Administrative Procedure 559

BUDGET MONITORING

Background

Budget development and regular, frequent monitoring are essential for ensuring accountability for fiscal resources. Employees who are assigned authority over a budget are responsible for following appropriate processes for developing and monitoring those budgets. Further, employees with authority to make expenditures must follow all relevant administrative procedures including public bids/tendering and spending limits.

Procedures for Monitoring

Monitor all assigned budget(s) regularly and frequently, at least monthly. The following steps should occur:
- Check accuracy of coding. Notify secretary-treasurer if any unauthorized expenditures assigned to the budget codes. Any code used must have an assigned budget amount.
- Compare year-to-date actual expenditure amounts against approved annual budget. Report any major variances to the Secretary-Treasurer. (e.g.; 50% of a budget line is normally spent at 50% of the year).
- The overall budget must be balanced at year end. A deficit is permitted in a particular budget code provided the overall school/department budget is balanced. Schools/departments are not permitted to accumulate or plan for a deficit.
- Ensure all expenditures paid to an individual for any form of employment services (e.g., bus driver) are remitted to payroll. Only payroll is authorized to issue payment for any human resource services.

Monthly, remit revenue owed to the division (e.g. transportation, resource, rental of facility fees).

Monthly, submit expense claims with receipts to the division or the school (as appropriate) for reimbursement.

All items coded against a budget line must be authorized by the person with authority for that budget. All personal expense claims must be authorized as per the signing authority chart (appendix A).

All revenue allocated to the schools, or collected on behalf of the division or its schools, ultimately belongs to the division. The division may adjust budgets or revenue allocations as needed.

See Appendix A: Signing Authority

Reference: School Act s. 20 Principals,
               Guide to Education (current)
               Administrative Procedure 556 – Community Use/Rental of Facilities
               Administrative Procedure 517 - Purchasing

APPENDIX A

SIGNING AUTHORITY CHART

Position	Signing Authority
Superintendent	Board Chair or Secretary Treasurer
Associate Superintendents	Superintendent
Secretary-Treasurer	Superintendent
School Administrators	Associate Superintendent
Managers	Associate Superintendent or Secretary-Treasurer *
Teachers and Staff	Principals
Support Staff	Principal/Manager

* Secretary Treasurer is default for all signing authority.