

SITE BASED BUDGETING GUIDELINES

1. School Budgets

Principals are asked to inform staff at the initial staff meeting that adjustments in the teaching or support staffing requirements may occur based on enrolments. All school allocations are based on October 1 counts.

2. Student Count

Please e-mail your interim student count by grade to Division Office on *September 2*.

Schools are to report their **final** student count based on actual enrolments to Division Office on **September 30**. Please follow up with student grade lists on **October 1**.

3. Budget Adjustments

ALL school budgets are to be adjusted and submitted to Division Office no later than NOON on **October 1**. These budgets must reflect actual enrolments based on the October 1 count and be balanced.

4. Budget Support

The static budget document that is to be adjusted and submitted on **October 1** will have a listing of account lines that will be matched on the Masterworks program. These will be updated weekly. Principals will be able to access the current status of their accounts on their computer at any time – provided that you have some familiarity with using the Masterworks program.

BUDGET DEVELOPMENT PRINCIPLES

- The Board is committed to the enhancement of Catholic identity and faith dimensions of all aspects of the Division's operation consistent with the Division's Mission, Beliefs and Values.
- In achieving the mission of quality education, the provision of an effective teaching-learning environment for students will be the first priority for budget allocation.
- The Board is committed to a consultative process in the development of the budget
- The Board will establish, communicate and monitor Division goals and priorities to achieve the Division Mission and Vision.
- In consultation with Division administration, responsibility and accountability for school programs, activities and services will rest on the school administration.
- School administration will develop priorities and plans for programs and services in

consultation with staff, parents, students where appropriate, and the Catholic community.

- The Board, through the budget process, wishes to encourage innovation in Catholic leadership, organization, learning, teaching, administrative and resource distribution practices.
- **The objective of the Board is to achieve a balanced budget for each year of the plan.**

SCHOOL BUDGET PLANNING PROCESS

Program Budgeting

All schools shall budget for the following main categories:

- ECS
- Basic Instruction (Grade 1-12)
- Mild/Moderate Disabilities
- Severe Disabilities
- PUF (Program Unit Funding)

In addition, each program area must identify both the administration and instructional component. Any significant changes to the existing school program offerings will be done in consultation with the Superintendent.

Results

The school budget will be designed to ensure that:

- it is developed in accordance with Division and school goals and priorities;
- the purposes (mission) of the St. Thomas Aquinas RCSR #38 are emphasized as major criteria;
- appropriate involvement of staff in the decision-making process with particular emphasis on the involvement of school staff in planning programs for their school;
- accountability in terms of planning, control and evaluation of results and resources.

Requirements:

- that the budget accurately reflect the anticipated costs of meeting the identified educational requirements of Division students;
- that the school budget serves as a planning, operational and control document for results and resources as well as the basis for Board approval of Division programs and resource deployment;
- that the level of detail at which the budget is developed be defined so that the degree of operational flexibility is clear;
- that a procedure for handling surpluses and deficits for school fiscal year budgets be provided;
- that the procedure and mechanism for amending the approved budget for both results and resources be designed;
- that the budget be developed in accordance with generally accepted accounting principles; and
- that the budget plan and schedule be adhered to.

Transfer of Special Needs Students

Adjustments to Division funding for severe special needs students transferring within the Division will be made on a pro-rated basis.

Program Unit Funds (PUF)

The school shall receive the extra funding received for Program Unit Fund students. When approved, the amount to be transferred to the individual school budget shall be processed through the Secretary-Treasurer.

Please refer to ***ECS PROGRAM UNIT FUNDING – A HANDBOOK FOR ECS OPERATORS*** for the appropriate procedures. This is available on the Alberta Education website at <http://www.education.gov.ab.ca>

Out of Division Placements

The Division, through the pooled fund, will be responsible for placement and funding for students requiring out-of-Division placement with the prior approval of the Superintendent. Costs associated with these placements will be funded from the pooled Earmarked Instructional funds. A fund of \$30,000 has been allocated for this purpose.

Deployment of Instructional Block Funds

The planning cycle for the instructional block funds will be deployed as follows:

Centrally Supported Services - determined by Board priorities

Purchased/Contracted Services - services purchased or contracted as determined by schools in collaboration with Central Administration

School Discretion - determined at school level in collaboration with school partners:

- a) Pooled - where requirements of individual schools cannot be accurately projected;
and
- b) Direct - allocated directly for school-based planning.

Transfer to Support Block - determined by Board. This structure for deployment of funds will be reviewed from time to time.

Deployment Definitions

Centrally Supported Services These are allocations within guidelines established by Alberta Education, to provide for development, implementation support and monitoring of school programs. Services of certain Division staff members are included in this category.

Services Purchased and Contracted These are allocations that are committed to the provision of services purchased or contracted whether from individuals or corporations. Such services are to be determined from time to time in consultation between school and Division administration. Where changes in such services are proposed, contract provisions and principles of natural justice must be invoked. Examples include CAMS, YRL, Access Copyright, copier leases, etc.

School Discretion – Pooled This allocation is intended to underwrite expenditures that are not necessarily school specific, or where the costs to any particular school cannot be accurately projected. Long-term substitute costs, maternity leave costs, etc. fall into this category.

School Discretion – Direct This allocation is provided directly to schools on a formula basis to provide for all other instructional services and programs of the Division.

Transfer to Support Block From time to time, and subject to Alberta Education guidelines, the Board may deem it necessary to transfer certain funds from Instructional Block into the Support Block.

Contingency Funds

Schools are to establish contingency funds in the initial planning process to provide for enrolment, staffing and special needs anomalies. Each school is to develop its own contingency fund, so that each school is prepared for unforeseen financial expenditures.

Reserve Funds

A school may establish a reserve fund subject to the following regulations:

- The fund must have a specific purpose, clearly described in the school's plan. The purpose of the fund must be to acquire an appropriate product or service that could not normally be acquired within the funding allocations for a single year.
- The annual allocation to the reserve fund must be reported annually to all stakeholders.
- The time frame for application of the reserve fund must not be longer than five (5) years.
- The establishment and allocation of reserve funds requires the approval of the Superintendent.

Changes to Priorities

Throughout the school year, any proposed changes in school priorities are to be made in consultation with the Superintendent and submitted to the Superintendent for approval.

Budget Adjustments/Changes

Budgets will be revised in early **October based on September 30th** enrolments and budgetary figures will be adjusted accordingly.

Flexibility in Expenditures/Budget Transfers

There will be flexibility in expenditures among non-staff objects in all programs.

Changes in expenditures from staff to non-staff objects require the prior approval of the Superintendent and completion of a written budget transfer request.

In order to maintain accurate program accounting and budget control, all over-expenditures in

any given expense code must have a budget transfer submitted to cover the overage.

Principals who wish to transfer funds from their school's budget to another school's budget can do this by simply sending the Secretary-Treasurer a signed memo describing the amount of money and what budget line it is to be withdrawn from, as well as which school and which budget line the money is to be placed into. Memos such as these must have original signatures on them in order for the transfer of funds to take place. Written confirmation of the budget transfer will be issued by the Secretary-Treasurer.

Acquisition Proposal

If after your capital budget is approved you need to change or add one or more of the items you have listed, please complete an Acquisition Proposal and forward it to the Secretary-Treasurer.

Population Projections

In preparing budgets, principals will use "Straight Line" population projections. Changes to "Straight Line" projections may be made in consultation with the Superintendent.

Budget Surplus or Deficit

At the end of this school year, each school's budget revenues and expenditures will be totalled. If there is a *deficit*, this will be charged against the following years budget. If there is a *surplus*, this surplus will be carried over as a lump sum in each school's budget for the subsequent school year. Principals can then deploy this lump sum surplus as they deem appropriate as part of his/her operational revenues in the subsequent school year. Principals are advised that any accumulated surplus/deficit will be limited to 5%.

Amortization

Schools may purchase major items and amortize the cost over a period of not more than five (5) years, provided the total value is at least \$5,000 per item.

Schools will be charged for approved amortized purchases as follows:

- 1/3 of the invoice cost at the time of payment of the purchase
- 1/3 of the invoice cost plus applicable interest at the beginning of the second year for the succeeding three years.

All purchases requiring amortization must receive the prior approval of the Superintendent. Prior to amortized deductions being processed each year, the correct coding will be confirmed with the principal.

Facility Upgrading

The Division is responsible for all upgrading of buildings and grounds. Requests for upgrading should be submitted on the appropriate form with the budget. The extent of the process is to deal with major upgrading or capital requirements not routine maintenance items such as painting. Routine maintenance items are to be dealt with by informing the Superintendent of your requirements at budget time so that they can be planned for in the budget if applicable.

Additional Funding

Additional funds for extraordinary costs will be considered only in unusual circumstances. Requests for unusual funding must be made to the Superintendent in writing.

School General Ledgers

All schools must operate a general ledger to account for ALL revenue generated in the school.

The Secretary-Treasurer coordinates the procedures for operating the general ledger with all school secretaries. The principals are accountable for all school-generated funds.

Schools will open a bank account in order to account for all funds raised by the school, as well as the collection of Division funds.

Guidelines

1. Signing authority shall be the Principal, or Assistant Principal and Secretary.
2. All other accounts used by the school shall have written guidelines as to how and why the funds are being raised and how the funds will be spent.
3. Division funds collected by the school or fees collected that form part of the school's budget will be forwarded to the Division office within 10 days from the end of each month. This report will be submitted on a common format used throughout the school Division.
4. Funds forwarded to Division that form part of the school's budget will be credited to the school's budget.
5. The school's General Account must not be placed in a deficit position.

Professional Development Costs

Professional Development is considered to be an essential and ongoing requirement for today's educators. Accordingly, funds are allocated to facilitate and enable this required growth.

Guidelines

1. Professional Development funds are included as part of the general school budget allocation.
2. The expenditure of funds is to be based on the following considerations:
 - established Division priorities for professional development for the year;
 - established school priorities for staff development; and
 - identified individual staff development needs.

Utilities

All utility costs will be budgeted through the Division office. Costs to be deducted from Maintenance Block Fund.

Operations and Maintenance

The following budget lines are calculated by school allocations but administered by central office:

- grounds maintenance
- basic building maintenance
- electrical maintenance
- plumbing and heating maintenance
- joint-use maintenance
- vandalism
- supplies and materials - custodial
- equipment - non instructional

School administration personnel may access these budget lines by obtaining verbal approval from the Secretary-Treasurer or Superintendent and by submitting a requisition order to the Superintendent. Purchase orders will be issued from central office. Line items under \$25.00 will be billed to custodial supplies and materials.

Procedure:

1. Site administrator determines service required and requests verbal approval from central office.
2. Site administrator completes and submits requisition order to central office.
3. Central office personnel will issue purchase order to vendor.
4. Central office will send invoice to school administration for confirmation of project completion.
5. School administration confirms project completion and returns invoice to central office for payment.

Furniture and Equipment

Schools are responsible for the acquisition and replacement of all furniture and equipment unless otherwise specified. In order to maximize the efficient procurement and utilization of equipment, the Division will standardize the specifications and purchases wherever possible.

Guidelines

Furniture and equipment shall be purchased through the normal purchasing procedures.

When submitting your budget, capital items are to be identified on the appropriate form.

Disposal of Furniture and Equipment

Surplus, obsolete or unfixable furniture and equipment will be disposed of in accordance with Administrative Procedure 517. Proceeds of which will go into general revenue.

Instructional Equipment Repairs

Schools are responsible for the cost of the repair of all instructional furniture and equipment.

Surplus Equipment

On or before the first of June each year, the principal shall complete a list of equipment that each school is deeming as surplus and submit to the Secretary-Treasurer.

De-centralized Funds: (Instructional Block – School Responsibility)

- ❖ Teacher Salaries (for teachers at work as well as for teachers who are absent for days 1-90)
- ❖ Substitute teacher costs for days 1-3 inclusive
- ❖ Support Staff Salaries (except custodians)
- ❖ Support Staff Replacement salaries (except custodians)
- ❖ Employer contributions for benefits
- ❖ Professional development for teachers (School Based)
- ❖ Professional Development for administrators (School based)
- ❖ Professional Development for Support Staff (School based)
- ❖ Postage and telephone
- ❖ Printing and Binding
- ❖ Maintenance and repair of instructional equipment
- ❖ Extra Curricular/ Co-curricular
- ❖ Student Insurance
- ❖ Supplies and Materials
- ❖ Textbooks and Learning Resources
- ❖ Distance Education Fees
- ❖ Advertising and School Promotions
- ❖ Photocopier charges
- ❖ Library and media materials
- ❖ Travel and subsistence
- ❖ Furniture and Equipment
- ❖ Advertising and School Promotions
- ❖ Photocopier charges
- ❖ Library and media materials
- ❖ Travel and subsistence
- ❖ Capital Equipment Reserves
- ❖ Operating Reserves