



# Student Transportation Services

BRANT HALDIMAND NORFOLK

## Services de Transport Scolaire

<b>Title: Budget Development and Review</b>	<b>Procedure #: 048</b> <b>Page:</b> 1 of 1	<b>Section: Operating Guidelines</b>
<b>Effective: Nov 5, 2010</b>	<b>Last Reviewed: May 2020</b>	<b>Next Review: May 2023</b>

<b>Statement</b>	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) will develop a financially responsible budget, intended to meet the operational needs of its member school boards, with the information that is available prior to the beginning of a fiscal year; In-year updates on planned versus actual amounts shall be provided to both the Operations Committee and the Board of Directors.</p>
<b>Budget Development - Procedure</b>	<p>STSBHN will develop, on an annual basis, estimated costs associated with home-to-school transportation, school-to-school transportation, consortium administrative costs and other assigned programs based on details provided in the Administrative Services Agreement of STSBHN.</p> <p>Estimates will be developed and presented to meet the following deadlines:</p> <p><b>April</b> – preliminary budget submission made to member school boards through representatives of the Operations Committee.</p> <p><b>May</b> – final budget submitted to the Board of Directors for review and approval.</p> <p><b>June</b> – Member school board confirmed budget figures conveyed to STSBHN through representatives of the Operations Committee.</p> <p>Budget estimates are developed with projected student enrolment figures for the coming school year with consideration given to: the rates contained in the contractual obligations of STSBHN to their service providers, changes in member school board’s strategic initiatives and policies as well as changes in external factors that impact the student transportation industry.</p>
<b>Budget Review and Reconciliation procedure</b>	<p>The administrative and operational costs for the consortium will be reviewed by the Operations Committee during scheduled meetings. Budget update reports will be provided at each Operations Committee and Board of Directors meeting.</p>