



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: School Budgets

Regulation Code: BA-4.5.2

Section: Business and Administrative Services

Policy Code Reference: BA-4.5

Established: January 14, 2003

Revised or

Reviewed: February 28, 2008; February 27, 2014; May 23, 2019; April 22, 2024

1. OBJECTIVE

This administrative regulation will be used by Board staff and school principals to support the development and use of school budgets. As a system, we support comprehensive, responsive, and efficient school budget models to optimize utilization of annual school budgets, reflective of school goals connected to the priorities identified in the Board's strategic plan.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board Budget

Board allocated funding for operations, staffing and equipment, designing programs to meet the needs of students and fixing, maintaining and building Board facilities. The annual Board budget is a record of decisions made, a mechanism for allocating financial resources, and a means of managing activities in a planned and efficient manner.

Board Resources

Allocated Board budgets including Board budget, special funding and school generated funds.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

School Budgets

Funds allocated to schools through the Board's budget process to supports schools' day-to-day school operating activities and the purchase of classroom learning materials.

3. APPLICATION

This administrative regulation applies to the Finance Department and school principals who contribute input to the development of the Board's school budget allocation, as well as for ensuring the appropriate and timely use of Board resources.

4. RESPONSIBILITY

The Superintendent of Business and Corporate Services and Treasurer of the Board has responsibility for this administrative regulation.

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

School principals are responsible in ensuring that levels of spending are within the school budget allocation, that spending meets the needs of the school, for authorizing school expenditures, and to monitor the budget expenditures. Additional responsibilities are outlined in section 5.1.

5. PROCEDURE**5.1 School Budgets**

- 5.1.1 One component of the allocated resources is the school budget. During the budget development process, the Finance Department will consult with secondary and elementary principals to review and recommend school budget allocation models to senior administration to approve or revise, as appropriate. Following Board of Trustee approval of the annual budget, funds are allocated to individual schools based on a formula developed during the school budget consultation process.
- 5.1.2 The Finance Department will provide principals with monthly expenditure reports and online account inquiry will be available at the school level. In-service will be provided as required.
- 5.1.3 It is the responsibility of the school principal to ensure that levels of spending are within the school budget allocation. The principal, or designate, will be responsible for authorizing school expenditures. The principal will monitor the budget expenditure through the use of an internal monitoring control system, combined with the monthly School Budget Statements. The Finance department will distribute school budget allocation worksheets. The school budget allocation worksheets should be completed and returned to Finance by January 31 of each school year.
- 5.1.4 The school principal is responsible for utilizing their school budgets in the period for which they are allocated. School budgets, excluding special

school budgets, to a maximum surplus of 15% at the school level, will be transferred to the subsequent fiscal period. Any variance in excess of this level must be reflected in a fiscal plan, as reviewed and supported by the appropriate superintendent.

- 5.1.5 School budgets may be subject to change if actual enrolments differ from school projections. Principals will be responsible to manage any budget adjustments accordingly.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-4.5, Financial Reporting and School Budgets](#)

Administrative Regulations:

[BA-4.5.1, Financial Reporting](#)

7. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability](#)

[Education Act](#)