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|                       | <b>EDUCATION POLICY MANUAL</b>                          |
| <b>Category:</b>      | <b>SCHOOL COUNCIL</b>                                   |
| <b>Policy:</b>        | <b>207</b>  |
| <b>Approved Date:</b> | <b>Working Policy Sept 9, 2002</b>                      |
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## **BUSINESS PROCEDURES: SCHOOL BUDGET**

### **Policy 207**

#### **Rationale**

In order to ensure good fiscal practice, all CISPG schools will submit an annual budget.

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. In addition, school budgets provide CISPG with data required to prepare its preliminary budget in June and its final budget in the Fall.

#### **Policy**

CISPG School Councils will submit a draft preliminary and a final budget annually.

#### **Procedures**

School Councils will submit their preliminary yearly budgets, on the prescribed budget format spreadsheets, to the CISPG Finance Officer by May 31<sup>st</sup> each year. School Councils will submit their final yearly budgets, on the prescribed budget format spreadsheets, to the CISPG Finance Officer by October 30<sup>th</sup> each year.