SCHOOL ALLOCATIONS AND CARRY FORWARD

Background
The Annual Operating Plan includes a Budget that is to be allocated to Schools to provide for certain Operating costs that occur at the school level. This allocation is made at the beginning of each school year based on enrollment.

The Principal is responsible for these funds and is provided appropriate flexibility in managing these funds within the guidelines established for allowed expenditures.

1. **Procedures for School based Operating Accounts - Allocations**
   1.1. The annual allocation to School Based Operating Accounts is to be completed by September of each year.
   1.2. The FTE used in the calculations of the allocation is based on the 1701 submission.
   1.3. The School Budget allocation is made up of two parts: General Allocation and Targeted Use Allocation.
   1.4. The General Allocation.
      1.4.1. The General Allocation is based on a flat amount for each school as well as a variable amount for each FTE student. The flat amount and variable amount is dependent on the school level classification (Elementary, Middle, or Secondary).
      1.4.2. The Financial Services Budget Manager is responsible for placing the current year allocation into each school's "Unallocated Budget" account.
      1.4.3. The School Principal is responsible for completing a reallocation form (Form 504A) to move the funds from the "unallocated" account to individual school based operating accounts based on their anticipated spending plan for the year. This must be returned to the Financial Services Budget Manager by October 31st.
      1.4.4. Examples of School Based Operating Accounts available for Principals to reallocate include but are not limited to: Supplies, Learning Resources, Library Material, Equipment Replacement, Computer Replacement, Equipment Repairs, Professional Development Implementation, Articulation and Transition Education.
   1.5. Targeted Use Allocations.
      1.5.1. Targeted Use allocations are funds given to schools that can only be spent on certain types of expenses. Examples of these include but are not limited to: Draw time, Photocopier Leases, Professional Development, TTOC for IEP, Special Education Supplies, and ESL Supplies.
      1.5.2. The amount is calculated by the budget manager in charge of that expense and is based on specific requirements for the school.
      1.5.3. The amount is placed directly into the account where the expenditure will be charged to.

2. **Procedures for School Based Operating Accounts - Carry Forward**
   2.1. School based operating accounts that are unspent will be carried forward to the next fiscal year.
   2.2. At the end of the fiscal year, the Finance Department will determine the net school based operating accounts balance remaining and restrict that portion of the School District Operating Fund Surplus for this purpose.
   2.3. The carryforward amount from the prior year will be recorded and placed in the schools Supplies budget unless otherwise indicated.

2.4. The School Principal may reallocate the carryforward amount to other School based Operating Accounts depending on the schools spending plan for the year. This reallocation request must occur by October 31.

3. Budget Management of School Based Operating Accounts

3.1. The School Principal is responsible for the fiscal management of the School Based Operating accounts.

3.2. Schools are not permitted to overspend their budget or incur a deficit unless previous approval from the Assistant Secretary-Treasurer, Corporate and Financial Services is obtained.

3.3. Individual budgets line items can be overspent as long as the Total School Budget is not overspent.

3.4. Schools that overspend their budget will have expenditure restrictions incorporated into the following year's school budget.

3.5. Principals can view their School Based Operating Accounts online using Budget Manager Web available thru the School Districts website. The information is based on real time.

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5. Budget Changes to School Based Operating Accounts

5.1. The School Principal can reallocate budgets between the "General" School Based Operating accounts.

5.2. The amounts in the "Targeted Use" School Based operating accounts can only have budgets added to the original allocation. The amount cannot be reduced by transferring it to a "General" School Based Operating account.

5.3. There will be no reallocations of any School based budget amounts after December 31 to ensure that any changes for the Amended Budget are captured correctly.

5.4. The Financial Services Budget Manager will make any required reallocations into the Operating Fund Budget System.

Sections: 65, 85, 106.4, 110, 111, 113, School Act

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