



## Budget Deadlines and Schedules

### **Administrative Procedure 5.040**

**Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16**

**Legal Reference:**

**Date Adopted: June, 2012**

**Date Amended: October, 2023**

**Date Reviewed: November 2017; April 2019, October 2020**

The following dates and activities will be the model used for budget development.

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| By December 31                         | Secretary-Treasurer to prepare the draft preliminary budget.   |
| January to March                       | Finance Committee of the Whole Board to review the preliminary budget and recommend adjustments for incorporation into the final budget.   |
| By 1 <sup>st</sup> Week in February    | Secretary-Treasurer to provide details on support levels and its effect on the budget estimates to the Finance Committee of the Whole Board based on information received from the Schools' Finance Branch regarding support levels. |
| By February 28                         | Budget to be presented at public meeting.  |
| 1 <sup>st</sup> Board Meeting of March | The Board of Trustees to approve the final budget.   |
| By March 15                            | Secretary-Treasurer to submit Special Levy request to municipalities.  |
| By March 31                            | Secretary-Treasurer to submit final budget to the Department's Finance Branch on forms prescribed by them.   |