



Rolling River School Division

ADMINISTRATIVE PROCEDURE

DBJA – SCHOOL BUDGETS

School Budgets, to be administered by the principal, shall be established each year to provide instructional materials and resources that will enhance or assist in the delivery of educational programs. School Budgets will be determined on a per-pupil basis and assigned in the following areas:

- General Supplies
- Library /Media Material
- Curricular and Extra Curricular Trip Transportation
- Textbooks
- Music/Band
- French
- Industrial Arts/Home Economics and Vocational Program

Other budget categories for special grants may be assigned by the Secretary-Treasurer. School budgets are to be expended on instructional items. Expenditures on non-instructional items are not approved.

Interchanging of funds between the assigned budget areas must be discussed with and approved by the Secretary-Treasurer.

Deficits in the school budgets are not permitted. Should a deficit occur, the deficit will be carried forward to the following year school budget.

Surplus in school budgets may be carried forward and applied to the next fiscal year as follows:

- A maximum accumulated surplus equivalent to 5% of the current year School General Supplies Budget may be carried forward from one fiscal year to the next without a plan for expenditure.
- A request for carryover and expenditure of accumulated surplus in excess of 5% of the current year school budget must be submitted to and approved by the Secretary-Treasurer.
- Carryover of surplus funds in the other School Budget areas (Library/Media Material, Curricular and Extra Curricular Trip Transportation, Textbooks, Music, French, Home Economics and Vocational Programs) will not be approved.

Date Adopted: November 22, 2001

Date Revised: October 19, 2006

Date Reaffirmed: October 19, 2011

Date Revised: May 25, 2016

Date Reaffirmed: October 7, 2020