

## APPENDIX A

### WECDSB 2012-13 Budget Process

This document is meant to outline the annual budget process, along with general timelines for development of the operating and capital budgets.

#### Summary: Key Budget Stages and Activities

Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
1	Plan	Proposed budget timelines developed by Finance and communicated to all departments.	(1) Budget Timeline (2) Report to Board	Finance	Feb 28
2	Plan	Strategic classification of budget items.	(1) BDT with each account classified.	All Operating Departments	Feb 29 - Mar 9 (8 days)
3	Plan	Strategic prioritization of budget items to establish a list of trade-off items for Budget discussions. Consultation and review from Executive Council over trade-off items.	(1) BDT with discretionary items prioritized.	All Operating Departments	Feb 29 - Mar 9 (8 days)
4	Plan	Formal budget prioritization plan prepared by Finance.	(1) Budget Prioritization Plan	Finance	Mar 12 - Mar 16 (1 week)
5	Forecast	Enrolment forecast prepared by Human Resources and signed off by Executive Council. Forecast of staffing begins.	(1) Enrolment Forecast	Human Resources	Jan 9 – Feb 21 (6 weeks)

6	Forecast	Preliminary funding forecast prepared by Finance. Communication of anticipated budget challenges based on forecast.	(1) Preliminary Funding Forecast (2) Report to Board	Finance	(1) Feb 21 – Mar 8 (3 weeks) (2) Mar 27
7	Budget	Allocation of budget envelopes (salaries/benefits, departments, schools) prepared by Finance.	Preliminary Funding Forecast broken out by envelope with explanations	Finance	Mar 9
8	Budget	Preparation of departmental budgets (all departments), school budgets and salary and benefits budget development.	(1) Departmental & School Budgets (2) Preliminary Staff Allocation Forecast (3) Salary & Benefits Budget	(1) All Operating Departments (2) HR (3) Finance	(1) Mar 12 – Mar 30 (3 weeks) (2) Mar 30 (3) Mar 30 - Apr 11 (1 week)
9	Budget	Budget consolidation and listing of prioritization alternatives prepared by Finance. Staff allocation is conducted.	Consolidated Draft Budget with listing of prioritized alternatives	Finance	Mar 30 – Apr 12
10	Revise	Update report, draft budget and listing of prioritization alternatives tabled with Trustees, including potential alternative program delivery options and/or program reductions. EFIS is populated and updated to reflect GSN announcements.	(1) Draft Budget with pressures and reduction options (2) Report to Board	Finance	(1) Apr 12 (2) Apr 24
11	Revise	Trustee review phase including preparation of a short-list of budget prioritization alternatives for community input.	Short-list of budget prioritization alternatives to community	Trustees	Apr 24 – May 8 (2 weeks)

12	Revise	Community consultation period.	Feedback	Community and Finance	May 8 – May 22 (2 weeks)
13	Revise	Final draft budget documents revised and tabled. EFIS is updated and refined.	(1) Updated budget documents (2) Draft Final Budget tabled with Trustees (3) Report & Presentation to Board	Finance	(1) May 22 – May 29 (1 week) (2) Jun 12 (3) Jun 12
14	Approve	Final Trustee deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	Trustees and Community	(1) Jun 12 – Jun 25 (2 weeks) (2) Jun 25
15	Approve	Final Board approved budget submitted to Ministry of Education through EFIS.	Submitted Budget	Finance	June 29