

## **5.0. General Business Administration**

### **5.0. ANNUAL BUDGET PROCESS**

**Adopted: January 26, 1999**

**Reviewed by Committee: October 3, 2006, November 29, 2016, March 05, 2024**

**Policy Reference: EL-1.3**

The budget process is informed by stakeholder input.

Budget planning is collaborative and reflects the Board's annual strategic plan.

The Superintendent and Secretary-Treasurer will prepare a draft budget for the coming year of all expected revenues and expenditures and present a preliminary budget to the Board.

When provincial funding is announced, the preliminary budget is reviewed by the Board, the levy is determined by March 15, and the final draft of the budget is set. The final draft of the budget is presented to the Board for approval in March and then forwarded to the province.

Schools are allocated operating budget and categorical grants through the divisional budget processes.