

DATE: March 19, 2024

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Process and Timeline for the 2024-2025 Budget

ORIGINATOR: Todd Burnstad, Chief Financial Officer

RESOURCE STAFF: Jeremy Higginbotham, Madonna Proulx

REFERENCE: [Province of Alberta Education Act](#)

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 2024-2025 Provincial Budget was announced on February 29, 2024. The Edmonton Public Schools funding profile and the 2024-2025 Funding Manual for School Authorities is anticipated to be released before the end of March. To accommodate the time required for site-based budgeting, the Process and Timeline for the approval of the 2024-2025 Budget has been developed (Attachment I).

RELATED FACTS

- The Distribution of Funds report is to be presented at the Caucus meeting on April 9, 2024, and at the April 16, 2024, public Board meeting.
- Enrolment Projections are the number of anticipated students in a school at the end of September. Principal input into enrolment projections opens on March 13, 2024 and closes on March 20, 2024.
- Pre-enrolment represents the number of students that have pre-enrolled at a school as of the end of pre-enrolment on March 22, 2024.
- Projected enrolment is the basis for many school related budget allocations. When schools complete their budgets, they will have the opportunity to update their projections to account for any enrolment adjustments (pre-enrolment/new registrations).
- Although school divisions are no longer required to provide a fall budget update to Alberta Education, the Division updates budget allocations in the fall. These updates are based on the Division's actual enrolment as of the September count date versus the projected enrolment used in the spring.
- Each fall, Trustees participate in School and Central Results Review meetings. The dates for these meetings are outlined in Attachment I and are provided here for planning purposes. Confirmation of the dates and times, along with detailed information regarding these meetings for Trustees and decision units, will be outlined in a Recommendation Report prepared by Strategic Division Supports in the fall of 2024.

RECOMMENDATION

That the Process and Timeline for the 2024-2025 Budget as outlined in Attachment I, be approved.

NEXT STEPS

- If approved by the Board of Trustees, the 2024-2025 budget process and timeline will be communicated to principals and central decision unit leaders.
- The 2024-2025 Budget will be presented at the May 24, 2024, Special Board Meeting, with the final budget report being submitted to the Province by the May 31, 2024, deadline.

ATTACHMENTS and APPENDICES

ATTACHMENT I Process and Timeline for the 2024-2025 Budget (Calendar)

MP:ja

2024-2025 Spring Budget Timeline

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

2024-2025 Spring Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	14	15	16 BOARD 2:00 PM 2024-2025 Distribution of Funds Recommendation	17	18	19 BPS OPENS	20
	21	22	23	24	25	26 PD Day - No Students	27
	28	29 BPS CLOSES	30	1	2	3	4
MAY	5	6	7	8	9	10	11
	12	13	14 CAUCUS 9:00 AM BOARD 2:00 PM	15	16	17	18
	19	20 VICTORIA DAY	21 Teachers Day in Lieu	22 Board Approved Non-Instructional Day	23	24 SPECIAL BOARD Approval of the 2024-2025 Budget	25
	26	27	28 CAUCUS 9:00 AM BOARD 2:00 PM	29	30	31 Budget Report Due to Alberta Education	1

2024-2025 Fall Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OCT		30 THE NATIONAL DAY FOR TRUTH AND RECONCILIATION	1	2	3	4 BPS opens for Results Review and Plans	5
	6	7	8	9	10	11 PD Day - No Students	12
	13	14 THANKSGIVING	15 BPS opens for fall budget	16	17	18	19
	20	21	22	23	24	25 Budget, Results Review, and Plans Due	26
	27	28	29	30	31	1 PD Day - No Students	2
NOV	3	4	5	6 Results Review, Plans and Budget Packages to Trustees	7	8 Board Approved Non-Instructional Day	9
	10	11 REMEMBRANCE DAY	12 Board Approved Non-Instructional Day	13 Teacher's Day in Lieu	14 Central & School Results Review (tentative)*	15 Central & School Results Review (tentative)*	16
	17	18 Central & School Results Review (tentative)*	19 Central & School Results Review (tentative)*	20 Central & School Results Review (tentative)*	21 Central & School Results Review (tentative)*	22 Audit Committee Presentation of Audited Financial Statements	23
	24	25	26 Audited Financial Statements presented to Board	27 Audited Financial Statements Submitted to the Province	28	29	30

*Central & School Results Review Meetings to be confirmed by Strategic Division Supports in the fall of 2024

PROCESS AND TIMELINE FOR THE 2024-2025 BUDGET (DETAIL)

Timeline	Process
March 19, 2024	<ul style="list-style-type: none">• Process and Timeline for 2024-2025 Budget is recommended to the Board of Trustees
April 9, 2024	<ul style="list-style-type: none">• Distribution of Funds report is presented to Caucus
April 16, 2024	<ul style="list-style-type: none">• Distribution of Funds is recommended to Board
April 19, 2024	<ul style="list-style-type: none">• Schools and central departments receive allocations and budget requirements and BPS opens
April 29, 2024	<ul style="list-style-type: none">• Schools and Central departments budgets are due
May 24, 2024	<ul style="list-style-type: none">• The 2024-2025 Budget is recommended to the Board of Trustees
Nov 14-21, 2024	<ul style="list-style-type: none">• School and Central Results Review (Tentative)