

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 501
PROCEDURE:	BUDGET IMPLEMENTATION		

BACKGROUND

The implementation of the Division and school budgets is an administrative responsibility as outlined in the following procedures.

PROCEDURES

1. The Division budget shall be implemented in accordance with Division administrative procedures.
2. Division Office staff and the principals are responsible to the Director for the implementation of their approved decentralized budgets.
3. The Chief Financial Officer shall maintain a financial monitoring system and generate required financial reports to keep the Director and principals informed about the status of the Division and decentralized budgets.
4. The Director shall be provided with accurate and up-to-date information on a regular basis and at least quarterly - prior to the following dates or as requested by the Director:

November 30 February 28 May 30 August 31
5. The Chief Financial Officer shall ensure acceptable accounting and auditing procedures are utilized for both Division and school-based accounts.
6. The Director will review and make appropriate adjustments to the budget according to the actual September 30 enrolment.

Reference: Sections 85, 87, 108, 109, 110, 278, 281, 282 Education Act

Date Issued: November 21, 2007