

MINISTER'S DIRECTIVE

No. MD 2016-08

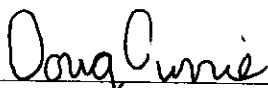
Education Authority Budget Information

Pursuant to subsections 4(3) and 86(2) of the *Education Act* R.S.P.E.I. 1988, Cap. E-.02, I hereby issue the following Minister's Directive respecting education authority budget information:

1. For the purposes of subsection 86(2) of the *Education Act*, each education authority shall provide the Minister with annual budget information for a fiscal year on or before December 31 prior to the commencement of the fiscal year.
2. The budget information provided by an education authority for a fiscal year shall include
 - (a) a proposed operating budget showing all revenue sources and all expenditure categories, including salaries;
 - (b) a schedule of all full-time equivalent contracted instructional personnel, including the assigned qualification level and experience for each employee who is instructional personnel, and any known changes for the upcoming fiscal year;
 - (c) a schedule of administrative allowances that have been assigned, and any known changes for the upcoming fiscal year;
 - (d) a schedule of all full-time equivalent contracted non-instructional personnel, including the classification level for each employee who is non-instructional personnel, and any known changes for the upcoming fiscal year ;
 - (e) detailed operating account budgets with the same level of detail as provided in the education authority's audited financial statements, including
 - (i) administration,
 - (ii) maintenance and operations,
 - (iii) instructional,
 - (iv) transportation,
 - (v) renovations and equipment,
 - (vi) salaries and benefits.

This Minister's Directive is effective September 8, 2016.

Dated at the City of Charlottetown, this 8th day of September, 2016.



Doug Currie, Minister
Education, Early Learning and Culture