

**TIMELINE FOR THE 2017 – 2018 FISCAL YEAR**

<b>Date</b>	<b>Operational Days from last deadline</b>	<b>Description</b>	<b>Board Agenda Deadline</b>
February 1, 2017		<ul style="list-style-type: none"> <li>▪ Issue call for enrolments projections from the schools.</li> </ul>	
February 1, 2017		<ul style="list-style-type: none"> <li>▪ Review of budget goals and principles by the Board of Trustees.</li> </ul>	January 25, 2017
February 24, 2017	16	<ul style="list-style-type: none"> <li>▪ Final student enrolment estimates due from the schools to division office.</li> </ul>	
March 15, 2017	13	<ul style="list-style-type: none"> <li>▪ Review of budget allocation model by the Board of Trustees</li> </ul>	March 8, 2017
March 22, 2017	5	<ul style="list-style-type: none"> <li>▪ Issue draft allocation rates to schools: grant funding and staffing costs.</li> <li>▪ Preliminary surplus/deficit to schools</li> </ul>	
April 5, 2017	5	<ul style="list-style-type: none"> <li>▪ Approval of budget allocation model</li> </ul>	March 29, 2017
April 28, 2017	16	<ul style="list-style-type: none"> <li>▪ Final budget submissions due at division office from locations.</li> </ul>	
May 18, 2017	12	<ul style="list-style-type: none"> <li>▪ Draft Budget to Trustees (non-board meeting date)</li> </ul>	May 10, 2017
May 31, 2017	10	<ul style="list-style-type: none"> <li>▪ Budget due at Alberta Education.</li> <li>▪ Import 2017 – 2018 Budget into AS400</li> </ul>	
June 7, 2017	5	<ul style="list-style-type: none"> <li>▪ Budget presented to Trustees</li> </ul>	May 31, 2017
August 18, 2017	18	<ul style="list-style-type: none"> <li>▪ July 31<sup>st</sup> School Generated Funds Bank Reconciliation</li> </ul>	
August 31, 2017	0	<ul style="list-style-type: none"> <li>▪ 2016 – 2017 fiscal year-end.</li> <li>▪ Supplies inventory count date</li> <li>▪ School generated funds fiscal year end</li> </ul>	

<b>Date</b>	<b>Operational Days from last deadline</b>	<b>Description</b>	<b>Board Agenda Deadline</b>
September 8, 2017	3	<ul style="list-style-type: none"> <li>▪ Report on school generated funds</li> <li>▪ Preliminary September Enrolment</li> </ul>	
September 15, 2017	5	<ul style="list-style-type: none"> <li>▪ Last day to submit Expense Reimbursements for purchases made prior to August 31, 2017</li> </ul>	
October 6, 2017	15	<ul style="list-style-type: none"> <li>▪ Release of deficits and surpluses for 2016 – 2017.</li> </ul>	
October 18, 2017	7	<ul style="list-style-type: none"> <li>▪ September 30<sup>th</sup> Enrolments presented to the Board</li> </ul>	October 11, 2017
October 31, 2017	8	<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, 2017	21	<ul style="list-style-type: none"> <li>▪ Budget Update submitted to the Minister</li> <li>▪ School Generated Fund Narrative Report Due to Division Office</li> </ul>	
December 6, 2017	4	<ul style="list-style-type: none"> <li>▪ Budget Revisions on actual enrolments presented to trustees.</li> </ul>	November 29, 2017
May 25, 2018	104	<ul style="list-style-type: none"> <li>▪ Allocation Finalization for 2017 – 2018 for Grades ECS – 9.</li> <li>▪ Note: Will occur earlier if data is available.</li> </ul>	
June 8, 2018	10	<ul style="list-style-type: none"> <li>▪ Finalization of Budget staffing lists – confirmed with payroll.</li> </ul>	
August 17, 2018	16	<ul style="list-style-type: none"> <li>▪ July 31<sup>st</sup> SGF Bank Reconciliation</li> </ul>	
August 31, 2018	0	<ul style="list-style-type: none"> <li>▪ 2017 – 2018 fiscal year-end</li> <li>▪ Supplies inventory count date</li> <li>▪ School generated funds fiscal year end</li> </ul>	
September 7, 2018	3	<ul style="list-style-type: none"> <li>▪ Report on school generated funds</li> </ul>	

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September 14, 2018	5	<ul style="list-style-type: none"> <li>▪ Last day to submit invoices for 2017 – 2018</li> <li>▪ Last day to submit Expense Reimbursements for purchases made prior to August 31, 2018</li> </ul>	
October 5, 2018	15	<ul style="list-style-type: none"> <li>▪ Release of deficits and surpluses for 2017 – 2018.</li> </ul>	
October 31, 2018	16	<ul style="list-style-type: none"> <li>▪ Completion of documents for audit.</li> </ul>	
November 30, 2018	21	<ul style="list-style-type: none"> <li>▪ Submission of 2017 – 2018 Audited Financial Statements to Alberta Education.</li> </ul>	
December 5, 2018	3	<ul style="list-style-type: none"> <li>▪ Presentation of 2017 – 2018 Audited Financial Statements to the board.</li> </ul>	November 28, 2018