

Issue Date	May 16, 2016
Revision Date	
Review Year	2020

Background/Purpose:

To provide direction for implementation of Board Policy on development of the annual budget

Policy Statement:

The Board of Directors will ensure that Aurora School maintains sound financial practices and policies.

Guidelines:

The Secretary Treasurer, under the supervision of the Director of Finance, and Superintendent, will:

1. develop the annual budget and present it for approval to the Board of Directors three weeks prior to the Alberta Education deadline;
2. monitor school finances to ensure that revenues and expenditures stay within budgetary guidelines;
3. ensure that all financial reporting to Alberta Education be completed in a timely and forthright manner;
4. provide to the Board of Directors a monthly breakdown of budgeted expenditures and revenue along with a comparison to actual expenditures and revenues; and
5. provide Principals with a school-based annual budget.

Accountability:

Monitored annually by the Director of Finance, Secretary Treasurer, Superintendent and Principals

References:

Alberta Education Guidelines for the School Jurisdiction Budget Report