

**APPENDIX A****WECDSB 2014-15 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 Public Board Meeting	Finance	(1) Jan 6 - 10 (2) Jan 28
2	Forecast	Enrolment forecast prepared by Human Resources and signed off by Executive Council. Forecast of staffing begins.	(1) Enrolment Forecast (2) Enrolment Sign-Off	(1) Human Resources (2) Executive Council	(1) Jan 13 – Feb 14 (5 weeks) (2) Feb 18
3	Forecast	Preliminary funding forecast prepared by Finance. Communication of anticipated budget challenges based on forecast.	(1) Preliminary Funding Forecast (2) Presentation at a Public Board Meeting	Finance	(1) Feb 17 – Feb 27 (8 days) (2) Mar 25
4	Budget	Allocation of budget envelopes (salaries/benefits, departments, schools) prepared by Finance.	Preliminary Funding Forecast broken out by envelope with explanations	Finance	Feb 28
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) Human Resources (3) Finance	(1) Mar 3 – 14 (2 weeks) (2) Mar 14 (3) Mar 17 – 21 (1 week)
6	Budget	Budget consolidation prepared by Finance.	Consolidated Draft Budget	Finance	Mar 24 – Mar 28



Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
7	Revise	Update report and draft budget tabled with Trustees, including potential alternative program delivery options and/or program reductions. EFIS ¹ is populated and updated to reflect GSN ² announcements.	(1) Draft Budget with pressures and reduction options (2) Presentation at a Public Board Meeting	Finance	(1) Mar 31 – Apr 17 (2) Apr 22
8	Revise	Trustees 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 22 – May 2 (2 weeks)
9	Revise	Community consultation period.	Feedback	Community and Finance	May 5 – 16 (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 Trustees (3) Report & Presentation at a Public Board Meeting	Finance	(1) May 20 – 26 (1 week) (2) May 27 (3) May 27
11	Approve	Final Board deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	(1) Trustees and Community (2) Trustees	(1) May 27 – Jun 23 (4 weeks) (2) Jun 23
12	Approve	Final Board approved budget submitted to Ministry of Education through EFIS.	Submitted Budget	Finance	June 27

NOTES:

¹EFIS = Education Finance Information System²GSN = Grants for Student Needs