



APPENDIX A

WECDSB 2017-18 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 9 - 13 (2) Jan 31
2	Plan	Public consultation survey issued.	Public consultation survey	Community and Finance	Feb 3 – Mar 10 (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 16 – Feb 10 (4 weeks) (2) Feb 14
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 13 – Feb 23 (8 days) (2) Mar 28
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 24
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 27 – Mar 17 (3 weeks) (2) Mar 10 (3) Mar 13 – 17 (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 20 – Mar 24
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 27 – Apr 24 (2) Apr 25
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 25 – May 9 (2 weeks)
10	Revise	Community consultation period.	Feedback	Community and Finance	May 10 – Jun 6 (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 7 – Jun 13 (2) Jun 13 (3) Jun 13
12	Approve	Final Board deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	(1) Trustees and Community (2) Trustees	(1) Jun 14 – Jun 26 (2 weeks) (2) Jun 26
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