

2009-10 Budget Process/Timeline

Day	Month	Time	Event	Topic	Notice
December					
Beginning of Dec.			Principals	Advise Principals the budget planning exercise, at the school level, will occur again this year with some changes.	Advise Principals that the budget planning exercise process will take place at the school level. A survey relating to budget priorities/issues will be distributed. An electronic survey tool to collect information.
Wed	5		DLT	Review and approve new initiative package format. Review draft budget timeline, principles, assumptions and criteria	Begin to review needs for 2009-10. Budget needs to be aligned with Student Achievement Goals.
Tues	16	7:30pm	Board Meeting	1) Review draft budget timeline, principles, assumptions and criteria 2) Review school based process	Draft principles assumptions, timeline, criteria and priorities questionnaire reviewed and approved by the Board. Input from Partner Groups The school based planning exercise will take place at the school level. A survey relating to budget priorities/ issues will be distributed. Input from Partner Groups requested.
Friday	19	?		Ministry provides 2008 -09 autumn funding information on resubmitted data.	Tentative date
December 22 to January 2				Christmas/Winter Break	

January					
Wed	7		DLT	Ongoing process of preparing draft options for addressing funding shortfall or additional funds that might be available. This would be an topic at each DLT meeting during January, February and March.	DLT members identify additional cost pressures in their areas of responsibility
Thurs	8	1:30 PM	Partner Groups	Review information distributed in December	Principles, assumptions, timeline and priorities questionnaire
Tues	13	7:30pm	Board Meeting	Provide feedback from Partner Groups on information distributed in December	Finalize timeline, principals, assumptions, criteria, and SPC process.
				3) 2008-09 Financial Projection	Update Board on estimated year end position.

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January					
Mid Jan to mid Feb			SPC	Schools hold SPC meeting	Receive survey and feedback from SPC's to determine priorities.
Wed	21		DLT	Review 2008-09 final budget information	
January - end			Province	Announces estimated Provincial Operating Grant	Information at the Provincial level only.

February					
During February			DLT	Meet with Principals to get budget priorities	Schedule meeting time with Principals to collect budget priorities from them
Mon	2			Province announces 2009-10 block funding. (analysis of Provincial information started by Finance)	Details will not be available at this time. <i>Typically District specific funding is available in the middle of March.</i>
Tues	3	7:30pm	Board Meeting	Approve 2008-09 Final Budget as required by MOE	Ministry requires Boards submit a final budget on or before Feb 22.
Wed	11		DLT	Approve 2009-10 preliminary enrolment projections for submission to Ministry of Education. Review 2009-10 preliminary financial position of the District based on assumptions relating to revenue and expenditures. Preliminary cost pressure list provided by Finance. Review new initiative packages.	Ministry requires Boards to provide enrolment forecast on or before Feb 15. DLT will have first opportunity to see preliminary financial position and to challenge assumptions.
Fri	13		Principals	Results of SPC process/survey due to Finance	
Wed	25		DLT	Complete review of new initiative packages and ranking	This ranking is based on feedback from Principals and departments.

March					
Tues	10	7:30pm	Board Meeting	Board receives report of results of SPC process/survey and list of cost pressures and proposed new initiatives.	
Wed	11		DLT	Review ranking of packages in light of SPC process/survey	Revise if required, ranking of new initiatives based on SPC process/survey

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March					
Thurs	12	1:30pm	Partner Groups	Partner Groups receive report of results of SPC process and list of cost pressures and proposed new initiatives.	
By March 15				Province releases district level funding information.	<i>Timeline is based on last year's funding announcement.</i>
	16th to 20th			<i>Spring Break</i>	
Wed	25		DLT	DLT receives estimate of 2009-10 District financial position based on Preliminary funding 2) Finalizes draft preliminary recommendations to Board of Education	Prepare additional budget initiatives or identifies areas of reduction.
Tues	31	7:30pm	Public Budget meeting Winslow Gallery Room	1) Board receives preliminary 2009-10 budget position based on assumptions and Ministry grant information 2) DLT preliminary draft recommendations presented to Board of Education 3) Public input on 2009-10 budget received (1st opportunity)	Board receives information
April					
Tues	7	7:00pm	Public Budget meeting	3) Public input on 2009-10 budget received (2nd opportunity) CANCELLED	Board receives information
Thurs	9	8:00am	Principals/ Excluded	Review preliminary 2009-10 budget position based on assumptions and funding announcement.	Package distributed by email to principals
		1:30pm	Partner Groups	1) Review preliminary 2009-10 budget position based on assumptions and funding announcement. 2) Partner groups prepare budget recommendations. 3) Clarification of preliminary DLT recommendations to Board.	

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Day	Month	Time	Event	Topic	Notice
April					
Tues	14	7:30pm	Board Meeting Winslow Gallery Rm	1) Final DLT recommendations presented 2) Public input session (2nd opportunity)	Final recommendations will be updated to reflect information received to date from public input process, SPC's and Partner Groups.
Wed	15		DLT	Review comments on final recommendations	
Thurs	16	1:30pm	Partner Groups Board Office		Partner groups finalize recommendations.
	16	7:00 PM	Board Meeting Winslow Gallery Rm	Public input session 2009-10 budget received (3rd opportunity)	Allow public to comment on final DLT recommendations
Tues	21	7:30pm	Board Meeting	2) Trustees finalize decisions on budget allocation recommendations.	Board debates the options presented.
Thurs	23	1:30pm	Partner Groups Board Office	Update on results of budget process and Board decisions.	General discussion and receive feedback on the budget process.
Tues	28	7:30pm	Board Meeting	2009-10 preliminary budget approved	Budget bylaw adopted.
Thurs	30	8:00am	Principals/ Excluded staff	Update on results of budget process and Board decisions.	Advise staff at regularly scheduled Principals' meeting.

Legend

	Board
	Partner Groups