



Rationale

All CISPG schools will submit an annual budget to the Board of Directors.

The annual school budget is an estimate of the annual financial resources and commitments of the school and is essential for the successful operation of the school. In addition, school budgets provide CISPG with data required to prepare its Preliminary Budget in May and its Final Budget in October.

Policy

CISPG School Councils will submit a preliminary and a final budget annually using the CISPG approved Budget template.

Procedure

School Councils will submit a preliminary budget by the 31st of May and a final budget by the 30th of October each year to the CISPG Finance Officer. A one-page summary from the School Council Treasurer highlighting major changes should accompany the budget submission.

References:	Date: August 2023
	Revisions: