

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: BUDGET PROCESS - SITE-BASED
INSTRUCTIONAL BUDGETS**

<i>PROCEDURE CODE:</i>	<i>404 AP 001</i>
Policy Reference: 404 – Division Budget Process	

PROCEDURE

Spring Estimates (Budget)

1. On March 1st, enrolment projections/school profiles will be used by the Secretary Treasurer to determine staffing targets for the next year.
2. The Secretary Treasurer will incorporate educational site-budget allocations into the total Division Operational Budget.
3. Following the year-end (August 31st), the Secretary Treasurer will calculate school carry-overs (over/under expenditures) and will adjust school educational site-based budgets at that time.
4. When the Instructional Block is in a surplus position, these monies will be set aside in an accumulated surplus account. This Instructional Block Accumulated Surplus Account will increase or decrease in accordance with annual surpluses or deficits.
5. On or about May 1st, the Administrators and Coordinating Committees will provide feedback on the procedures for the next budget/school year.

Fall Update

1. On September 30th, actual enrolment numbers will be used by the Secretary Treasurer to re-calculate staffing targets and other resource allocations.

Approved: March 17, 2015

Revised: December 5, 2016