

# ROLLING RIVER SCHOOL DIVISION POLICY

## School Division Budget Preparation

DBD/P

The Board will endeavour to ensure deliberations and decisions related to developing a budget support the Division's Vision, Mission and Beliefs. The Board of Trustees shall plan and approve an annual budget within the timelines and authorities established by the Public Schools Act.

The Board will consider, assess and prioritize factors as presented by Board Committees, the Senior, School and Divisional Administration and the public related to staffing, educational programs, administrative supports and operations and including salaries and benefits, services, supplies, fiscal and capital.

**Index  
Regulation**

**Legislative Reference:** PSA 171-192

**Date Adopted:** April 24, 1997

**Date Revised:** November 22, 2001

**Date Revised:** October 5, 2006

**Date Revised:** January 12, 2011

# ROLLING RIVER SCHOOL DIVISION REGULATION

<b>School Division Budget Preparation</b>	<b>DBD/R</b>
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Budget planning, preparation and approval will be provided according to the following general guidelines and timeframes:

1. The Board will provide opportunities for public consultation in the development of the Division's Annual Budget.
2. School Principals will have the opportunity to submit Capital D, School Furnishing and School Program requests to the Secretary-Treasurer by a date determined by the Secretary-Treasurer. The Senior Administration will review the requests and consider them for inclusion in the preliminary budget.
3. Division Department Managers and Supervisors will have the opportunity to submit budget requests to the Secretary-Treasurer by a date determined by the Secretary-Treasurer. Senior Administration will review the requests and consider them for inclusion in the preliminary budget.
4. The Board will review divisional priorities and provide direction to Senior Administration.
5. The Secretary-Treasurer, in consultation with the Superintendents, will prepare the preliminary budget for review of the Board in January of each year.
6. The Board will meet as required during January and February each year to discuss and develop a proposed budget.
7. The Board will hold a Public Meeting to review the Proposed Budget.
8. The Board will meet before March 15 each year to approve the Final Budget and Special Levy / Requirement.
9. The Secretary-Treasurer will notify Municipalities by March 15 each year of the Special Levy / Requirement.
10. The Secretary-Treasurer will complete and forward the approved Final Budget to the Manitoba Education by the last working day in March each year.

## **Index Policy**

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