

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 502
PROCEDURE:	DECENTRALIZED BUDGET CARRY-OVER		

BACKGROUND

The Chief Financial Officer shall make provision for the carry-over of unspent school budget allocations from one budget year to the next.

The carry over provisions do not apply to Division Office budgets.

PROCEDURES

1. The following procedures are observed regarding carry over of funds.
 - 1.1 Principals shall be permitted to carry-over a maximum of 10% of unspent funds from their school decentralized budget allocations with the exception of items specified in 1.2 & 1.3.
 - 1.2 Professional Development funds for teachers and administrators per the Local Collective Bargaining Agreement for Teachers are to be utilized based on the annual budget allocation.
 - 1.3 Funds allocated for Resource Center materials are not eligible for carry-over.
 - 1.4 Funds carried over shall be identified as allocations to Reserves.
 - 1.5 Reserve funds shall be spent on expenditures typically made through school decentralized budgets as determined by the Principal.
 - 1.6 Schools with deficits in their decentralized budgets shall be required to utilize reserve funds to cover the deficits.
 - 1.7 Reserve funds can be accumulated up to a maximum of ten percent (10%) of the annual school budget. The current year Professional Development allocation for teachers and administrators and Resource Center allocation will be subtracted from the annual school budget prior to calculating the 10% carry-over limit.

Reference: Sections 85, 87, 108, 109, 110 Education Act

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