

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**234.1
BOARD REGULATION
Budget Monitoring and Reporting**

District Staff will report to the Board of Education, Budget Committee and to all budget partners on matters related to the preparation and monitoring of the district's annual budget. An accompanying discussion and analysis will be provided, as necessary, to fully communicate financial position, assumptions and key risks.

Reports will be accurate, understandable and presented in a timely manner as follows:

Quarterly Financial Reports:

- Actual results will be compared with trended budget amounts.
- Significant variances between the trended budget and actuals, including all significant revenues and expenses, will be clarified.
- Status reports for significant capital projects will outline progress on spending relative to budget, achievement of key milestones and risks related to delivering the project on time, on-budget comparators to identified project specifications.
- Changes to capital allocations/asset, unspent capital balances and accumulated operating surplus/deficit.
- Annual updates will be provided to the Board on local and capital reserves.

Budget Assumptions:

All plans, assumptions, implementation plans and risks shall be fully disclosed with the Board prior to the Board approving budgets. These plans, assumptions, and related risks should:

- be disclosed in the budget documents;
- take into account the economic environment of the school district;

Cross Refs: Budget Monitoring and Reporting Policy, Ministry of Education/Financial Health Working Group – Financial Governance and Accountability, Appendix G – Board Regulation 222.1 – Board Committees – Partner/Community Membership

Adopted: February 27, 2018

Reviewed:

Revised:

- focus on planned changes from the previous school year; and
- be realistic and consistent with the school district's vision, priorities and goals, as outlined in the Strategic Plan.

At a minimum, these disclosures should include:

- key budget assumptions, such as student enrolments, grant rate increases, salary increases, and inflation rates;
- financial and business risks, such as increases in interest rates and increases in fuel prices; and
- specific strategies explaining how the budget supports the school district's Strategic Plan.

Budgetary Controls:

Budgetary controls should include:

- clearly defined managerial responsibilities, whereby,
 - Department Managers regularly monitor, analyze and provide feedback on variances; and
 - Budget Managers receive timely, accurate and understandable financial information to make student-focused decisions based on available resources;
- a plan of action for individual budget centres;
- assigned responsibility for adhering to the budget;
- performance monitoring against the budget;
- plans for corrective action if results differ significantly from the budget;
- significant departures from the budget permitted only after approval by the Board; and
- the investigation of unexplained variances from the budget.

Implementation of these and future recommendations and guidance is at the discretion of the Board and reflects appropriate latitude for administration to implement based on the district's unique circumstances, risk profile and strategic priorities.