

MEDICINE HAT SCHOOL DISTRICT NO. 76

DISTRICT 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, District administrators, school principals, teachers and other staff, school councils, and the community.
2. The District budget shall reflect the District'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 district or school-based administrator.

**Approved & Adopted:
September 7, 2004**

**Reviewed:
December 5, 2016**

REFERENCE

[Procedure 410 P 001: Site-Based Instructional Budgets](#)