

## SCHOOL DISTRICT NO 48. (SEA TO SKY)

### REGULATION SERIES 800 – BUSINESS PROCEDURES

<b>801</b>	<b>BUDGET</b>
<b>R801.1</b>	<b>Operating Budget Development</b>

This Regulation provided details of the actions required throughout the budget development process as shown on the attached schedule of timelines.

1. Principals' submissions of pupil projections for the following September will be aggregated at district office reviewed for reasonableness and submitted to the ministry in accordance with the School Act.
2. School calendars for the upcoming year will be prepared in accordance with the School Act.
3. The details of the district's Funding Allocation System to Schools will be reviewed each year.
4. Unit staffing costs for use in budget preparations will be projected and reviewed periodically.
5. Service Plans will be developed for each school describing the desired outcomes and resources required.
7. School funding allocations will be made in accordance with the district's School Funding Allocation System.
8. School and district departmental budgets will be prepared based on decisions made at the respective levels.
9. All School and District budgets will be aggregated and finalized such that no total deficit exists.
10. Prior year surpluses may be used in preparation of the following year's budget to a maximum of 50% of the estimated amounts.
11. Budget revisions will take place in the fall each year.