

	Administrative Procedure	
	Subject	Capital Planning
	AP Code	510

Background

To maintain the long-term financial sustainability of the school, adequate reserve funds must be maintained to address the replacement or major repair of capital assets, including buildings, equipment, and infrastructure.

Procedures

1. Asset Inventory

An up-to-date inventory of all capital assets will be maintained by the Division administration. The inventory will include details such as the type of asset, acquisition date, estimated useful life, and current condition.

2. Replacement Schedule

The Division administration will develop and regularly update a replacement schedule based on the expected lifespan and condition of each capital asset. This schedule will guide the timing of replacements or major repairs.

3. Cost Estimates

The Division administration will work with relevant stakeholders to estimate the replacement or repair costs for each capital asset. These estimates will consider factors such as inflation and market trends.

4. Reserve Funding Levels

The target funding level for the Capital Replacement Reserve will be \$40,000. The Division administration will annually review and adjust this target as needed, considering the school's financial situation.

5. Funding Mechanism

A portion of the annual budget will be allocated to the Capital Replacement Reserve. This allocation will be based on the replacement schedule and cost estimates. Additional funding may be sourced through fundraising campaigns, grants, or other means.

6. Review and Adjustments

The director will conduct an annual review of the Capital Replacement Reserve to assess its adequacy. This review will include reassessing the replacement schedule, cost estimates, and funding levels. Adjustments will be made as necessary.

7. Communications and Monitoring

The director will communicate the Capital Planning policy to relevant stakeholders, including staff, parents, and board members. Regular updates on the status of the reserve will be provided through the board’s monitoring process.

References

Date Adopted

Revised
