

		<b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>
<b>POLICY:</b>	<b>BUDGET CONTROL COMMITTEE</b>	<b>CODE: FS-7</b>
<b>Origin:</b>	Financial Services	
<b>Authority:</b>	Resolution #00-09-27-10.2	
<b>Reference(s):</b>		

## PREAMBLE

The role of the Budget Control Committee (BCC) is to monitor compliance with the yearly operating and capital budgets. To this end, its activities are centered around the following:

1. identifying and validating possible budget overruns; seeking methods whereby departments may absorb such overruns within other areas of activity;
2. communicating, in a timely manner, budget overruns that cannot be absorbed elsewhere within a department to the Finance & Legislation Committee.

## MANDATE

The mandate of the Budget Control Committee is to study, review, monitor and make decisions on matters pertaining to finance and within the parameters established by the Finance and Legislation Committee. In particular, the Budget Control Committee:

1. assesses the budgetary impact of recommendations made by the Human Resources Department pertaining to job reclassifications;
2. reviews all requests to transfer amounts under \$20,000 affecting a salary account and make recommendations (accept or reject) to Financial Services; requests over \$20,000, whether or not affecting a salary account, if approved by the Budget Control Committee, must be forwarded to the Finance and Legislation Committee for authorization;
3. for requests to transfer between non-salary accounts, those under \$20,000 are to be submitted to the Financial Services Department for review and, if rejected, may be forwarded to the BCC for decision; Financial Services shall submit a monthly report on authorized transfers between non-salary accounts to the BCC;

4. reviews all requests and, if applicable, makes recommendations to the Finance and Legislation Committee on requests to increase a department's expenditure budget (or decrease a department's revenue budget), which may have the effect of reducing the Board's surplus or increasing its deficit, as the case may be;
5. monitors, if applicable, the Board's redressment (recovery) plan and recommends to Financial Services any adjustments to the plan requiring review by the Council of Commissioners prior to advising the MEQ;
6. reviews all requests to create any full-time or part-time positions - whether permanent or temporary in nature; excluded from this review are positions directly related to previously approved programs in vocational education, as well as positions directly related to funds allocated to schools/centres for special projects (e.g. 'Joining Forces');
7. reviews recommendations from department heads (or from the Human Resources Department in the case of school staff) regarding permanently vacated positions. The temporary filling of such positions pending a decision by the Budget Control Committee is permitted.

## **COMMITTEE COMPOSITION**

1. Director General or his delegate
2. Director of Finance
3. Director of Human Resources
4. One (1) Regional Director (alternating)
5. Any other resource person required by the Committee

The Budget Control Committee is chaired by the Director of Financial Services, who shall also be responsible for convening the meetings, preparing the agenda, keeping the minutes and preparing documentation pertinent to the meeting.

## **FREQUENCY OF MEETINGS**

Meetings of the Budget Control Committee shall be held monthly on the Tuesday prior to the week of the Finance and Legislation Committee and at the call of the chair, if required.