

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**222.1 – BOARD REGULATION
Board Committees – Partner/Community Membership**

Budget Committee Terms of Reference

The Budget Committee will provide input and feedback to the Board on matters related to the preparation and monitoring of the district's annual budget.

Composition

The Budget Committee will consist of all trustees of the Board, one (1) representative of each of Chilliwack Principals' and Vice Principals' Association, Chilliwack Teachers' Association, Canadian Union of Public Employees' Local 411, District Parent Advisory Committee, Aboriginal community, district management employees **and up to two (2) community representatives**. ***The Superintendent of Schools, Secretary-Treasurer, Assistant Secretary Treasurer and a recording secretary will act as resources to the committee.***

Community representatives will be appointed in accordance with Board Regulation 222.1.

Meetings

The Budget Committee will meet at least four times per school year with additional meetings scheduled at the direction of the Chair of the Committee as circumstances require.

Minutes of meetings will be prepared and provided to the Board of Education at public Board meetings following Committee meetings.

Responsibility

The Budget Committee will carry out the following responsibilities:

a) Preparation of Preliminary Budget

- To review plans for public consultation into the budget planning process.
- To review enrollment and staffing projections.

- To review preliminary budget documents.
- To provide input to the Board of Education on the Board's preliminary annual budget.

b) Budget Monitoring

- To review quarterly financial statements relative to the annual budget.
- To review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
- To provide input to the Board of Education on the amended annual budget.