

INDIVIDUAL SCHOOL BUDGET ALLOCATIONS

Administrators shall be responsible for developing procedures for the orderly purchase of items (within Division policy), the scrutiny of the monthly financial statements for accuracy and the receiving of goods.

The individual school budget shall be allocated as follows:

Base Funding Kindergarten – Grade 8	200.00 per F.T.E. Student
Base Funding Grades 9-12	275.00 per F.T.E. Student
Curricular Materials	30.00 per F.T.E. Student
Information Technology	40.00 per F.T.E. Student
Copyright Charges	5.16 per F.T.E. Student

CARRY-FORWARD BUDGET SURPLUS

MAXIMUM AMOUNT

i) Boissevain School	i) \$5,000
ii) Killarney School	ii) \$5,000
iii) Minto School	iii) \$2,000
iv) Colony Schools	iv) \$2,000

Schools can apply for an exception to the Board according to procedure 3-M by April 30th the purpose of the carry forward and the proposed spending timeline. Requests for carry forwards over the maximum will be subject to Board approval.

School administrators are required to monitor school budget expenditures on an ongoing basis in order to avoid over-expenditures. In the event a school is over-budget at the end of a school year, the school budget for the following year may be accessed to recover the over-expenditure. Arrangements to recover school budget over-expenditures will be in consultation between the school administration, the Superintendent/CEO, and the Secretary-Treasurer.