Financial Reports to Annual School Plan Advisory Councils

The purpose of this regulation is to prescribe the minimum requirements for providing financial information to school advisory councils.

I. Discussion:

The school principal and school advisory council are responsible for developing an Annual School Plan and preparing a budget to support that plan. The school advisory council provides community, staff, and student input to the Annual School Plan, as well as reviewing its implementation. The annual school budget is developed and managed to support the Annual School Plan. During the Fiscal Year, the advisory council should review and assess the implementation of the school plan including budget adjustments. The advisory council shall provide any comments and/or recommendations for changes to the school principal. The advisory council must receive budget and expenditure data during the fiscal year in order to fulfill their responsibilities.

II. Responsibilities:

A. Advisory Council – assist in the development of the Annual School Plan and in the preparation of the school budget that supports the Plan. The advisory council shall review the budget during the year in order to ascertain the implementation of the Annual School Plan.

B. Principal – at least twice a year, provide budget and expenditure information to the advisory council. At a minimum, the report shall detail budget and expenditures in dollars and as a percentage of the total budgeted amount in each category. A report of budget and position adjustments made based upon allocation changes from the September 30 membership is required. Principals are encouraged to provide additional information on a more frequent basis.

C. Supervisor of Budget – provide a standard report for the schools detailing the minimum required budget and position information (i.e. detailing the schools expenditures by budget category in dollars and as a percentage of the total amount budgeted by category).

The Director of Finance will be responsible for the implementation and monitoring of this regulation.