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## BUDGET MONITORING & REPORTING

### - POLICY -

The Board of Education is responsible for the effective use of public funds in providing the best possible education to students in the district. There is a duty to govern the district in a fiscally responsible manner, while carrying out strategies to achieve its goals. The School Act requires the Board of Education to prepare an annual operating budget in the form specified by the Minister of Education. The Board will adhere to all statutory and contractual requirements in the preparation of the budget.

### - REGULATION -

1. The Board of Education authorizes the Superintendent and the Secretary Treasurer to develop and monitor the annual budget. The Superintendent and the Secretary Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budget, with the Secretary Treasurer being specifically responsible for the financial management of the budget and all financial reporting.
2. The annual budget shall be developed in a planned, collaborative and open manner with consultations and discussions at appropriate levels of school and district.
3. Communication, implementation and monitoring of the Board approved budget is the responsibility of the Superintendent and Secretary Treasurer. The Board provides appropriate flexibility to enable management to maximize the use of fiscal resources while exercising effective budget control.
4. Management will present regular financial reports to the Board that provide a summative status of performance against budget. Reports will include an analysis of budget variances with an explanation of any variance in excess of 5% of the budget amount.