



BUDGET TIMELINES

Administrative Procedure #: APB001

These administrative procedures outline the practices to be followed by Board regarding the timelines in the process of creating an annual budget to be approved by the Board. The dates are general guidelines and are dependent on the release of specific funding information from the Ministry of Education

REFERENCES

- *Ministry of Education funding guidelines*
- *Board Policy T-9 Public Participation*

Note: Below is an overview and timeline as to the process that is followed to determine the budget. It reveals the combined efforts of the Curriculum, Finance and Human Resources, Plant and Information Technology departments. **Please note that these timelines are not fixed but remain flexible and open to change based on unforeseen circumstances.** It should be noted that a series of meetings with trustees on budget and finances will occur within this timeframe, and at each of these meetings, staffing updates will be provided.

PROCEDURES

TIME	ACTION
January	\$ Principals provide to Superintendent of Education (S.O.) school enrollment projections for coming year using actual numbers for Grades 1 to 12 and estimates for JK/K.
January to March	\$ Sr Admin begin drafting system priorities (ie technology, plant program) (Jan to March)
February/March	\$ Public Participation with stakeholder groups \$ Mgr of Finance determines school budget allocations based on school enrollment projections. Principals consult with School Council. \$ Principals submit to SO their staffing requests for upcoming year based on enrolment projections and current numbers of student numbers in schools (incoming/exiting)

	<p>\$ SO and Mgr of HR review the staffing submissions from Principals - look for efficiencies (combined classes/reduced staffing).</p> <p>\$ SO works with the Special Assignment Teacher for Special Education to review the needs (EA / CYW) for the upcoming year based on the projected enrolment of special needs students - including those exiting to high school. This information is then collated.</p> <p>\$ Individual departments forecast revenues and expenditures for budget discussions with Senior Administration.</p>
March/April	<p>\$ GSN's are announced</p> <p>\$ Budget lines established for coming year based on enrollment projections, known cost changes and review of previous year's budget.</p> <p>\$ Mgr of Finance meets with Department Managers to discuss department budget requirements and funding allocations.</p> <p>\$ Mgr of Finance meets with SO and Mgr of HR to determine allocations of funding that relates to staffing from the ministry - based on projected enrolment.</p> <p>\$ SO identifies specific amounts set aside for specific needs - i.e. guidance teachers, EA's, RT's, etc.</p> <p>\$ Priorities presented to the Board including preliminary staffing allocations</p>
March / April	<p>\$ Staffing presented to Board (April)</p> <p>\$ SO and Mgr of HR begin one-on-one meetings to make necessary changes in staffing and address transfer requests, redundancies and surplus to schools</p> <p>\$ Redundant elementary teachers identified prior to May 1st.</p>
May	<p>\$ Final discussion with Board re priorities.</p> <p>\$ Redundant secondary teachers identified prior to May 31st.</p> <p>\$ Ideal deadline for all staffing to be determined is end of May but may vary depending on circumstances at the time.</p>
June	<p>\$ Mgr of Finance presents to Board preliminary budget for review and recommendations in early June and again later in June for final approval.</p> <p>\$ Placement of redundant teachers in vacant positions.</p> <p>\$ If necessary, interviews for new hires may begin.</p> <p>Budget Submission Deadline: June30</p>
August	<p>\$ Presentation to Managers and Principals of their own budget.</p>

<p>November to December</p>	<p>\$ Mgr of Finance reviews revised estimates with Senior Admin. \$ Mgr of Finance presents draft revised estimates to Board in early December for review and recommendations and again to the Board at the December Board meeting for final approval. Revised Budget Submission – mid December</p>
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Director of Education: *Glenn Sheculski*

Date: **July 24, 2013**