

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 500 – Budget	
Related LCSDF AP's	AP 512 – Carry Over of Funds	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 282, 283.1 The Education Funding Regulations, 2018 sections 4(2)(a)(c), 3 The Education Regulations, 2019 sections 16, 74, 75 The School Division Administration Regulations, 2017 sections 51(2)(c)	
Received by the Board: November, 2025	Update: November, 2025	

Background

In order to facilitate the Board's budget process, the Chief Financial Officer shall prepare a draft proposal for presentation to the Board each year. The draft budget will include all Division matters and an instructional budget for each school. The draft budget will identify all budget assumptions, address Board priorities and take into consideration available reserves, Ministry of Education and Board mandates and collective agreement commitments.

Procedures

1. Assumptions and priorities including projected student enrolments will be presented by the Chief Financial Officer for discussion at the last meeting in April or as the Board determines.
2. A final budget will be prepared for presentation to and approval by the Board in June.
3. The Chief Financial Officer shall submit to the Saskatchewan Ministry of Education the Board approved budget by the end of June. The Chief Financial Officer shall allot an instructional budget to each school, based upon projected enrollment and instructional objectives. The principal shall be responsible to provide for their school needs from this instructional allotment.
4. The Chief Financial Officer will review carry forward funds per AP 512– Carry Over of Funds from the prior year and will allocate or adjust budgets allocations for approved expenditure plans.
5. The Chief Financial Officer shall allot a budget for specific use operational expenditures based on discussion and review with the principal. These allocations are non-transferable without the approval of the CFO and may include capital equipment and furnishings, physical education equipment, school based professional development, and caretaking supplies.
6. The Chief Financial Officer will allocate a budget to cover the cost of extra-curricular provincial athletic competition and national Skills competition including hotel, transportation and registration.
7. The Chief Financial Officer shall advise the principal of the school budget allocation. Principals shall complete and submit preliminary school budgets to the Division no later than May 1. Access to

online budget and financial reporting will be available by the end of August. Budgets may be revised for significant variances in estimated enrollment and for under or over-spent decentralized budget allocations (AP 512 – Carry Over of Funds). The student number used for establishing enrollment variances will be the actual student count as of September 30.

8. The Principal may request revisions to school budgets and must inform the Chief Financial Officer by November 30.
9. The principal of each school shall submit a list of instructional capital purchase requests (eg: desks, tables or chairs) the Chief Financial Officer by May 1 for the following instructional year.
10. The principal of each school shall submit a list of Physical Education capital purchase requests (eg: nets, landing pads) to the Chief Financial Officer by May 1 for the following instructional year.
11. The principal of each school shall submit a list of major maintenance items to the Chief Financial Officer by October 15 for items to be completed by the following August 31.
12. The Chief Financial Officer, in consultation with Senior Management, may consider the purchase of other major capital and operational items for the Division.