



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Budget Development and Review	Procedure # : 048	Effective : Nov 5, 2010
Section : Operating Guidelines	Page : 1 of 1	Review : May 2017

Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) will develop a financially responsible budget with the information that is available prior to the beginning of a fiscal year and provide in-year updates on planned versus actual amounts to both the Operations Committee and the Board of Directors.</p>
Budget Development - Procedure	<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>Figures will be developed and presented to meet the following deadlines:</p> <p>April – preliminary budget submission made to member Boards through representatives of the Operations Committee.</p> <p>May – final budget submitted to the Board of Directors for review and approval.</p> <p>June – 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 Board’s strategic initiatives and policies in combination with changes in procedure and external market factors.</p>
Budget Review and Reconciliation - procedure	<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>