

**DATE:** March 4, 2025

**TO:** Board of Trustees

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

**SUBJECT:** Process and Timeline for the 2025-2026 Budget

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

**RESOURCE STAFF:** Jennifer Price, 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 2025-2026 Provincial Budget was announced on February 27, 2025. The Edmonton Public Schools funding profile and the 2025-2026 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 2025-2026 Budget has been developed (Attachment I).

## RELATED FACTS

- The Distribution of Funds feedback report is to be presented at the Caucus meeting on April 1, 2025. If the Edmonton Public Schools funding profile is received later than expected, the Distribution of Funds feedback report could be presented at a Special Caucus meeting held on April 3, 2025.
- The Distribution of Funds recommendation report will be presented at a Special Public Board meeting on April 9, 2025. This date allows Division leaders extra time to finalize their budgets, due to Good Friday and Easter Monday falling within the 2025 budget period.
- Enrolment Projections are the number of anticipated students in a school at the end of September. Principal input into enrolment projections opens on March 12, 2025 and closes on March 19, 2025.
- Pre-enrolment represents the number of students that have pre-enrolled at a school as of the end of pre-enrolment on March 19, 2025.
- 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 (new registrations).
- Following approval of the Distribution of Funds, schools and central departments will receive budget allocations and the Budget Planning System (BPS) will be available for budget completion.
- 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 tentative 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 2025.

## **RECOMMENDATION**

**That the Process and Timeline for the 2025-2026 Budget as outlined in Attachment I, be approved.**

## **NEXT STEPS**

- If approved by the Board of Trustees, the 2025-2026 budget process and timeline will be communicated to principals and central decision unit leaders.
- The 2025-2026 Budget will be presented at the May 23, 2025, Special Board meeting, with the final budget report being submitted to the Province by the May 31, 2025, deadline.

## **ATTACHMENTS and APPENDICES**

ATTACHMENT I            Process and Timeline for the 2025-2026 Budget (Calendar)

JH:ja

## 2025-2026 Spring Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
FEB	2	3 Pre-Enrolment Opens	4	5	6	7	8
	9	10	11 BOARD 2:00 PM	12	13	14	15
	16	17 FAMILY DAY	18 PD DAY	19	20	21	22
	23	24	25	26	27 TEACHER'S CONVENTION PROVINCIAL BUDGET ANNOUNCEMENT	28 TEACHER'S CONVENTION	1
MAR	2	3	4 BOARD 2:00 PM Process & Timeline Recommendation	5	6	7	8
	9	10	11	12 Projected Enrolment Principal Input Opens	13	14	15
	16	17	18 BOARD 2:00 PM	19 Projected Enrolment Principal Input Closes Pre-Enrolment Closes	20	21	22
	23	24 SPRING BREAK	25 SPRING BREAK Projected Enrolment File Forwarded to Budget & Funding	26 SPRING BREAK	27 SPRING BREAK	28 SPRING BREAK	29
APR	30	31 PD DAY	1 CAUCUS 9:00 AM BOARD 2:00 PM Distribution of Funds Feedback Report	2	3 POSSIBLE SPECIAL CAUCUS for the Introduction to the Distribution of Funds Feedback Report	4	5
	6	7	8	9 SPECIAL BOARD 2025-2026 Distribution of Funds Recommendation	10 BPS Could Open if Ready	11 BPS Opens	12

## 2025-2026 Spring Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	13	14	15 BOARD 2:00 PM	16	17 PD DAY	18 GOOD FRIDAY	19
	20	21 EASTER MONDAY	22	23	24	25	26
	27	28 BPS Closes	29	30	1	2	3
MAY	4	5	6 BOARD 2:00 PM	7	8	9	10
	11	12	13	14	15	16	17
	18	19 VICTORIA DAY	20 BOARD APPROVED NON- INSTRUCTIONAL DAY	21 TEACHER'S DAY IN LIEU	22	23 SPECIAL BOARD Approval of the 2025-2026 Budget	24
	25	26	27 BOARD 2:00 PM	28	29	30 Budget Report Due to Alberta Education	31

## 2025-2026 Fall Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OCT	28	29	30 <b>THE NATIONAL DAY FOR TRUTH AND RECONCILIATION</b>	1 Enrolment File to Budget & Funding	2	3 <b>BPS Opens for Results Review and Plans</b>	4
	5	6	7	8	9	10	11
	12	13 <b>THANKSGIVING</b>	14 <b>BPS Opens for Fall Budget</b>	15	16	17	18
	19	20 <b>PD DAY (Municipal Election)</b>	21	22	23	24	25
	26	27 <b>BPS Closes – Budget, Results Review and Plans Due</b>	28	29	30	31	1
NOV	2	3	4	5	6 Results Review, Plans and Budget Packages to Trustees	7	8
	9	10	11 <b>REMEMBRANCE DAY</b>	12 <b>BOARD APPROVED NON-INSTRUCTIONAL DAY</b>	13 <b>BOARD APPROVED NON-INSTRUCTIONAL DAY</b>	14 <b>TEACHER'S DAY IN LIEU</b>	15
	16	17	18	19 Central & School Results Review (tentative)*	20 Central & School Results Review (tentative)*	21 <b>Audit Committee Presentation of Audited Financial Statements</b>	22
	23	24 Central & School Results Review (tentative)*	25 <b>Audited Financial Statements presented to Board</b>	26 <b>Audited Financial Statements submitted to the Province</b>	27 Central & School Results Review (tentative)*	28 Central & School Results Review (tentative)*	29

\*Central & School Results Review Meetings to be confirmed by Strategic Division Supports in the fall of 2025

## PROCESS AND TIMELINE FOR THE 2025-2026 BUDGET (DETAIL)

Timeline	Process
March 4, 2025	<ul style="list-style-type: none"> <li>Process and Timeline for 2025-2026 Budget is recommended to the Board of Trustees</li> </ul>
April 1 or 3, 2025	<ul style="list-style-type: none"> <li>Distribution of Funds feedback report is presented to Caucus (this date is dependent on when EPSB receives the Funding Profile from the Province)</li> </ul>
April 9, 2025	<ul style="list-style-type: none"> <li>Distribution of Funds is recommended to Board</li> </ul>
April 10/11, 2025	<ul style="list-style-type: none"> <li>Schools and central departments receive allocations and budget requirements</li> </ul>
April 28, 2025	<ul style="list-style-type: none"> <li>Schools and Central departments budgets are due</li> </ul>
May 23, 2025	<ul style="list-style-type: none"> <li>The 2025-2026 Budget recommendation report is presented to the Board of Trustees</li> </ul>
Nov 19-20, 24, 27-28, 2025	<ul style="list-style-type: none"> <li>School and Central Results Review (Tentative)</li> </ul>