



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
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SAMPLE

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

An analysis of your school budget on (date) indicates that you are over budget for the current school year, September _____ to August 31, _____.

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 and you have not already contacted your area Superintendent, you **must** do so immediately in writing to explain the reason for the deficit and to develop a recovery plan.

Any essential purchases required during the balance of the school year, to August 31, _____, require the prior approval of your Superintendent. Refer to section 3 of the 'Administrative Procedures - Monitoring School Operating Budgets'.

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

c.c. Superintendent of Education
Supervisor of Purchasing