



## Budget Deadlines and Schedules Administrative Procedure 5.40

5.0 Business Administration

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**Board Governance Policy Cross Reference:** 1, 2, 3, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** August 1976

**Date Amended:** November 2006

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The following dates and activities will be the model used for budget development.

By November 10	Secretary-Treasurer is to have received submissions on forms prescribed by the Secretary-Treasurer, all request from various departments for inclusion in the draft preliminary budget.
By December 31	Secretary-Treasurer to prepare the draft preliminary budget.
January to March	Finance Committee of the Whole Board to review the preliminary budget and recommend adjustments for incorporation into the final budget.
By January 31	Secretary-Treasurer to provide details on support levels and its effect on the budget estimates to the Finance Committee of the Whole Board based on information received from the Schools' Finance Branch regarding support levels.
First Board Meeting of March	The Board of Trustees to approve the final budget.
By March 15	Secretary-Treasurer to submit Special Levy request to municipalities.
By March 31	Secretary-Treasurer to submit final budget to the Public Schools Finance Board