



**ADMINISTRATIVE PROCEDURE 500, APPENDIX A  
TIMELINE FOR THE 2015 – 2016 FISCAL YEAR**

<b>Date</b>	<b>Operational Days from last deadline</b>	<b>Description</b>	<b>Board Agenda Deadline</b>
February 2, 2015		<ul style="list-style-type: none"> <li>▪ Issue call for enrolments projections from the schools.</li> </ul>	
February 18, 2015	11	<ul style="list-style-type: none"> <li>▪ Review of budget goals and principles by the Board of Trustees</li> </ul>	February 11, 2015
February 20, 2015	2	<ul style="list-style-type: none"> <li>▪ Final Student enrolment estimates due from the schools to division office</li> </ul>	
March 4, 2015	8	<ul style="list-style-type: none"> <li>▪ Review of budget allocation model by the Board of Trustees</li> </ul>	February 25, 2015
March 18, 2015	10	<ul style="list-style-type: none"> <li>▪ Approval of budget allocation model</li> </ul>	March 11, 2015
March 20, 2015	2	<ul style="list-style-type: none"> <li>▪ Issue draft allocation rates to schools: grant funding and staffing costs.</li> </ul>	
April 28, 2015	22	<ul style="list-style-type: none"> <li>▪ Final budget submissions due at division office from locations</li> </ul>	
May 20, 2015	15	<ul style="list-style-type: none"> <li>▪ Draft Budget to Trustees (non board meeting date)</li> </ul>	
May 29, 2015	7	<ul style="list-style-type: none"> <li>▪ Budget due at Alberta Education.</li> <li>▪ Import 2015 – 2016 Budget into AS400</li> </ul>	
June 3, 2015	3	<ul style="list-style-type: none"> <li>▪ Budget presented to Trustees.</li> </ul>	May 27, 2015

<b>Date</b>	<b>Operational Days from last deadline</b>	<b>Description</b>	<b>Board Agenda Deadline</b>
August 31, 2015	20	<ul style="list-style-type: none"> <li>▪ 2014 – 2015 fiscal year-end.</li> <li>▪ Supplies inventory count date</li> <li>▪ School generated funds fiscal year end</li> </ul>	
September 11, 2015	6	<ul style="list-style-type: none"> <li>▪ Report on school generated funds</li> <li>▪ Preliminary September Enrolment</li> </ul>	
September 30, 2015	13	<ul style="list-style-type: none"> <li>▪ Last day to submit Expense Reimbursements for purchases made prior to August 31, 2015</li> </ul>	
October 9, 2015	7	<ul style="list-style-type: none"> <li>▪ Release of deficits and surpluses for 2014 – 2015.</li> </ul>	
October 21, 2015	7	<ul style="list-style-type: none"> <li>▪ September 30<sup>th</sup> Enrolments presented to the Board</li> </ul>	October 14, 2015
October 30, 2015	7	<ul style="list-style-type: none"> <li>▪ Budget re-submissions due at division office from locations for September 30<sup>th</sup> actual enrolments.</li> <li>▪ Confirmation of Budget Staffing Lists - confirmed with Payroll</li> </ul>	
November 30, 2015	20	<ul style="list-style-type: none"> <li>▪ Budget Update submitted to the Minister</li> </ul>	
December 16, 2015	12	<ul style="list-style-type: none"> <li>▪ Budget Revisions on actual enrolments presented to trustees.</li> </ul>	December 9, 2015
May 27, 2016	99	<ul style="list-style-type: none"> <li>▪ Allocation Finalization for 2015 – 2016 for Grades ECS – 9.</li> <li>▪ Note: Will occur earlier if data is available.</li> </ul>	
June 10, 2016	10	<ul style="list-style-type: none"> <li>▪ Finalization of Budget staffing lists – confirmed with payroll.</li> </ul>	
August 31, 2016	17	<ul style="list-style-type: none"> <li>▪ 2015 – 2016 fiscal year-end</li> <li>▪ Supplies inventory count date</li> <li>▪ School generated funds fiscal year end</li> </ul>	
September 9, 2016	4	<ul style="list-style-type: none"> <li>▪ Report on school generated funds</li> </ul>	

<b>Date</b>	<b>Operational Days from last deadline</b>	<b>Description</b>	<b>Board Agenda Deadline</b>
September 30, 2016	15	<ul style="list-style-type: none"> <li>▪ Last day to submit invoices for 2015 – 2016</li> <li>▪ Last day to submit Expense Reimbursements for purchases made prior to August 31, 2016</li> </ul>	
October 7, 2016	56	<ul style="list-style-type: none"> <li>▪ Release of deficits and surpluses for 2015 – 2016.</li> </ul>	
October 31, 2016	15	<ul style="list-style-type: none"> <li>▪ Completion of documents for audit.</li> </ul>	
November 30, 2016	21	<ul style="list-style-type: none"> <li>▪ Submission of 2015 – 2016 Audited Financial Statements to Alberta Education.</li> </ul>	
December 7, 2016	5	<ul style="list-style-type: none"> <li>▪ Presentation of 2015 – 2016 Audited Financial Statements to the board.</li> </ul>	November 30, 2016