

# ROLLING RIVER SCHOOL DIVISION POLICY

## School Budgets

DBJA/P

School Budgets, to be administered by the Principal, shall be established each year to provide instructional materials and resources that will enhance or assist in the delivery of educational programs. School Budgets will be determined on a per-pupil basis and assigned in the following areas:

- General Supplies
- Library /Media Material
- Curricular and Extra Curricular Trip Transportation
- Textbooks
- Music/Band
- French
- Industrial Arts/Home Economics and Vocational Program

Other budget categories for special grants may be assigned by the Secretary-Treasurer. School budgets are to be expended on instructional items. Expenditures on non-instructional items are not approved.

Interchanging of funds between the assigned budget areas must be discussed with and approved by the Secretary Treasurer.

Deficits in the school budgets are not allowed.

Surplus in school budgets may be carried forward and applied to the next fiscal year as follows:

A maximum accumulated surplus equivalent to 5% of the current year School General Supplies Budget may be carried forward from one fiscal year to the next without a plan for expenditure.

A request for carryover and expenditure of accumulated surplus in excess of 5% of the current year school budget must be submitted to and approved by the Secretary Treasurer.

Carryover of surplus funds in the other School Budget areas (Library/Media Material, Curricular and Extra Curricular Trip Transportation, Textbooks, Music, French, Home Economics and Vocational Programs) will not be approved.

### **Index Regulation**

**Date Adopted:** November 22, 2001

**Date Revised:** October 19, 2006

**Date Reaffirmed:** October 19, 2011

# ROLLING RIVER SCHOOL DIVISION REGULATION

<b>School Budgets</b>	<b>DBJA/R</b>
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1. Principals shall be responsible to monitor and maintain school budgets and review monthly financial reports of the actual school budgets expenditures.
2. Tentative School Budgets and Surplus funds will be distributed by the Secretary Treasurer to School Principals at the beginning of the school year. These budgets will be adjusted based on student enrollment as at September 30 and Final School Budgets will be distributed to School Principals by the end of October each year.
3. Requests from School Principals, for the carry-over of surplus funds in excess of 5% of the current year budget, must be forwarded to the Secretary-Treasurer to be received by the June 1<sup>st</sup> of each year.

## **Index Policy**

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