



APPENDIX A

WECDSB 2016-17 Budget Development

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 4 – 8 (2) Jan 26
2	Plan	Public consultation survey issued.	Public consultation survey	Community and Finance	Jan 29 – Mar 4 (5 weeks)
3	Forecast	Enrolment forecast prepared by Human Resources and signed off by Executive Council. Forecast of staffing begins. 1 st Quarter Interim Financial Report is used to inform this step.	(1) Enrolment Forecast (2) Enrolment Sign-Off	(1) Human Resources (2) Executive Council	(1) Jan 11 – Feb 12 (5 weeks) (2) Feb 16
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 16 – Feb 25 (8 days) (2) Mar 29
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 26
6	Budget	Preparation of departmental budgets, capital budgets, central school budget allocations and salary and benefits budget development.	(1) Departmental & Central School Budget allocations (2) Preliminary Staff Allocation Forecast (3) Salary & Benefits Budget	(1) All Operating Departments (2) Human Resources (3) Finance	(1) Feb 29 – Mar 11 (2 weeks) (2) Mar 11 (3) Mar 14 – 18 (1 week)



Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
7	Budget	Departmental budget submissions along with departmental listings of reductions, pressures and reallocations consolidated by Finance.	Consolidated Listing of Reductions, Pressures and Reallocations.	Finance	Mar 21 – Mar 25
8	Revise	Update Budget Outlook position. EFIS ¹ is populated and updated to reflect GSN ² announcements.	(1) Update Budget Outlook position (2) Presentation at a Public Board Meeting	Finance	(1) Mar 28 – Apr 25 (2) Apr 26
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 26 – May 10 (2 weeks)
10	Revise	Community consultation period.	Feedback	Community and Finance	May 11 – Jun 7 (4 weeks)
11	Revise	Draft budget documents tabled. EFIS is updated and refined. 2 nd Quarter Interim Financial Report is used to inform this step.	(1) Preparation of budget documents (2) Draft Budget tabled with Trustees (3) Report & Presentation at a Public Board Meeting	Finance	(1) Jun 8 – Jun 14 (2) Jun 14 (3) Jun 14
12	Approve	Final Board deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	(1) Trustees and Community (2) Trustees	(1) Jun 15 – Jun 27 (2 weeks) (2) Jun 27
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