

**APPENDIX A****WECDSB 2013-14 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) Presentation at a Delegation Meeting	Finance	Feb 26
2	Forecast	Enrolment forecast prepared by Human Resources and signed off by Executive Council. Forecast of staffing begins.	(1) Enrolment Forecast	Human Resources	Jan 14 – Feb 25 (6 weeks)
3	Forecast	Preliminary funding forecast prepared by Finance. Communication of anticipated budget challenges based on forecast.	(1) Preliminary Funding Forecast (2) Presentation at a Delegation Meeting	Finance	(1) Feb 25 – Mar 7 (2 weeks) (2) Mar 26
4	Budget	Allocation of budget envelopes (salaries/benefits, departments, schools) prepared by Finance.	Preliminary Funding Forecast broken out by envelope with explanations	Finance	Mar 8
5	Budget	Preparation of departmental budgets, central school budget allocations 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 11 – Mar 28 (3 weeks) (2) Mar 28 (3) Apr 2 - Apr 10 (1 week)
6	Budget	Budget consolidation prepared by Finance.	Consolidated Draft Budget	Finance	Mar 28 – Apr 11



Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
7	Revise	Update report and draft budget tabled with Ministry Supervisor, 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) Presentation at a Delegation Meeting	Finance	(1) Apr 11 (2) Apr 23
8	Revise	Ministry Supervisor review phase including preparation of a short-list of budget prioritization alternatives for community input.	Short-list of budget prioritization alternatives to community	Ministry Supervisor	Apr 23 – May 7 (2 weeks)
9	Revise	Community consultation period.	Feedback	Community and Finance	May 7 – May 21 (2 weeks)
10	Revise	Final draft budget documents revised and tabled. EFIS is updated and refined.	(1) Updated budget documents (2) Draft Final Budget tabled with Ministry Supervisor (3) Report & Presentation at a Delegation Meeting	Finance	(1) May 21 – May 28 (1 week) (2) Jun 11 (3) Jun 11
11	Approve	Final Board deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	Ministry Supervisor and Community	(1) Jun 11 – Jun 24 (2 weeks) (2) Jun 24
12	Approve	Final Ministry Supervisor approved budget submitted to Ministry of Education through EFIS.	Submitted Budget	Finance	June 28

GSN = Grants for Student Needs

EFIS = Education Finance Information System