
		Commission scolaire English-Montréal English Montreal School Board
POLICY:	BUDGET PREPARATION AND ACCOUNTABILITY PROVISIONS	CODE: FS-5
Origin:	Financial Services	
Authority:	Resolution #94-06-22-11.4	
Reference(s):		

POLICY STATEMENT

The original operating budget, and by extension departmental budgets, as approved by the Board, shall not be adjusted during the school year. The Board may authorize additional expenditures and/or rollovers over and above the original budget via recommendations originating from the Finance and Legislation Committee.

		Commission scolaire English-Montréal English Montreal School Board
PROCEDURE:	BUDGET PREPARATION AND ACCOUNTABILITY PROVISIONS	CODE: FS-5.P
Origin:	Financial Services	
Reference(s):		

Authorization of Expenditures Over and Above Approved Original Operating Budget

1. In such cases, department heads shall submit a completed form designed for such requests to the Financial Services Department. This form shall be provided by Financial Services upon request. The department must clearly identify which of the categories listed in the 'Criteria Guidelines' of Appendix I justify the request being made.
2. The Financial Services Department shall compile these requests and submit them to the Finance and Legislation Committee for consideration. The department head(s) concerned shall be present at the appropriate meeting of said Committee to speak to their requests.
3. The Finance and Legislation Committee shall make a recommendation to the Board concerning each request.
4. Affirmative decisions by the Board shall be in the form of Board authorizations to spend beyond approved original operating budget.
5. The amounts approved by virtue of Board authorizations shall be summarized by department by Financial Services in a documented format separate from that of the approved original operating budget. By proceeding in this manner, the approved original operating budget will not be adjusted.

Rollovers

6. Items 1 to 5 apply *mutatis mutandis* with respect to rollovers. The only exceptions to this are in the cases of school accounts as well as non-transferable unspent MEQ and federal government approved authorizations for specific projects which are deemed to have received a Board authorization in the sense of item 4. The procedure described in item 5 shall also apply to school accounts and to the unspent MEQ approved authorizations.

Changes to the Mandate Given to the Budget Control Committee (B.C.C.)

7. As indicated by virtue of the procedures described above, the B.C.C. shall no longer approve expenditures over and above the approved original operating budget.
8. The B.C.C. shall continue to approve transfers from one account to another within the approved original budget of a department up to a maximum of \$20,000 per transfer. Any transfer in excess of \$20,000 shall require Board approval. For such requests, the procedures described in items 1, 2 and 3 shall apply.
9. The transfers referred to in item 8 which are sanctioned by the B.C.C. or the Board, as the case may be, shall be summarized by Financial Services in a documented format separate from that of the approved original operating budget and shall be forwarded to the Audit Committee by Financial Services on a regular basis. By proceeding in this manner, the approved original operating budget will not be adjusted.

Pattern Of Unspent June 30th Balances Over a Three (3) Year Framework

10. An annual analysis shall be done by Financial Services of each department's June 30th closing over the past three (3) years.

The format for such an analysis shall be developed in the following manner:¹

	20__/20__	20__/20__	20__/20__
Department A: 0 <u>B.A.</u> T			
• • •			
Department N: 0 <u>B.A.</u> T			
Total Operating Budget 0 <u>B.A.</u> T			

11. The analysis identified in item 10 shall be part of the budget preparation process used in developing the following year's operating budget.

¹ 0 = approved original operating budget
 B.A. = board authorizations, including rollovers
 T = total and June 30th closing figure

Formatting Departmental Budgets So That They Are Related to Programs to Be Offered by the Department

12. There are two phases which are to be pursued under this section - a system one, which shall be the responsibility of Financial Services, and, in certain cases, a departmental one, which shall be the responsibility of the department head concerned.

Both phases of this formatting shall be part of the budget preparation process used in developing and determining the following year's operating budget.

- a. *System Phase*

In Appendix II, each of the Board's departments/divisions is assigned to one of three categories – educational programs, physical support programs, and administrative support programs. The amounts contemplated by department/division shall be entered by Financial Services based on departmental submissions.

- b. *Departmental Phase*

Each of the departments identified under the heading 'Educational Program' in Appendix II is to define the programs it contemplates offering for the following school year using the format outlined in Appendix III as a guide.

APPENDIX I

CRITERIA GUIDELINES (BY CATEGORY)

(To base decision-making vis. requests for approval to incur additional expenditures over and above original budget, excluding automatic rollovers)

Category A *Project (s) not yet completed*

There must be a well identified project/commitment previously undertaken for which a budget allocation had been designated in a fiscal year, but against which, due to mitigating circumstances, relevant expenditures on said project were **not** able to be incurred within the same fiscal year and within established deadlines² set by Accounting Services, and further, under accepted accounting principles and procedures, were **not** able to be accrued (i.e. reserved) at year-end.

and/or

Category B *Increase to Enrolment*

The requested increase to spending in a given fiscal year must be justified by an increase to the clientele being served by said spending and through which there can be anticipated an equivalent increase to revenues.

and/or

Category C *Exceptional Circumstances*

It must be demonstrated that, under the exceptional circumstances that may ensue from decisions taken by the Board and/or from other unexpected events, a department's existing budgetary resources are **not** able to meet the demands resulting from said decisions.

² as per Circular issued from Director General's Office

APPENDIX II

<p align="center">PROPOSED OPERATING BUDGET FOR YEAR 20__ - 20__</p>					
EDUCATIONAL PROGRAM		PHYSICAL SUPPORT PROGRAM		ADMINISTRATIVE SUPPORT PROGRAM	
Dept.	Global Budget	Dept.	Global Budget	Dept.	Global Budget
1. Education		1. B & G		1. Cafeteria Services	
2. Pedagogical Services				2. Communications	
3. Community Services				3. Information Technology	
4. Personnel -Teachers -School Administrators -Librarians/Library -Technicians				4. Director General	
5. Region 1				5. Financial Services	
6. Region 2				6. Internal Audit	
7. Region 3				7. Personnel (minus #4 E.P.)	
8. Student Services				8. Secretariat	
9. Adult Education/ Vocational Services					
A		B		C	

Total Operating Budget = A + B + C = \$_____

APPENDIX III

<p>DEPARTMENT _____</p> <p>YEAR: 20__/20__</p>		
DESCRIPTION OF PROGRAMS		BUDGET
<p>1. Program A } } } } 2. Program B } • } • } • } • } N. Program N N + 1: Miscellaneous Program</p>	<p>These are individual programs which can be well defined. In describing the programs, consideration should be given to the human resources required, materials required, training required, clientele envisioned, type of intervention contemplated, etc.</p> <p>This category is to be used for programs (items) which cannot be described under the heading of a well defined program, i.e. Program A, B,...N above.</p>	<p>_____</p> <p>_____</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>_____</p> <p>_____</p>
A		

A = Total Operating Budget for the Department