



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0
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SAMPLE

TO: School Principal
FROM: Manager of Finance
DATE:
SUBJECT: Approaching Over-Budget

We have completed a review of your school budget availability to August 31, _____. This memo serves as a **reminder** that you have less than **30%** of your school budget remaining and to remind you to refer to the Administrative Procedure – ‘School Budget Guidelines’.

You should plan to reserve approximately 10% of your budget at the end of June to cover incidental costs for photocopying, etc. that will be invoiced and paid in July and August.

As outlined in the Administrative Procedure - **School Budget Guidelines**, it is your responsibility to ensure that you **do not** enter a deficit during the ____ - ____ school year.

If special circumstances exist that may lead to a deficit, you **must** contact your Superintendent in writing to obtain prior approval.

If you have any questions, please contact the Finance department.

c.c. Superintendent of Education
Supervisor of Purchasing

Business – Monitoring School Operating Budgets C1:2