and benefits and professional development.
 - 3.2 Operating - learning resources, instructional supplies, furniture & equipment, postage and printing.
4. Funds allocated to other departments (non-schools) shall be used for operating costs, including salaries and depreciation.



Procedure 502

Site-Based Budgeting

5. The capital funds will be allocated as outlined in the Three Year Capital Plan and approved by Alberta Infrastructure.
6. School principals and other managers shall be held accountable for budgeting the funds allocated to the school or to their department. The principals and site managers are expected to plan for balanced budgets. Any budget deficits are to be approved by the Superintendent.
7. External services, such as School Food Services and Housing receive funding outside the instructional grant process. Both services are expected to bring in balanced budgets, with no support to be provided from instructional dollars.
8. School Surpluses
 - 8.1 Schools will be allowed to hold reserves of 5% or \$15,000 (whichever is greatest) of their *transferrable budget. Any amount over the threshold will be transferred back to Central Office.
 - 8.2 Those schools that hold reserves over \$5,000 will be required to submit a plan for the use of the reserve.
9. School Deficits
 - 9.1 Schools reporting a deficit at year-end will be required to repay the deficit over the next two years. The Superintendent has the authority to waive the repayment. Schools wishing to waive repayment must submit their rationale to the Superintendent by October 31 of the following fiscal year.

*Transferrable budget refers to the dollars allocated from Central Office, for the operation of the schools. The transferrable budget does not include targeted dollars or donations/grant/school-generated funds that are to be used for a specific purpose.