

**APPENDIX A****WECDSB 2015-16 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 5 – 9 (2) Jan 27
2	Plan	Public consultation survey issued	Public consultation survey	Community and Finance	Jan 30 – Mar 6 (5 weeks)
3	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 12 – Feb 13 (5 weeks) (2) Feb 17
4	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 26 (8 days) (2) Mar 24
5	Budget	Allocation of budget envelopes (salaries/benefits, departments, capital, schools) prepared by Finance.	Preliminary Funding Forecast broken out by envelope with explanations	Finance	Feb 27
6	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 2 – 13 (2 weeks) (2) Mar 13 (3) Mar 16 – 20 (1 week)



Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
7	Budget	Budget consolidation prepared by Finance.	Consolidated Draft Budget	Finance	Mar 23 – Mar 27
8	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 30 – Apr 27 (2) Apr 28
9	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 28 – May 8 (2 weeks)
10	Revise	Community consultation period.	Feedback	Community and Finance	May 11 – 22 (2 weeks)
11	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 22 – 25 (2) May 26 (3) May 26
12	Approve	Final Board deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	(1) Trustees and Community (2) Trustees	(1) May 26 – Jun 22 (4 weeks) (2) Jun 22
13	Approve	Final Board approved budget submitted to Ministry of Education through EFIS.	Submitted Budget	Finance	June 30

NOTES:¹EFIS = Education Finance Information System

²GSN = Grants for Student Needs