



601.1AP Budgeting and Reporting Timelines

ESTABLISHED: 2013.09.18 (1999.01.20)
AMENDED: 2007.05.16
REVIEWED:

CROSS-REFERENCE:

- [601BP Budgeting](#)
 - [601.1AP Exhibit 1 BTPS Budget Guidelines](#)
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PROCEDURES:

Timeline **Annual Budget Planning and Preparation**

February	Senior Administration meet to update budget guidelines for Board review.
March	Board and Senior Administration consider Alberta Education preliminary budget information.
April	Submit BTPS Budget Guidelines to the Board for approval. Board provides budget priorities based on preliminary budget information.
April	Budget funding announcement received from Alberta Education along with budget priorities, highlights and grant rates for the upcoming year.
April	Administrators meet to review Board budget priorities, and discuss preliminary budget information with Senior Admin
April	Secretary-Treasurer receives enrolment projections from SIS, enters budget factors into MYBUDGETFILE. Average salary rates are calculated.
April	Secretary Treasurer reviews budget with Senior Admin to ensure goals and priorities of the Board can be realized.

April/May	Budgets are made available to all administrators and department directors for review and feedback.
May	Administration budget is prepared.
May	Administrators meet and discuss budget with school councils.
May	Administrators submit final budgets in MYBUDGETFILE to the Secretary-Treasurer.
May	Directors submit budget to the Secretary-Treasurer.
June	Secretary-Treasurer reviews BTPS budget with Senior Admin.
June	Superintendent and Secretary-Treasurer presents budget to the Board.
June	Board further reviews budget at Committee meeting and makes recommendations.
June	Board approves budget at board meeting. Alberta Education Budget report form presented for approval.
June	Alberta Education Budget report form is signed and submitted to Alberta Education.
June	Budget documents made available to stakeholders.
Sept 30	September 30 enrolment counts.
Oct	Budgets are revised based on September 30 enrolments and any grant rate adjustments from Alberta Education.
Oct	Administrators and Directors finalize their budgets for the school year.
Nov	Updated budgets presented to the Board for information.
Nov	Board approves finalized budget and submission to Alberta Education.

Timeline **Annual Budget Reporting Process**

Jan	First quarterly report presented to Senior Admin.
Jan	First quarterly report presented to the Board, with comments relating to

forecast variances from budget.

- April Second quarterly report presented to Senior Admin.
- April Second quarterly report presented to the Board. June
Third quarterly report presented to Senior Admin. June
Third quarterly report presented to the Board.
- Sept School surpluses entered in MYBUDGETFILE for school information.
- Oct Year end pre-audit financial report presented to the Board.
- Oct/Nov Audit conducted.
- Nov Auditor meets with Superintendent and Secretary-Treasurer to discuss audit and audited financial report.
- Nov Auditor presents audited financial statement to the Board.
- Nov Board approves audited financial statement.
- Nov Audited and signed financial statement sent to Alberta Education.