

SCHOOL BUDGET ALLOCATIONS

Background

The primary focus of the Division's budgeting process is to ensure that adequate human and material resources are provided to support student learning at the school level. Resources are allocated to schools on an equitable basis according to sound education principles.

The Assistant Superintendent, Corporate Services and the Director of Financial Services are responsible for the administration of this administrative procedure.

Procedures

1. School budget allocations are established by May 31 of each year through the approval of the Division budget by the Board (unless otherwise instructed by the Provincial Government).
2. Allocation Equity
 - 2.1 Equity in school budgets is achieved through the differentiated allocations noted in these procedures. Equity factors taken into account are as follows:
 - 2.1.1 School size,
 - 2.1.2 School type (elementary, junior high, senior high),
 - 2.1.3 Regional/Division programming,
 - 2.1.4 New or priority curriculum support.
3. Supplies, Services and Contract Allocations
 - 3.1 As per Appendix.
4. Employee Services Allocations
 - 4.1 Human resource allocations to schools are based upon the following Division administrative procedures:
 - 4.1.1 AP 504 – Teacher Staffing Allocations.
 - 4.1.2 AP 505 – Instructional Support Staff Allocations.
5. Timeline
 - 5.1 June 30 Projected School Budgets Distributed to Schools. This document is the basis for expenditure planning through the fall while the confirmed budget is being finalized.
 - 5.2 Sept. 30 Enrolment Confirmation – Student Information System (SIS).

- 5.3 Oct. 30 Confirmed School Budget Distributed to Schools adjusted to align with Division “Confirmed Budget”.
- 5.4 Dec. 1 Carry forward/deficit amounts for each school confirmed by Corporate Services.
- 5.5 Jan. 31 Additional budget adjustment to align with confirmed SIS data where necessary.

6. Flexibility in School Expenditure Planning

- 6.1 Schools are expected to operate within their Annual Budget Allocations. Surpluses and deficits will be carried forward and reflected in subsequent Annual Expenditure Plans. School budget allocations (Appendix) are to be used to guide school expenditure planning.
- 6.2 Grade 10-12 Funding – through consultation with Corporate Services.

Reference: Relevant Legislation & Guidelines

Administrative Procedure 503 – Appendix A

SCHEDULE OF SCHOOL BUDGET ALLOCATIONS (K-9)

General Per Student Allocations:

Kindergarten	\$63.00	
Grade 1 to 9	\$90.00	
Colony School	\$67.00	plus Basic Funding Allocation \$900
Montessori	\$123.00	

Program Allocations:

Band Program:	Basic Allocation	\$900
	Program Enrolment (per enrolled student)	x \$27

Career and Technology Shops:

Blackie	1,800
Cayley	1,800
Heritage Heights	1,800
Longview	1,800
Meadow Ridge	1,710
Millarville	1,800
Okotoks Jr High (Gr 7-9)	3,600
Red Deer Lake	1,800
Senator Riley	3,150
Westmount	1,800

Choral Program (per school):

K to 6 schools	180
K to 8/9 schools	360
Senator Riley and OJHS	900

Learning Support Program: (per school)	450
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Pre-School Program:	Basic Funding Allocation per Program	2,000
	Supplementary Allocation per Program > 25 students	1,000
	Big Rock School	
	Blackie School	
	Cayley School	
	Ecole Joe Clark School	
	Ecole Percy Pegler School	
	Spitzee School	

Small Schools:	K to 9 <300 students	2,250
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SCHEDULE OF SCHOOL BUDGET ALLOCATIONS (GR 10-12)

Program Allocations:

Regional Learning Support:

Cameron Crossing	\$4,500
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School Budget Carryforwards 2021/22

Individual school carryforwards are a part of the Divisions Accumulated Operating Surplus. The Division has been running deficits through the additional provision of staff and contracted services over the last number of years, and have planned for a \$4.1 deficit for 21/22. These deficits can't be funded if schools "own" the majority of the reserves. Schools will be capped at the amount they can carry forward to 50% of their annual school minibudget. As well due to the reduced ability to use funds due to the Pandemic these funds will be calculated as 50% of the carryforward from the 2019/20 school year. If schools currently have carryforwards greater than 50% and had budgeted plans to spend them they must have them approved by Exec Team. These submissions must be provided prior to end of day June 25th.