SD42 PROCEDURE 4203.1

BUDGET DEVELOPMENT

PURPOSE

The annual budget development process shall support the responsible and sustainable allocation of district resources in accordance with Policy 4203 Financial Planning and Reporting, the Board's strategic priorities, applicable legislation and Ministry of Education and Child Care requirements.

RESPONSIBILITIES

The Secretary Treasurer, in collaboration with the Superintendent of Schools, is responsible for overseeing the development of the annual budget and multi-year financial plan.

At the beginning of each annual budget development cycle, the Secretary Treasurer shall present a Preliminary Budget Process and Consultation Timeline to the Board for approval. The timeline shall identify key budget development milestones and opportunities for engagement and consultation on budget priorities and the proposed annual budget. For the purposes of Policy 4203 Financial Planning and Reporting, the Preliminary Budget Process and Consultation Timeline constitutes the budget development plan or budget process presented to the Board for approval.

DEVELOPMENT OF THE ANNUAL BUDGET

The annual budget shall be based on reasonable estimates of revenues and expenses and shall consider:

- projected enrolment and related funding;
- ongoing and one-time revenues and expenses;
- salary, benefit, contractual, inflationary, and other anticipated cost changes;
- existing programs, services, and commitments;
- identified financial and operational risks;
- input received through engagement and consultation; and
- proposed changes to programs, services, staffing or other budget allocations.

The annual budget shall be developed, and proposed budget changes evaluated, in accordance with the budget development principles set out in Policy 4203 Financial Planning and Reporting. These principles require alignment with Board policies and strategic priorities; avoidance of funding ongoing expenses with one-time revenues; fiscal stability and long-term sustainability; self-sustaining ancillary programs; full funding before proceeding with major capital projects; and engagement and consultation throughout budget development.

The proposed annual budget shall identify significant assumptions, proposed budget changes and material financial risks to support informed decision-making by the Board.

ENGAGEMENT

The budget development process shall provide meaningful opportunities for input on budget priorities and the proposed annual budget.

The Board-approved Preliminary Budget Process and Consultation Timeline shall be made publicly available on the district website. Information necessary to support meaningful engagement and consultation shall be made available in accordance with the timeline and made publicly available or provided to applicable parties, as appropriate.

Input received through engagement and consultation shall be considered in developing and finalizing the proposed annual budget. A summary of the engagement and consultation process and input received shall be provided to the Board.

APPROVAL AND PUBLIC ACCESSIBILITY

The proposed annual budget shall be presented to the Board for consideration and approval in accordance with applicable legislative requirements.

Following Board approval, the annual budget, annual budget bylaw and related public financial planning information shall be submitted to the Ministry of Education and Child Care as required and made publicly accessible on the district website.

AMENDED ANNUAL BUDGET

An amended annual budget shall be prepared to reflect updated enrolment, funding, revenues, expenses and other material changes affecting the annual budget.

The amended annual budget shall be presented to the Board for approval, submitted to the Ministry of Education and Child Care as required and made publicly accessible on the district website.

APPROVED: November 2014
UPDATED: November 18, 2026