



**ADMINISTRATIVE PROCEDURE 500, APPENDIX B
TIMELINE FOR THE 2016 – 2017 FISCAL YEAR**

Date	Operational Days from last deadline	Description	Board Agenda Deadline
February 1, 2016		<ul style="list-style-type: none"> ▪ Issue call for enrolments projections from the schools. 	
February 3, 2016	2	<ul style="list-style-type: none"> ▪ Review of budget goals and principles by the Board of Trustees 	January 27, 2016
February 23, 2016	9	<ul style="list-style-type: none"> ▪ Final Student enrolment estimates due from the schools to division office 	
March 16, 2016	16	<ul style="list-style-type: none"> ▪ Review of budget allocation model by the Board of Trustees 	March 9, 2016
March 21, 2015	3	<ul style="list-style-type: none"> ▪ Issue draft allocation rates to schools: grant funding and staffing costs. ▪ Preliminary surplus/deficit to schools 	
April 6, 2016	5	<ul style="list-style-type: none"> ▪ Approval of budget allocation model 	March 30, 2016
April 29, 2016	16	<ul style="list-style-type: none"> ▪ Final budget submissions due at division office from locations 	
May 18, 2016	13	<ul style="list-style-type: none"> ▪ Draft Budget to Trustees (non board meeting date) 	May 11, 2016
May 31, 2016	7	<ul style="list-style-type: none"> ▪ Budget due at Alberta Education. ▪ Import 2016 – 2017 Budget into AS400 	
June 1, 2016	1	<ul style="list-style-type: none"> ▪ Budget presented to Trustees. 	May 25, 2016

Date	Operational Days from last deadline	Description	Board Agenda Deadline
August 19, 2016	20	<ul style="list-style-type: none"> ▪ July 31st School Generated Funds Bank Reconciliation 	
August 31, 2016	0	<ul style="list-style-type: none"> ▪ 2015 – 2016 fiscal year-end. ▪ Supplies inventory count date ▪ School generated funds fiscal year end 	
September 9, 2016	4	<ul style="list-style-type: none"> ▪ Report on school generated funds ▪ Preliminary September Enrolment 	
September 16, 2016	5	<ul style="list-style-type: none"> ▪ Last day to submit Expense Reimbursements for purchases made prior to August 31, 2016 	
October 7, 2016	14	<ul style="list-style-type: none"> ▪ Release of deficits and surpluses for 2015 – 2016. 	
October 19, 2016	7	<ul style="list-style-type: none"> ▪ September 30th Enrolments presented to the Board 	October 12, 2016
October 31, 2016	7	<ul style="list-style-type: none"> ▪ Budget re-submissions due at division office from locations for September 30th actual enrolments. ▪ Confirmation of Budget Staffing Lists - confirmed with Payroll 	
November 30, 2016	21	<ul style="list-style-type: none"> ▪ Budget Update submitted to the Minister ▪ School Generated Fund Narrative Report Due to Division Office 	
December 7, 2016	5	<ul style="list-style-type: none"> ▪ Budget Revisions on actual enrolments presented to trustees. 	November 30, 2016
May 27, 2017	98	<ul style="list-style-type: none"> ▪ Allocation Finalization for 2016 – 2017 for Grades ECS – 9. ▪ Note: Will occur earlier if data is available. 	
June 9, 2017	9	<ul style="list-style-type: none"> ▪ Finalization of Budget staffing lists – confirmed with payroll. 	
August 18, 2017	14	<ul style="list-style-type: none"> ▪ July 31st SGF Bank Reconciliation 	
August 31, 2017	0	<ul style="list-style-type: none"> ▪ 2016 – 2017 fiscal year-end ▪ Supplies inventory count date ▪ School generated funds fiscal year end 	

Date	Operational Days from last deadline	Description	Board Agenda Deadline
September 8, 2017	4	<ul style="list-style-type: none"> ▪ Report on school generated funds 	
September 15, 2017	5	<ul style="list-style-type: none"> ▪ Last day to submit invoices for 2016 – 2017 ▪ Last day to submit Expense Reimbursements for purchases made prior to August 31, 2017 	
October 6, 2017	15	<ul style="list-style-type: none"> ▪ Release of deficits and surpluses for 2016 – 2017. 	
October 31, 2017	16	<ul style="list-style-type: none"> ▪ Completion of documents for audit. 	
November 30, 2017	21	<ul style="list-style-type: none"> ▪ Submission of 2016 – 2017 Audited Financial Statements to Alberta Education. 	
December 6, 2017	4	<ul style="list-style-type: none"> ▪ Presentation of 2016 – 2017 Audited Financial Statements to the board. 	November 29, 2017