



Budget Planning Process

The following timeline will be used for annual divisional budget development:

December	During the month of December departments will prepare a draft budget. The draft will be reviewed by the Superintendent/CEO.
December	Principals will be asked to provide student enrolment projections for each grade to the Assistant Superintendent.
January	Senior Administration will prepare a draft staffing plan per school. Senior Administration will meet with each school principal to review the draft school staffing plan.
January	The board receives draft budgets from each department.
February	An overall draft budget is prepared by the Secretary-Treasurer and presented to the board.
Mid-February	A public budget consultation is held.
March	Final budget is prepared and passed by the board.
By March 15	Secretary-Treasurer submits special levy request to the municipalities.
March 31	Secretary-Treasurer submit final budget to Public Schools Finance Board.