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DIVISION BUDGET PROCESS

A Draft Division Budget will be prepared by Administration for presentation at the Finance/Facilities Committee by February 14th.

The Draft Division Budget will be posted to the Division Website for review by the Public, Parent Councils, School Advisory Committees and Advisory Councils for School Leadership after it is reviewed by the Finance/Facilities Committee.

A notice of meeting will be forwarded to each school's parent organization to send two representatives to attend a meeting at the end of February to be co-chaired by the Chair of the Board and the Finance/Facilities Committee Chairman to receive feedback or input on the preliminary draft budget.

Copies of the Draft Budget will be made available through the Executive Assistant for interested citizens, at the same time the Draft Budget is posted to the Division Website. An advertisement will be placed in The Metro (local community newspaper) identifying the date, time, and location of the Public/Parent Council Draft Budget meeting.

Input received from the parent organizations' representatives and the public will be reviewed by the Finance/Facilities Committee. The Final Draft of the Division Budget will be prepared to be tabled at the first Board meeting in March.

Once the Board has approved the Division Budget, a news release will be forwarded to the Winnipeg Free Press, Winnipeg Sun and The Metro. The News Release will also be posted on the Division Website.

Special Levy requirements are submitted to the City of Winnipeg and the R. M. of Headingley by the 15th of March.

Final budget reports are submitted to Manitoba Education by March 31st.

ADOPTED	REVIEWED	REVISED	PAGE
10/12/96		8/Feb/2011	1 of 1
21-19-96		03-07-11	