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

Administrative Procedures Cross Reference:

[Divisional Budget Process](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) shall ensure that an annual school supply budget process is established and periodically reviewed. The Division uses a formula driven school supply budget allocation as follows:

1. Formulas
 - a) School Base Budgets (per F.T.E. student)

Grades	School Base	Library Grants (Program 621)	Technology Supports (Program 138)
K-4	\$80.00	\$15.00	\$5.00
5-8	\$90.00	\$15.00	\$5.00
9-12	\$120.00	\$15.00	\$5.00

- b) Supplementary Budgets (per student)

Enrolment	K-8	9-12	
1-150	\$25.00	1-240	\$50.00
151-200	\$20.00	241-350	\$15.00
201-250	\$10.00	351-400	\$10.00
251-300	\$ 8.00	401-450	\$ 5.00
301-350	\$ 5.00	451-500	\$ 2.50
351-400	\$ 2.50	Over 500	\$0
Over 400	\$ 0		

c) Manitoba Education Allocation

Grade	Per Student
K	\$ 8.50
1-3	\$20.50
4-6	\$30.00
7-8	\$32.50
9-12	\$35.00

d) Other Grants

Grant Name	Amount
Small schools	Actual grant received per school for supplies
Furnishings	\$15.00 per F.T.E. student
Professional development	\$300.00 per F.T.E. teacher only
Professional development	\$800.00 per administrator
Sustainable Development Grant	\$700.00 per school
French	Actual grant received from the province
Vocational	SCI 40%, TCI 30%, WCI 30 %
Senior Years Category 1	\$60.00 per student
Senior Years Category 11	\$25.00 per student

2. The Finance Department will use projected enrolment to determine the approximate budget for each school.
3. The Finance Department will send the following information to the schools:
 - a) Program summary sheet (including all formulas).
 - b) A proposed budget with allocations entered.
 - c) Categorical grants must be spent according to the rules and regulations as set out by each grant.
4. The school supply budget is finalized once the final enrolment has been established in October.
5. Budgets are updated in CIMS and then sent to the schools.
6. The Principal is responsible for administrating their own school's budget.
7. Any surplus/deficit in the current school supply budget shall be carried over to the subsequent school supply budget year. Any unspent balance of categorical grants along with special purpose grants will not be carried over to subsequent years.