

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*  
**ADMINISTRATIVE PROCEDURES**

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**FINANCIAL PLANNING AND REPORTING**  
**(Board Policy 6.650)**

**REGULATIONS**

**1. Strategic Plan**

The Board of Education will set, create and maintain a strategic plan in alignment with the Ministry of Education policy – *Framework for Enhancing Student Learning (FESL)*

- a. A multi-year financial plan, three (3) year minimum, will be developed outlining how funding will be used to support the strategic plan and other operational needs of the district.
- b. The district annual budget will be considered in association with the district accumulated surplus, subject to Policy 6.700 Accumulated Surplus Management.
- c. The Strategic Plan will guide the process for identifying priorities and setting district directions to inform operational strategies and financial planning decisions to continuously improve the educational outcomes for all students and improve the equity for Indigenous students, children and youth in care, and students with disabilities and diverse abilities.
- d. The Superintendent will develop an Implementation Plan to guide the short-term Strategic Plan priorities and district directions which outlines actionable steps toward the continuous improvement of educational outcomes for all students and improvement of equity for Indigenous students, children and youth in care, and students with disabilities and diverse abilities. The Strategic Plan implementation plan should occur during the fall in order to inform the budget process in the spring.
- e. The Superintendent will work with schools to develop School Plans to align all district annual operational plans with the educational objectives in the Strategic and Implementation Plans.

**2. Annual Budget**

The Operations Committee will be convened annually to facilitate development of the annual budget and to ensure alignment of the budget with the Strategic Plan of the district.

- a. The purpose of the Budget Consultation Committee is to provide an opportunity for open two-way communication to support the development of district financial plans in alignment with the educational plans of the district.
- b. The Board will be guided by the Mission, Vision, Values and Goals set out in the District Strategic Plan, the multi-year financial plan and by the budget assumptions approved by the Board of Education.
- c. The Board recognizes that certain revenue and expenditures are fixed in nature and that remaining budget choices will be made amongst competing priorities.

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- d. The Operations Committee will meet with Senior Administration during the budget process to discuss operational priorities and identified budget opportunities and challenges.
- e. The Operations Committee and Senior Administration will report to the Board of Education at regular public meetings throughout the Annual Budget Bylaw process.

**3. Long-Range Facilities Plan**

The Board of Education will establish a Long-Range Facilities Plan in accordance with guidelines provided by the Ministry of Education to guide decisions regarding capital asset management in terms of facility operations and educational programming.

- a. A three (3) Long-Term Facilities Plan will consider the direction of the District Strategic Plan and be created in conjunction with the multi-year financial plan.
- b. The Long-Range Facilities Plan will identify for consideration the geographic challenges, educational programs offered, current condition of school district facilities, projected student enrolment for a period of five years, the nominal and operating capacity of the schools, the transportation of students, current and potential community use and properties surplus to the needs of the school district.
- c. The Long-Range Facilities Plan will be made available on the school district website.
- d. The Secretary Treasurer will conduct a review annually in November on current Long-Range Facilities Plan and undertake consultation with all education and community Rightsholders and Stakeholders, to inform adjustments to the plan.

**4. Consultation**

Opportunities will be provided for meaningful consultation from partner groups concerned with school district financial reporting, as set out in the regulation attached to this policy.

- a. Superintendent will, in collaboration with all education and community Rightsholders and stakeholders, lead a continuous improvement review program. The process should assess the alignment of the Strategic and Implementation Plans with the results of educational outcomes for the school district to address student outcome deficiencies and inequities and provide recommendations related to findings.
- b. The consultation will include educational stakeholders prior to May in the budgeting process. The district will engage Indigenous educational partners in the consultation process.
- c. The Superintendent will conduct a collaborative review of the current Strategic Plan, and lead the consideration of a review of the Strategic Plan annually in the fall. This undertaking should occur in a public forum and include appropriate consultation of all education and community Rightsholders and stakeholders.
- d. Major assumptions and risks considered in the preparation of the budget will be disclosed.

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- e. The accumulation and use of operating surplus will be considered as part of the budget consultation process subject to Policy 6.700 Accumulated Surplus Management.

**5. Expectation of Financial Monitoring and Reporting**

- a. The Secretary Treasurer will be responsible for preparing the Annual Budget, Amended Budget and Audited Financial Statements in accordance with statutory regulations.
- b. The Superintendent will prepare an annual review of the District Strategic Plan in consideration of the Framework for Enhanced Student Learning Policy.
- c. The Superintendent and Secretary Treasurer will prepare a *Financial Statement Discussion and Analysis (FSD&A)* Report annually to report on the Board' progress towards meeting objectives as outlined in the multi-year financial plan. The FSD&A Report will be prepared in conjunction with the annual Audited Financial Statements.
- d. The required Strategic Plan, Annual Budget, Annual Financial Statements and the Financial Statement Discussion and Analysis Report will be made available on the school district website. School Growth Plans will also be made available on each school website.
- e. The Secretary Treasurer will ensure that there are internal processes in place to monitor and track financial progress and performance throughout the year and notify the Board in a public setting in the event that adjustments to the plan are required:
  - i. The Secretary Treasurer will ensure monthly expenditure reports comparing spending with budget;
  - ii. The Secretary Treasurer will ensure capital project
    - 1. Capital planning in June
    - 2. Capital Approval in by April
    - 3. AFG Planning in April
    - 4. Other projects progress reports occur.

**Reference:**

Policy 6.650 - District Financial Planning and Reporting  
Policy 6.700 - Accumulated Surplus Policy  
Administrative Procedure 6.700-1 - Accumulated Surplus Policy