



SD 42 PROCEDURE: 4203.1

BUDGET PROCESS

Annual budgets shall be developed based on instructions received from the Ministry of Education. At the beginning of each budget development cycle, the Secretary Treasurer in collaboration with the Superintendent shall prepare and present to the Board for approval a budget development plan or budget process.

The annual budget process for the development of the original budget is aimed at ensuring transparency and accountability in the development of the school district budget. The process shall include a proposed schedule of meetings dedicated to sharing the Board's budget information with partner groups and the public as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

The annual budget process for the development of original (preliminary) budgets shall include the following:

- Proposed preliminary budget including base budget estimates and detailed proposed budget balancing proposals presentation
- Opportunities for partner groups and the public to provide input in budget development
- Preliminary budget including detailed budget balancing proposals presentation

Board approved preliminary and amended budget documents shall be posted on the school district website.

RECEIVED FOR INFORMATION: November 12, 2014

REVIEWED: January 2021