

ANNUAL BUDGET PREPARATION AND ADOPTION

The Division shall operate on an annual budget which shall include all anticipated revenues and expenditures both operating and capital. The preparation and adoption of the annual budget shall be co-ordinated by the Secretary-Treasurer in accordance with the requirement and time-lines of the Department of Education and the procedure outlined below.

1. The Board Committees (Transportation, Education, Property) submit any recommendations they may have as to the proposed level of spending in the areas under their jurisdiction.
2. The Secretary-Treasurer in conjunction with the other Division Administrators prepares a preliminary budget. The budget preparation should include an announcement of support to Divisions by the Minister of Education.
3. The preliminary budget is presented to the Finance Committee for study and changes as needed.
4. The preliminary budget is presented to the committee of the whole for discussion, revision if needed or desired, and ratification. The special requirement to be collected by the municipalities is determined at this stage.
5. The final budget is submitted to the Department of Education and the Municipalities are advised of the amounts they are required to raise by special levy.
6. The Board may decide to hold meetings with employee groups, municipal councils or the public as part of the budget preparation process either to give information from the budget or to seek reaction to the budget being considered.

Approved September 1, 1977
Revised October 18, 1994