



## 601.1AP Budgeting and Reporting Timelines

**ESTABLISHED:** 2013.09.18 (1999.01.20)  
**APPROVED:** 2025.06.18 (2022.09.21)  
**AMENDED:** 2025.06.09 (2022.09.12) (2007.05.16)  
**REVIEWED:** 2025.06.18 (2022.09.12)

### CROSS-REFERENCE:

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

### PROCEDURES:

Timeline	<u>Annual Budget Planning and Preparation</u>
Dec/Jan	Secretary-Treasurer to develop a plan of budget and strategic priorities in consultation with senior leadership, and provided to the Board of Trustees for approval
January	Secretary-Treasurer to review existing budget guidelines with the Board of Trustees
January	Preliminary enrolment provided to Alberta Education, and provided to the Board of Trustees for information
Feb/March	Board provides budget priorities based on preliminary budget information.
Feb/March	Board and Senior Administration consider Alberta Education preliminary budget information.
Feb/March	Budget funding announcement received from Alberta Education along with budget priorities, highlights, and grant rates for the upcoming year.
Feb/March	Division leadership including school principals review budget priorities and consult together towards priorities and strategies.
Feb/March	Average compensation costings are estimated by the Secretary-Treasurer and presented to the Board of Trustees and school principals.
March/April	Secretary Treasurer reviews budget division leadership to ensure goals and priorities of the Board can be realized.
March/April	Central Services and Governance Services budgets are prepared: Board of Trustees to approve the Governance Services budget
March/April	Board of Trustees to provide preliminary support for the Superintendent on budget priorities, changes and review assumptions for risk mitigation

April	Board of Trustees to approve Division Fees
April	Superintendent to approve and determine transportation fees and the framework for school fees.
April	Submit revised Budget Guidelines to the Board for approval.
April	Budgets are made available to all school principals and directors for review and feedback.
April	Directors submit budget to the Secretary-Treasurer.
April	Administrators submit final budgets in MYBUDGETFILE to the Secretary-Treasurer.
April/May	Administrators meet and discuss budget with school councils including school fees.
April	Secretary-Treasurer reviews BTPS budget with senior leadership and Superintendent.
May	Superintendent and Secretary-Treasurer presents budget to the Board.
May	Board further reviews budget at Committee meeting and makes recommendations.
May	Board approves budget at board meeting. Alberta Education Budget report form presented for approval.
May	Alberta Education Budget report form is signed and submitted to Alberta Education.
June	Budget documents made available to stakeholders.
Oct	September count date enrolments and any grant rate adjustments from Alberta Education are provided to the Board of Trustees.
Oct	Revised school and services budgets are reviewed for any changes, including consideration of variance in enrolments and adjustments to allocations if any (as determined by the Superintendent)
Oct	Administrators and Directors finalize their budgets for the school year.
Nov	Final (Fall) budget presented to the Board of Trustees for information and support.

**Timeline      Annual Budget Reporting Process**

Monthly	Board receives a cash flow statement and amounts paid at each regular Board meeting once per month, unless a regular Board meeting is not determined that month.
Dec/Jan	First quarterly report presented to the Board, with comments relating to forecast variances from budget.
Mar/April	Second quarterly report presented to the Board. June
June/Aug	Third quarterly report presented to the Board.
June	Audit Committee meets with the Auditor for audit planning.
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 statements to the Audit Committee.
Nov	Audit Committee presents audited financial statements and the Board approves the audited financial statement.
Nov	Audited and signed financial statement sent to Alberta Education.