

## Pembina Trails School Division Budget Development Timeline

<i>The budget development timeline contains the milestones of the budget development process. Throughout the entire budget process, the</i>			
DATE	BOARD ACTION	STAKEHOLDER CONSULTATION	ACTIONED BY
September F & P Meeting	<b>Finance, Buildings, Property &amp; Transportation Committee - Review, Discuss:</b>		Finance, Buildings, Property & Transportation
	Approved List of Budget Study Topics and consider any potential modifications		
	Draft Budget Development Timeline		
2nd Board Meeting in September	<b>Board of Trustees - Review/ Approve:</b>		Board of Trustees
	Schedule of Budget Study Dates		
	Budget Study Topics & approve any modifications		
	Budget Development Timeline		
October/ November Committee Meetings	<b>Board Committee Review</b>		Board of Trustees
	Review year-end non-salary expenditures results for information and share perspective with applicable administrator. Review budget study topics and approve committee recommendations for Board consideration.		
October F & P Meeting	<b>Finance, Buildings, Property &amp; Transportation</b>		Finance, Buildings, Property &
	Review of Prior Fiscal Year-End Results with Division's auditors		
2nd Board Meeting in October	<b>Board of Trustees - Approve:</b>		Board of Trustees
	Review of Prior Fiscal Year-End Results with Division's auditors and approval of Financial Statements		
1st Board meeting in November	<b>Finance Committee of the Whole - Consider:</b>		Board of Trustees
	Standing Committee Recommendations on Budget Study Topics		
	Draft Budget Development Objectives, Questions, and Guidelines		
	Incorporate Approved Recommendations into the Draft Budget Guidelines		
End of November	ThoughtExchange Survey Question distributed to stakeholders		Finance, Buildings, Property & Transportation

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1st Board meeting in December	<b>Board of Trustees - Approve:</b>	Distribution of Objectives, Questions and Guidelines to stakeholders and posted on the Division Web Page	Board of Trustees
	Budget Development Objectives, Questions, and Guidelines		
	All Standing Committee Recommendations on Budget Study Areas		
1st full week following Christmas	<b>Finance Committee of the Whole - Review:</b>		Finance Committee of the Whole
	Staffing and Enrolment Projections		
	Non-Personnel Budgets		
January (week following the Funding Announce-	<b>Finance Committee of the Whole</b>		Finance Committee of the Whole
	Review Draft Budget:		
	Funding Announcement Overview		
	Salary and Benefit Budgets		
	Summary Budget Reports and Tax Calculations		
<b>Note: All Meetings following this point may be adjusted for any delay in the Provincial Funding Announcement</b>			
As per Schedule of Budget	<b>January/ February Budget Study Sessions</b>		Board of Trustees and SAT
	Board review and deliberation of specific components of the draft budget and general budget discussion		
Third Week in January		<b>Draft Budget Disclosure and Consultation</b>	Board of Trustees and Senior Administration Team
First Board Meeting in February		Provide 14 days notice to the entire Pembina Trails Community informing them that the Draft Budget will be publicly disclosed at the First Board Meeting in February.	
		Publicly disclose Draft Budget including relevant Summary Schedules during the Board Meeting.	
		Inform public in attendance that comments may be submitted through written correspondence or email, or by appearing as a Delegation to the Board at the second Board Meeting in February.	
Second Board Meeting in February	Hear Delegations with respect to input from individuals and organizations concerning the Draft Budget. Receive and consider input as submitted by way of written correspondence or email.		
First Board Meeting in	<b>Board of Trustees - Approve:</b>		Board of Trustees
	Final Board approval of Budget		
March 15th	Deadline for submission of Special Levy Requirements		Assistant ST
March 31st	Deadline for submission of Budget to Province		Assistant ST
Second Board Meeting in April	<b>Finance Committee of the Whole - Discuss:</b>		Board of Trustees and SAT
	Discuss future Budget Study Topics and strategic planning issues as identified by the Board or Standing Committees, and approves Budget Study Topics for the following budget process		
Last Week of April		<b>Budget Highlight Review Meeting(s) - Stakeholders</b>	Secretary-Treasurer & Sup
		Review of budget highlights and final budget outcomes	