



601.1AP Budgeting and Reporting Timelines

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APPROVED: 2022.09.21
AMENDED: 2022.09.12 (2007.05.16)
REVIEWED: 2022.09.12

CROSS-REFERENCE:

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

| Timeline | <u>Annual Budget Planning and Preparation</u> |
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| 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. |

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| 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. |
| 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. |

Timeline **Annual Budget Reporting Process**

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| 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. Board approves audited financial statement. |
| Nov | Audited and signed financial statement sent to Alberta Education. |