

School Decentralized Budgets

Stewardship

The Principal is responsible to act as a good steward of school resources, maintaining equipment and supplies, inventories and safeguarding assets to provide for long-term student interests.

Background

Certain educational decisions with respect to program materials and supplies are best addressed at the school level. Such educational decision making can be assumed only through budgetary responsibility which facilitates short and long-term educational planning. Each individual school is provided a decentralized fund to effectively plan and deliver school programs.

The Division's commitment to lifelong learning and continuous professional growth and development among its employees is manifested in this administrative procedure, as is its commitment to accountability.

Procedures

Spending of decentralized funds is subject to the following parameters:

1. Decentralized budgets are to be used for in-school instructional purposes only and cannot be used to arbitrarily create new employee positions or subsidize existing Division approved employee positions
2. Decentralized budget allocations are to be prepared by the Principal and reviewed with the School Community Council at the start of the school year. The budget planning template must be completed and approved by School Superintendent.
3. Every effort must be made to maximize the benefits of operating dollars for the students receiving the allocation and every effort should be made to expend funds in the year they are granted. Under this guiding principle, operating budget carry forward amounts will be limited to ten percent (10%) of the annual allocation amount. Carry over amounts in excess of ten percent (10%) should be for a specific purpose and must be approved by the school Superintendent.
4. Over expenditure of any decentralized funds will result in a reduction to the subsequent year's allocation. Over expenditure of a non-recurring allocation will be reduced from the subsequent school years operating budget.
5. With the exception of the main Operating budget, no other decentralized funds are eligible for carry forward.
6. It is the responsibility of the Principal with staff input to determine educational budget priorities.
7. All decentralized fund expenditures must be approved by the School Principal and Superintendent. Any purchase may be disallowed if in the belief of the School Superintendent or Secretary Treasurer that it is not in alignment with Division priorities or if it will expose the Division to undue risk.
8. Guidelines for the three main decentralized budgets are outlined in Appendix A. Criteria for any additional funds released to schools will be communicated at their time of dispersal. Any purchases not in alignment with requirements will be disallowed.

Appendix A – Decentralized budget guidelines

Operating Allocation

Main allocation for general operating of the school.

Typical expenditures include:

- Photocopier costs
- Telephone costs
- Academic Supplies and equipment
- Office Supplies and equipment
- Classroom and teacher budgets
- Program budgets (I.A., Library, Technology, Coaches etc.)
- Professional Development for staff
- Student awards and special events

Community School Allocation

Allocation to provide Community School programming and initiatives.

Typical expenditures include:

- In alignment with Community School Philosophy
- Maximum of 25% to be spent on equipment

Elder Allocation

Allocation to provide Elder and cultural programming in the school

Typical expenditures include:

- Honoraria for Elders
- Salary for Elders
- Gifts for Elders
- Supplies for Elder or cultural programming
- Maximum of 25% or \$5,000 to be spent on equipment