



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

BUSINESS PROCEDURES ANNUAL SCHOOL BUDGET – 704

Rationale

The annual budget is an estimate of the annual financial resources and commitments of the school and is an essential tool for the operation of the school.

Policy

An estimate of revenue and expenditure for the fiscal year will be prepared annually and presented to the Local School Committee. On approval by the Local School Committee the budget will be submitted to the CISKD Board of Directors for final approval.

Procedure

The Principal is responsible for ensuring that the procedures provided for the development and completion of the Annual School Budget are adhered to.

The Superintendent:

1. Drafts, presents, implements, monitors and executes the annual CISKD operational budget.
2. Supports local school financial stewardship and processes.
3. Facilitates CISKD finance team meetings.
4. Facilitates annual review of salaries for proposal to the CISKD Board of Directors.
5. Facilitates, as required, training opportunities for Principals, Local School Committee representatives, Pastors, Parochial Administrators, and Bishop's Representatives.

REFERENCE

Policy 301 Role of the Superintendent

Policy 303 Role of the Principal

Date Approved:
Date(s) Revised: June 2023