

## Schedule of Budget and Reporting Functions

Task or Function	Sep				Oct				Nov				Dec				Jan				Feb				Mar				Apr				May				Jun			
Week:	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Budget Input & Consultation																																								
- Budget Development Website Open to Public																																								
- First COW Budget Update Meeting																																								
- Second COW Budget Update Meeting																																								
- Consultation with District Leadership																																								
- Consultation with Advisory Committees																																								
- Public Consultation at Zone Meetings																																								
- Budget Questions and Answers																																								
Financial Statements (prior year)																																								
Class Size Reporting																																								
Student Enrolment Projections (for next 3 years)																																								
Education Capital Project Report Template																																								
Revised Estimates (current Year)																																								
Approval of Fees for EDP and Child Care Centres																																								
In-year Financial Projection (to December 31)																																								
Academic Staffing																																								
Budget Development																																								
Grants for Student Needs Information (Funding)																																								
In-year Financial Projection (to February 28)																																								
Provincial Consolidation Reporting (to March 31)																																								
In-year Financial Projection (to April 30)																																								
Budget Presentation, Delegations & Debate																																								
Approval of Budget																																								



Internal Task or Function



Ministry Submission / Reporting Deadline