
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. Unrestricted Budget Allocations - These allocations have no spending restrictions.

i) School Base Budgets (per F.T.E. student)

Grades	School Base	Library Grants (Program 621)	Technology Supports (Program 138)
K-4	\$100.00	\$15.00	\$5.00
5-8	\$110.00	\$15.00	\$5.00
9-12	\$145.00	\$15.00	\$5.00

ii) 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	

iii) Student Fees

Grade	Per Student
7-8	\$ 55.00
9-12	\$40.00 - \$65.00

iv) Manitoba Education Allocation (Textbooks)

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

v) Other Grants

Grant Name	Amount
Small schools	Actual grant received per school for supplies
French	Actual grant received from the province
Senior Years Category 1	\$65.00 per student
Senior Years Category 11	\$30.00 per student

B. Restricted Budget Allocations – Expenditures are restricted to the grant’s purpose. Unexpended amounts will not be carried over to the next school year.

Grant Name	Amount
Student School Supplies	\$75.00 per student
Professional development	\$300.00 per F.T.E. teacher only
Sustainable Development Grant	\$700.00 per school
Vocational	SCI 40%, TCI 30%, WCI 30 % x actual grant received from Province
Special Purpose Grants (EKK, IAA, French as a Second Language)	To be determined

C. Restricted Budget Allocation – expenditures are restricted to the grant’s purpose. Unexpended amounts may be carried forward to the next school year with authorization from the Superintendent’s Department.

Grant Name	Amount
Furnishings	\$30.00 per F.T.E. student
Professional Development	\$800.00 per administrator

2. The Finance Department will use projected enrolment to determine the approximate budget for each school, which will be entered into CIMS for the start of the school year.
3. The school supply budget is finalized once the final enrolment has been established in October.
4. The Finance Department will send the following information to the schools:
 - a) Program summary sheet (including all formulas).
 - b) Actual budget with allocations entered into CIMS.
5. The Principal is responsible for administrating their own school's budget.
6. The Principal may request that unrestricted budget allocations be moved from one account to another, within their school supply 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 restricted grants and special purpose grants will not be carried over to subsequent years.