



AP 4.01

Category: Business Administration

Annual Budget Development and Implementation

BACKGROUND & RATIONALE

Government's *Plan for Education* requires the education system to be open and accountable. Effective measurement and reporting of results are basic to efficient planning. These processes support the maintenance and improvement of the quality of education for Alberta students. School authority accountability will help to ensure that overall directions for change and improvements throughout the education system are focused, efficient and effective and are aligned with provincial directions for education.

Government's *Business Plan* provides direction for the future of education in Alberta. The plan describes the education system Albertans want for their children, and the improvements and changes that need to be made at a cost Albertans can afford. The plan has a clear focus on improving student learning and achievement. It will ensure a solid education system and access to a quality education for all Alberta student.

The annual budget is the financial component of the school's operation plan. The budget is not the plan itself but a mechanism to achieve the goals and objectives of the plan. The CAPE Society receives money from a number of government agencies and other sources. Proper controls must be in place to ensure that all of the money is accounted for and used in the manner for which it was intended.

DEFINITIONS

1. **Accountable** - required or expected to justify actions or decisions; responsible, able to be explained or understood.
2. **Accountability** - the obligation of an individual or organization to account for its activities, accept responsibility for them, and to disclose the results.
3. **Efficient** - capable of producing desired results with little or no waste.
4. **Effective** - successful in producing a desired or intended result, existing in fact, though not formally acknowledged as such.

PROCEDURE

5. The Secretary-Treasurer will maintain accurate financial records, including but not limited to detailed to, revenues and expenditures required to operate the programs of CAPE school.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 4.01

Category: Business Administration

6. The Secretary-Treasurer will prepare the annual budget for Board review and approval. The preparation of the annual budget is an integral component of the planning process for the charter school.
7. The annual budget must address the mission, vision, values, and goals of CAPE in the best possible manner, meeting the needs of all students at the most reasonable cost to the taxpayer.
8. The Superintendent will work with the Secretary-Treasurer to operate CAPE in a sound and prudent fiscal manner and will not cause or allow the financial integrity of the organization to be jeopardized.
9. The Secretary-Treasurer will develop practices and procedures to address the process of requesting, recommending, approving, and paying for expenditures.
10. The budget shall be prepared in accordance with provincial requirements as stated in legislation and regulation.
11. Budget planning is the responsibility of the Secretary-Treasurer and designates and will be undertaken to conform with the budget timelines established by the CAPE Charter Board.
12. The Secretary-Treasurer will prepare a draft budget based on the priorities set out in the Three-Year Education Plan and the budget assumptions established by the CAPE Charter Board.
13. The annual budget shall identify any new programs to be implemented, as well as programs that are being discontinued.
14. The annual draft budget will be completed in a timely manner each year and will be circulated to all stakeholders to allow for comments and suggestions.
15. After consultation with stakeholders, the Secretary-Treasurer shall make a recommendation re the proposed budget to the CAPE Charter Board.
16. The CAPE Charter Board will review and formally approve the annual budget prior to the budget submission date.
17. The approved budget will be submitted to Alberta Education in the form prescribed by the Minister.
18. The approved budget will be posted on the CAPE website.
19. The Secretary-Treasurer shall administer the budget of the school.
20. The Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for the departments and for schools.
21. The CAPE Charter Board will not approve a deficit budget.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 4.01

Category: Business Administration

22. Annual financial records must be made available for public inspection. All financial records must be available to those responsible for running the affairs of CAPE.

References:

Education Act

CAPE charter

Guide to Education

Alberta Education, Assurance Framework

Alberta Education, Guide to Education Planning and Results Reporting

Revised: August 2022