

**DATE:** March 21, 2023

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Process and Timeline for the 2023-2024 Budget

**ORIGINATOR:** Todd Burnstad, Chief Financial Officer

**RESOURCE STAFF:** Jeremy Higginbotham, Madonna Proulx

**REFERENCE** [\*Province of Alberta Education Act\*](#)

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**ISSUE**

School divisions are required to prepare and submit a Board-approved budget to the Minister of Education by May 31 of each year for the fiscal year beginning on the following September 1. To assist Division staff and the Board of Trustees with the planning process, Financial Services develops a process and timeline calendar for approval by the Board of Trustees.

**BACKGROUND**

The 2023-2024 Provincial Budget was announced on February 28, 2023. The funding profile for Edmonton Public Schools and the Alberta Education Funding Manual were subsequently posted on March 9, 2023. To accommodate the time required for site-based budgeting, the Process and Timeline for the approval of the 2023-2024 Budget has been developed (Attachment I).

**RELATED FACTS**

The Distribution of Funds report is to be presented for feedback at the Caucus meeting on April 4, 2023, and for approval at the April 18, 2023, public Board meeting.

**RECOMMENDATION**

**That the Process and Timeline for the 2023-2024 Budget as outlined in Attachment I, be approved.**

**NEXT STEPS**

- If approved by the Board of Trustees, the 2023-2024 budget process and timeline will be communicated to principals and central decision unit leaders.
- The 2023-2024 Budget will be presented at the May 26, 2023, Special Board Meeting, with the final budget report being submitted to the Province by the May 31, 2023, deadline.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Process and Timeline for the 2023-2024 Budget (Calendar)

MP:ja

## 2023-2024 Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
FEB	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28 PROVINCIAL BUDGET ANNOUNCEMENT	1	2 Teachers Convention	3 Teachers Convention	4
MAR	5	6	7 BOARD 2:00 PM	8	9 FUNDING PROFILE AND FUNDING MANUAL RELEASED	10	11
	12	13 PD Day - No Students	14	15 Projected Enrolment Principal Input Opens	16	17	18
	19	20	21 BOARD 2:00 PM Process & Timeline Recommendation Mars #15012	22 Projected Enrolment Principal Input Closes	23	24	25
	26	27 SPRING BREAK	28 SPRING BREAK Projected Enrolment File forwarded to Budget & Funding	29 SPRING BREAK	30 SPRING BREAK	31 SPRING BREAK	1
	2	3	4 CAUCUS 9:00 AM BOARD 2:00 PM Introduction - Distribution of Funds MARS #15015	5	6	7 GOOD FRIDAY	8
APR	9	10 EASTER MONDAY	11	12	13	14	15

## 2023-2024 Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	16	17	18 BOARD 2:00 PM 2023-2024 Distribution of Funds Recommendation MARS#15015	19	20	21  BPS OPENS	22
	23	24	25	26	27	28 PD Day - No Students	29
MAY	30	1 BPS CLOSES	2 BOARD 2:00 PM	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16 BOARD 2:00 PM	17	18	19	20
	21	22 VICTORIA DAY	23 Board Approved Non-Instructional Day	24 Teachers Day in Lieu	25	26 SPECIAL BOARD Approval of the 2023-2024 Budget MARS #15018	27
	28	29	30	31 Budget Report Due to Alberta Education	1	2	3

## 2023-2024 Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OCT	1	2	3	4	5	6 <b>BPS opens for Results Review and Plans</b>	7
	8	9 <b>THANKSGIVING</b>	10	11	12	13	14
	15	16 <b>BPS opens for fall budget</b>	17	18	19	20 <b>PD Day - No Students</b>	21
	22	23	24	25	26	27 <b>Budget, Results Review, and Plans Due</b>	28
	29	30	31	1	2	3	4
NOV	5	6	7	8	9	10	11
	12	13	14	15 Central & School Results Review (tentative)*	16 Central & School Results Review (tentative)*	17 Central & School Results Review (tentative)*	18
	19	20 Central & School Results Review (tentative)*	21 Central & School Results Review (tentative)*	22 Central & School Results Review (tentative)*	23 Central & School Results Review (tentative)*	24 <b>Audit Committee Presentation of Audited Financial Statements</b>	25
	26	27	28 <b>Audited Financial Statements presented to Board</b>	29 <b>Audited Financial Statements due to the Province</b>	30	1	2

\*Central & School Results Review Meetings to be confirmed by Strategic Division Supports in the fall of 2023

## PROCESS AND TIMELINE FOR THE 2023-2024 BUDGET (DETAIL)

Timeline	Process
March 21, 2023	<ul style="list-style-type: none"><li>• Process and Timeline for 2023-2024 Budget is recommended to the Board of Trustees</li></ul>
April 4, 2023	<ul style="list-style-type: none"><li>• Distribution of Funds report is presented to Caucus</li></ul>
April 18, 2023	<ul style="list-style-type: none"><li>• Distribution of Funds is recommended to Board</li></ul>
April 21, 2023	<ul style="list-style-type: none"><li>• Schools and central departments receive allocations and budget requirements</li></ul>
May 1, 2023	<ul style="list-style-type: none"><li>• Schools and Central departments budgets are due</li></ul>
May 26, 2023	<ul style="list-style-type: none"><li>• The 2023-2024 Budget is recommended to the Board of Trustees</li></ul>
Nov 15-23, 2023	<ul style="list-style-type: none"><li>• School and Central Results Review (tentative)</li></ul>