



Background

Funding for ECS-12 is based on principles of equity, flexibility and accountability. School authorities are accountable for their use of funds and results achieved. Funding is provided with the expectation that the school authority will offer programs and services to meet the needs of all funded students.

The annual budget must address the vision, mission, values and beliefs of the School in the best possible manner, meeting the needs of all students in the School at the most reasonable cost. The preparation of the annual budget is an integral component of the planning process for the School.

Procedures

1. Budget planning is the responsibility of the Secretary-Treasurer and designates.
2. The Budget for the Calgary Girls Charter School shall be prepared in accordance with provincial requirements as stated in legislation and regulation, and the Funding Manual available at <https://open.alberta.ca/publications/1485-5542>.
3. Annually, the Secretary-Treasurer will consult with the Superintendent to prepare the Budget Planning Timelines and Processes for Board approval. The timeline and processes will provide for stakeholder consultation and meet the submission date established by the Ministry.
4. The Secretary-Treasurer will prepare a draft annual budget based on the priorities set out in the Three-Year Education Plan and the budget assumptions, principles and guidelines established annually by the Charter Board.
5. The Secretary-Treasurer will provide the draft annual budget to School personnel and School Council in a consultative process.
6. The Secretary-Treasurer shall present the draft annual budget to the Charter Board.
7. The draft annual budget shall identify any new programs to be implemented, as well as programs that are being discontinued.

8. The draft annual budget will show anticipated revenue and expenditures by the following envelopes:
 - a) Operations and Maintenance;
 - b) Transportation;
 - c) Instructional Services (includes most personnel-related expenditures) and Programs (Inclusive Education, Technology, Learning Commons, Resources, for example); and
 - d) System Administration and Governance.
9. The draft annual budget will reflect School priorities and will be completed as required by Alberta Education.
10. Following presentation of the draft annual budget to school personnel and School Council, the Superintendent shall make a recommendation to the Charter Board.
11. The Charter Board will formally approve the annual budget on or before the regular June Board meeting or at a time established by Alberta Education.
12. The Secretary-Treasurer will submit all required forms to Alberta Education.
13. The Secretary-Treasurer will assist the Principal in developing the budget for the school sites and will provide a monthly budget summary to guide expenditure decisions. The budget for the school sites will allow for site-based decisions. The site budget will be based on an allocation per pupil, and a standard cost for certificated staff, as approved by the Superintendent.
14. Under the general supervision of the Superintendent, the Secretary-Treasurer shall administer the School budget.
15. The Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established.
16. The Secretary-Treasurer will provide a Quarterly Financial Report to the Superintendent and the Board, and include in such report an explanation for any variances.

Reference:

Education Act, s. 52, 53, 54, 68, 197, 222
Government Organization ACT, RSA 2000 Chapter G-10 s.13
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide