
Board Governance Policy Cross Reference: [1, 4, 6, 12, 14, 16](#)

Administrative Procedures Cross Reference:

[Planning and Reporting](#)

Form Cross Reference:

Legal/Regulatory Reference:

[The Public Schools Act](#)

The Interlake School Division (ISD) shall ensure that an annual budget development process is established and periodically reviewed. The budget development process shall comply with the provisions of [The Public Schools Act](#), the regulations and requirements of the Minister of Education and the [Annual Board Planning Cycle](#).

The Board is responsible for the management of local, provincial, and federal funds allocated for public education. The Board further recognizes that the achievement of the Division's goals and objectives is dependent, not only on funding provided, but also on the effective and efficient management of those funds.

In the Division's fiscal management, the Board seeks to achieve the following objectives:

- to encourage advanced planning through sound budget procedures;
- to use the best available techniques for budget development and management so as to achieve the greatest educational returns and the greatest contribution to the educational program in relation to the dollars expended;
- to establish levels of funding which will provide a high-quality education for the students of the Division;

The following processes are related to Division planning for the annual budget:

1. Staffing Allocations:

- a) Early January – meeting to discuss projected enrolments (Superintendent, Assistant Superintendent, Secretary-Treasurer, Student Services Administrator)
- b) Following approval of final budget - staffing allocations provided to school administrators
- c) Mid-April – school administrators will present staffing requests beyond staffing allocations

2. Department Head Requests:

- a) December/January – discussions re: additional budget requirements from:
 - i. Maintenance
 - ii. Transportation
 - iii. Technology
 - iv. Program Support - Curriculum
 - v. Student Services

3. Presentations to the Board:

- a) Any group may present to the Board as a delegation at a regular Board meeting from October 1st to mid-January.
- b) Groups should consult with the Superintendent’s Department or the appropriate department head to discuss the presentation prior to making an appointment with the Secretary-Treasurer’s Department.

4. Public Meeting:

- a) Will take place in late February or early March dependent on provincial funding announcement.