



## Budget Committee

Terms of Reference

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### **Purpose:**

To complete the Board's responsibilities in the development and recommendation for approval of the Rocky View Schools' annual budget.

### **Membership:**

- a) All trustees
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Director of Finance
- e) Education Centre staff as required

### **Authority:**

Submit Board priorities and the RVS annual budget for Board approval.

### **Areas of Focus:**

Areas of focus include:

- a) Provide feedback on the annual budget development schedule as provided by Administration.
- b) Develop and submit the Board budget priorities for Board approval.
- c) Determine and submit the Board's department specific budget to Administration for inclusion in the Budget.
- d) Review the proposed budget at specified times and provide direction on its' further development.
- e) Recommend a budget to the Board for final approval.
- f) Review proposed fall budget update and recommend changes to Board for approval.

### **Meetings:**

As needed; typically following the schedule as outlined by Administration in the annual budget development schedule.

### **Minutes:**

The Superintendent shall designate a staff member to take minutes and will report out to the Board.

### **Remuneration of Trustees:**

Trustees will be remunerated according to Board Policy.

### **Budget:**

To be established during the Board's annual budget process.