



HERIOT SCHOOL FINANCIAL PLANNING POLICY

The board of trustees has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finance and budget to the principal. The principal, in association with the Finance Committee, is responsible for recommending an annual operating and capital budget to the board within the timelines specified in the Finance Committee terms of reference. This budget will include a professional development budget allocation for the principal and the staff.

Budgeting shall not fail to reflect the annual plan, risk financial jeopardy nor fail to show a generally acceptable level of foresight.

Thus the budget should not neglect to:

1. reflect the results sought by the board.
2. reflect the priorities as established by the board.
3. comply with the board's requirement of a balanced budget.
4. ensure adequate working capital.
5. demonstrate an appropriate degree of conservatism in all estimates.

Review schedule: Triennially