

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-25**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

FINANCIAL STEWARDSHIP: BUDGET PROCESS

1. PURPOSE

The James Bay Lowlands Secondary School Board is committed to ensuring effective stewardship of its resources in order to deliver effective and appropriate education programs to its students.

This administrative procedure sets out the process by which the Board and its administrators establish, maintain, and monitor the financial well-being of the Board.

2. GUIDING PRINCIPLES

- 2.1 It is a commitment of the James Bay Lowlands Secondary School Board and a requirement of the *Education Act* that every Board shall prepare and adopt estimates of its revenues and expenditures for each fiscal year.
- 2.2 The Board is required to report its financial results to the Ministry of Education and to its supporters in the form(s) prescribed by the Ministry of Education.
- 2.3 The annual budget is a reflection of decisions made, a mechanism for allocating financial resources, and a means of managing activities in a planned and efficient manner. The main goal of this planning is to promote student achievement and well-being and to provide a positive learning and working environment for students and staff.
- 2.4 The supervisory officer, finance and human resources administrator, and the principal are responsible for:
 - a) ensuring that the fiscal management of the Board is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations; and
 - b) ensuring that the fiscal management of the Board is in alignment with the Board's multi-year strategic directions.

3. POLICY

- 3.1 The James Bay Lowlands Secondary School Board recognizes the importance of accurate recording and timely reporting of revenues and expenditures within the system.
- 3.2 The Board aspires to maintain total annual expenditures as close as possible to the maximum allowable level for grant purposes, as established annually by the Ministry of Education.
- 3.3 The finance and human resources administrator, under the direction of the Board, is therefore directed to prepare an annual budget in accordance with the following Board expectations.

BOARD EXPECTATIONS

4. Budget Preparation

- 4.1 The finance and human resources administrator receives the Ministry of Education Guidelines.
- 4.2 The Guidelines are reviewed by the Board and the finance and human resources administrator. The Board provides input to the finance and human resources administrator to assist him/her in the preparation of the approval forms.
- 4.3 The finance and human resources administrator completes the approval forms and forwards them to the Ministry of Education.
- 4.4 When the Board receives the approved Form from the Ministry of Education it will approve the annual budget.
- 4.5 All Budget matters will be conducted in accordance with the *Education Act, Part IX Finance*, the *Broader Public Sector Accountability Act 2010*, and Ontario Regulation—Legislative Grants.
- 4.6 To provide for continuity of services in the school during the period in any year before the Board approves the final budget, the finance and human resources administrator is authorized, unless otherwise instructed by the Board, to continue the provision of services, that in all probability will be funded at fifty (50%) percent of the level of the preceding year's expenditures, and to incur the necessary expenditures. Such expenditures will be a first charge upon the budget under preparation.

5. Budget Control

- 5.1 General Ledger Reports and Financial Statements which compare approved budget to actual expenditures, will be sent to the principal and maintenance supervisor at the beginning of each month. As soon as possible, a reconciliation report will be forwarded to the above mentioned. The report will show the approved budget

amounts for each line item, including amounts of unposted cheques, outstanding purchase orders, outstanding purchase requisitions and any outstanding claims for reimbursement. This report will be used to reconcile budget figures to provide an accurate balance remaining to the end of the fiscal year.

- 5.2 The finance and human resources administrator will provide the Board with a progress report on the revenues and expenditures in relation to budget at the end of each month. Once the audit is complete, the finance and human resources administrator will provide the Board with a complete budget update, as of August 31th, including revenues and expenditures to year end with an explanation as to how the budget performed, and an explanation for under and over expenditures.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Duties and Powers of Boards: Ensure effective stewardship of the board's resources

Education Act, Section 169.1 Duties and Powers of Boards: Multi-Year Plan—Allocation of resources

Education Act, Section 170 Duties of Boards: Order payment of bills; repair property

Education Act, Part IX Finance, Section 232 Board shall adopt estimates; balance budget

Education Act, Part IX Finance, Section 252 Financial statements

Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions; supervise use and maintenance of buildings and property

Ontario Regulation 298—Operation of Schools, Section 11: Duties of Principals:

Organization and management of the school; inspection of property

Ontario Regulation—Legislative Grants

Broader Public Sector Accountability Act 2010

Board References:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-04 Delegation of Authority

Board Policy GOV-05 Multi-Year Strategic Plan

Administrative Procedure 515 Purchasing Procedures

Administrative Procedure 516 Tendering Construction Projects