

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 400 – Business Administration

### **POLICY 404: DIVISION BUDGET PROCESS**

#### BACKGROUND

The Board of Trustees are required to prepare and submit a budget to Alberta Education on an annual basis.

#### POLICY

The Board's annual budget is the financial plan by which it implements its mission, beliefs and values in the interests of student growth and development. Both the process of developing the annual budget and the eventual budget document shall reflect these goals and values.

#### GUIDELINES

1. Budgeting is a continuous process involving participation of the Board, Medicine Hat Public School Division (MHPSD) administrators, school principals, teachers and other staff, school councils, and the community.
2. The MHPSD budget shall reflect the MHPSD's goals and priorities as described in the Three Year Education Plan.
3. Once the goals and priorities have been established and financial resources allocated, the expenditure and monitoring of funds within the guidelines established by the Board is the responsibility of the designated MHPSD administrator or school-based administrator.

#### REFERENCES

[404 P 001 – Site-Based Instructional Budgets](#)

**Approved:** September 7, 2004

**Revised:** December 5, 2016