



## POLICY

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### Budget Development Process

**Board Received:** January 27, 2014

**Review Date:** February 2017

**Policy Statement:**

The Grand Erie District School Board shall allocate its resources to reflect its mission, vision and belief statements in an effective and efficient manner through the application of an annual budget development process.

**Accountability:**

1. Frequency of Reports – As needed
2. Severity Threshold – As needed (eg. Significant unplanned expenditures, Ministry funding announcements, etc.)
3. Criteria for Success – Budget approval complies with Ministry Regulations  
– Budget addresses Multi-Year Plan components as ratified by the Board  
– Audited statement is balanced

**Procedures:**

1. The Board's approved Multi-Year Plan, the Board Improvement Plan and the annual operating plans will inform the budget development process.
2. The Superintendent of Business shall submit preliminary elementary and secondary enrolment projections to the Ministry (January).
3. The Board will provide direction to administration regarding items to be considered for inclusion or for reduction during the development of the pro-forma budget. A public meeting will be set to facilitate preliminary budget discussions (February).
4. The Human Resources and Planning staff, in consultation with the Superintendent of Business, shall confirm elementary and secondary enrolment projections with Principals (March).
5. The Superintendent of Business shall receive the Grants for Student Needs from the Ministry of Education and develop an estimated grant revenue forecast using the established enrolment projections.
6. Executive Council shall develop a "pro forma" budget for Board consideration by May of each year. The "pro forma" budget shall also include a "5-year" enrolment forecast.
7. The Board shall review/modify the "pro forma" budget over several public meetings (May/June).
8. The Board shall approve the final budget ensuring compliance with Ministry regulations. Administration will provide information confirming that the budget is compliant with the funding regulation as part of the budget development and approval process.
9. The approved budget shall be posted on the Board's website.
10. The Superintendent of Business shall provide quarterly reports to the Board on the status of the current budget as follows; in January for the first quarter; in April for the second quarter; in August for the third quarter; in November for the full year.