

### **13 ANNUAL BUDGET DEVELOPMENT**

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that one of its primary responsibilities is the direction and adoption of an annual school district budget, as well as the annual facilities grant budget, that establish authority for all spending in the district.

- 13.1 The Board believes that the annual budget development process requires a planned, open and transparent public consultation process that, prior to the presentation of the proposed preliminary budget, will encourage and solicit input from the following groups:
  - (a) Sunshine Coast Teachers' Association;
  - (b) CUPE Local 801;
  - (c) Sunshine Coast Principals and Vice-Principals' Association;
  - (d) District Parents Advisory Council;
  - (e) community.
- 13.2 The Secretary-Treasurer shall assume the responsibility for preparing the annual school district budget and its consultation schedule, for presentation, review and adoption by the Board.
- 13.3 The Secretary-Treasurer shall assume the responsibility for preparing the annual facilities grant budget for review and adoption by the Board.
- 13.4 In November of every year, the Board will gather input from all the groups listed in 13.1, including through a public consultation meeting
- 13.5 General budget considerations for the preparation of the next school year's preliminary budget will be provided to senior administration by the Board by the end of each calendar year, and be publicly recorded.
- 13.6 Preliminary budget considerations and scenarios will be developed and presented to the Board by the Secretary-Treasurer in February.
- 13.7 Within one month of the Ministry of Education's annual operating grant announcement, the Secretary-Treasurer will publicly present the implications to School District No. 46 (Sunshine Coast), and will update the Board on the status of prior considerations and scenarios.
- 13.8 In the spring, a balanced budget shall be presented to the board in a public information session prior to adoption on or before June 30<sup>th</sup> at a public board meeting.

Board Policy: December 2010  
Revised: May 2013, December 2017