

## Preparation of Student projections

*As part of the annual reporting supplied to the ministry, the District gathers enrollment projections for all schools using historical data, student projections based on census and other data, staff knowledge and expertise, consultation with city planning, and other resources as appropriate. Deadlines for the various tasks are as follows:*

<i>Initial projections submitted by principals</i>	<i>Due January 27<sup>th</sup></i>
<i>Revised projections to Secretary-Treasurer</i>	<i>Due Feb 3<sup>rd</sup></i>
<i>Final Projections Submitted to the ministry</i>	<i>Due Feb 15<sup>th</sup></i>

*These projections will form the Basis of the revenue projections for the District's 2017/18 Fiscal year.*

## Staff Consultation and Planning

*The senior management team will review current service levels, programs and activities against the goals and priorities established by the Board. Any changes to service levels or program delivery will be reviewed with staff responsible for program delivery to identify the impact of potential changes. Staff with budget responsibility will be asked to review their requirements for the coming year based on the assumptions identified in the review of current activities. Budget managers will then provide budget recommendations to the Secretary-Treasurer by the end of February for inclusion in the draft Budget. Deadlines for the various tasks are as follows:*

<i>Review of current programing by Sr. Management</i>	<i>Due January 27<sup>th</sup></i>
<i>Revised budget estimates provided to Secretary-Treasurer</i>	<i>Due Feb 24<sup>th</sup></i>

*These projections will form the basis of the expense projections for the districts 2017/18 Fiscal year.*

## Community and Stakeholder Consultation

*All members of the public will be invited to share their thoughts with the District. A simplified survey and/or comment form will be made available on the District's web site throughout March to facilitate*

*this feedback. The District's employee groups will also be invited to provide any priorities or feedback from their members in written submissions that will be shared with the Board as part of the draft budget review. If the District's enrollment and revenue projections indicate a need for reduced service levels, this will be communicated as part of the initial consultation. In this case, additional opportunities for feedback will be scheduled in March and April after the draft budget has been prepared.*

## **Draft Budget Preparation**

*The Ministry of Education will provided districts with revenue projections in March based on their assessment of the District's enrollment projections and the ministries established funding formula. The Secretary-Treasurer will prepare a draft budget based on the Ministry of Education's funding estimates and the revised expense estimates prepared by staff. Feedback from stakeholders will be incorporated into the draft budget where appropriate in consultation with department managers.*

## **Board Review and Approval**

*The draft budget will be shared with the Operations Planning and Policy Committee in April, along with all feedback received from the various stakeholders. If the Committee identifies significant concerns where the budget does not reflect the District's established goals and priorities, the budget will be referred back to staff. If the committee is in agreement that the budget accurately reflects the District's priorities, the budget will be brought forward to the April Regular Board Meeting for 3 readings. Once the Board has approved the budget it will be submitted to the Ministry of Education no later than June 30<sup>th</sup> as required by the School Act.*

Respectfully Submitted,

Kevin Lorenz,  
Secretary Treasurer