



	EDUCATION POLICY MANUAL
Category:	SCHOOL COUNCIL
Policy:	207
Approved Date:	Working Policy Sept 9, 2002
Revised Date:	June 9, 2003, January 21, 2016
Page:	1 of 1

BUSINESS PROCEDURES: ANNUAL SCHOOL BUDGET

Policy 207

Rationale

The annual school budget is an estimate of the annual financial resources and commitments of the school and it is an essential tool for the successful operation of the school. The preliminary budgets provide CISPG with data required to prepare its preliminary budget in June and its final budget in the last week in September.

Policy

An estimate of revenue and expenditures for the fiscal year will be prepared annually and presented to the local school council. There will be a preliminary budget in the spring and a final budget in the fall. After approval by the local school council the preliminary budget will be submitted to CISPG Board of Directors for approval no later than May 1st of the current fiscal year and the final budget by the 3rd Monday of school in September. To ensure effective communication about staffing and resources a common CISPG budget template and summary sheet will be used by all schools.

Procedure

The following annual school budget schedule will be followed.

January 25	payroll provides principal with teacher and support staff payroll spread sheet for current school year.
February 15	principal to send completed teacher and staffing information forms to superintendent principals to send revised teacher and support staff spreadsheet to payroll
March 7	payroll spreadsheet to principal
May 1	school council approved preliminary budget on CISPG template and one page budget summary sheet due to superintendent
May	at a minimum, school council member and principal to present their school council approved preliminary budget to the CISPG Board, either in person or online using the CISPG template and one page budget summary sheet
1 st Friday of School in September	school to send student enrollment numbers to CISPG
2 nd week of School In September	principal to meet with school council executive to finalize their preliminary budget
3 rd Monday of School in September	principal to submit school council approved final budget on CISPG template, and one page budget summary sheet, with a short description of changes from preliminary budget