

INSTRUCTIONAL BUDGETS

All schools are assigned an instructional budget. This budget is determined by a formula based on the projected enrolment for your school. The fiscal year for the school division and your school is January 1 to December 31. This does present some attention on your part because you spend on the academic year basis.

Because your budget is based on projected enrolment, increases or decreases in enrolment are taken into account.

School based budgets have a carryover provision. Remember that you can carry over any surplus on December 31 but you also carryover any deficit.

It is helpful if you code expenditures to the appropriate area or category in your budget. Example: Textbook purchases should be coded 202 301 and your facility number. Ultimately though, it is your school balance that matters most.

Administrative Services provides a monthly report on-line.