

# CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Budget**

Policy No. **3.03**

Legal Reference: Alberta Education Funding Manual

**RATIONALE:** The budgeting process is an integral part of the financial management of the school. The budget reflects the school's philosophy and Charter priorities.

**POLICY:** The Board of the Calgary Science School directs the Superintendent, the Secretary Treasurer, and the Principal of the School, with input from School Staff and School Council, to prepare an annual operating Budget, which provides for the financial implementation of the Charter and annual Education Plan.

## PRINCIPLES:

1. Sound decisions regarding financial management, including determining the operating budget, must be based on accurate and timely information. To this end, the Board and school administration shall receive regular budget status reports throughout the year.
2. The process of determining the annual operating budget shall be based on a bottom up process, where teachers are meaningfully engaged by submitting budget requests/proposals based on clearly identified instructional needs.

First Reading                      March 8, 2000

Adopted                                March 8, 2000

Amended                               November 4, 2008

## **PROCEDURES**

1. The secretary-treasurer and school administration will prepare an initial operating budget for the upcoming school year based on the allotted grant revenue and known operating expenses.
2. Teachers submit budget requests/proposals to their curriculum leaders, based on their instructional needs for the upcoming school year. The curriculum leader forwards their team's budget requests to the budget committee, made up of the curriculum leaders, school administration and any other interested teachers. The initial operating budget is modified based on the feedback from the budget committee.
3. A proposed operating budget is brought to the Finance Committee for input prior to the Board's May meeting.
4. A final proposed budget is brought to the Board for approval in their regular May meeting.
5. The budget is then submitted to Alberta Education by the school's secretary-treasurer.