

<b>Date</b>	April 14, 2026
<b>To</b>	Board of Trustees
<b>From</b>	Ron Thompson, Superintendent of Schools
<b>Subject</b>	Revised Process and Timeline for the 2026-2027 Budget
<b>Originator</b>	Todd Burnstad, Chief Financial Officer
<b>Resource Staff</b>	Jennifer Price, Jeremy Higginbotham, Madonna Proulx
<b>Reference</b>	<a href="#">Education Act</a> <a href="#">March 3, 2026 - Process and Timeline for the 2026-27 Budget Report</a>

#### ISSUE

The Process and Timeline for the 2026-2027 Budget was presented and approved by the Board of Trustees at the [March 3, 2026 meeting](#). This timeline was presented assuming the Division would receive its Funding Profile by mid-March, as communicated on February 26, 2026, by the Deputy Minister of Education and Childcare.

The funding profile and updated funding manual were not available until March 30, 2026. Due to this delay, the original dates as outlined in the March 3, 2026, report have had to shift.

#### RECOMMENDATION

**That the Revised Process and Timeline for the 2026-2027 Budget, as outlined in Attachment I, be approved.**

#### BACKGROUND

Financial Services develops a comprehensive process and timeline calendar subject to approval by the Board of Trustees. This framework is designed to facilitate effective planning for Division staff and the Board, while ensuring the Division remains in compliance with the provincial budget report deadline. Although the Provincial Budget was announced on February 26, 2026, with details on the total Education and Childcare budget, the Division relies on the individual school jurisdiction funding profile for specific details on the Division's budget.

The original approved timeline included the Distribution of Funds report being presented as a board recommendation report at a Special Board meeting on April 7, 2026. If approved at this meeting, the Budget Planning System (BPS) was scheduled to open for schools and central cost centres on April 10, 2026, and close on April 27, 2027, (11 full business days).

As a result of the delay in getting information necessary to complete the Distribution of Funds report, the timeline has now been updated to have the recommendation report presented at the April 14, 2026, Board Meeting and if approved, BPS would open on April 15, 2026, and close on April 30, 2026, (11 full business days) (Attachment I).

Considerable administrative time is required between the closing of the budget planning system and the completion of the Alberta Education Budget Report. In order to maintain the amount of time the budget planning system is open for schools and central cost centers at 11 full business days, the proposed revised timeline reflects the Budget Report being presented at the May 26, 2026, Board Meeting instead of the originally scheduled Special Board meeting on May 22, 2026.

### **OPTIONS**

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the proposed recommendation.
2. Provide direction for an amendment to the proposed revised timeline.

### **RELATED FACTS**

- Following approval of the Distribution of Funds, schools and central departments will receive their budget allocation memo, and the Budget Planning System (BPS) will be available for budget input.
- If approved, the Special Board meeting scheduled for May 22, 2026 would be cancelled and all of the planned agenda items would be moved to the May 26, 2026, Board meeting including: the 2026-2027 School Year Budget, The 2026-2030 Division Strategic Plan, and the Four-year Education Plan.
- 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. 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 2026.

### **NEXT STEPS**

- The approved revised timeline will be communicated to schools and central cost centers.
- The 2026-2027 Budget will be submitted to the Province on or before the May 31, 2026, deadline.

### **ATTACHMENTS and APPENDICES**

ATTACHMENT I Revised Process and Timeline for the 2026-2027 Budget (Calendar)

TB:ja

## 2026-2027 Revised Spring Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
FEB	1	2 Pre-Enrolment Opens for Parents	3	4	5	6	7
	8	9	10 BOARD 2:00 PM	11	12	13	14
	15	16 FAMILY DAY	17 PD DAY	18	19	20	21
	22	23	24	25	26 TEACHER'S CONVENTION PROVINCIAL BUDGET ANNOUNCEMENT	27 TEACHER'S CONVENTION	28
MAR	1	2	3 BOARD 2:00 PM Process & Timeline Recommendation	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17 BOARD 2:00 PM	18 Projected Enrolment Principal Input Opens	19	20 PD DAY	21
	22	23	24	25 Projected Enrolment Principal Input Closes	26 Pre-enrolment Closes	27	28
APR	29	30 SPRING BREAK	31 SPRING BREAK	1 SPRING BREAK	2 SPRING BREAK	3 GOOD FRIDAY	4
	5	6 EASTER MONDAY	7 Special Caucus Introduction – Distribution of Funds	8	9	10	11

# 2026-2027 Revised Spring Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	12	13	14 BOARD 2:00 PM Revised Process & Timeline  Recommendation Distribution of Funds Recommendation	15 BPS OPENS	16	17	18
	19	20	21	22	23	24	25
	26	27	28 BOARD 2:00 PM	29	30 BPS CLOSSES	1	2
MAY	3	4	5	6	7	8	9
	10	11	12 BOARD 2:00 PM	13	14	15	16
	17	18 VICTORIA DAY	19	20	21	22	23
	24	25	26 BOARD 2:00 PM Approval of the 2026-2027 Budget	27 PD DAY	28 TEACHER'S DAY IN LIEU	29 BOARD APPROVED NON-INSTRUCTIONAL DAY Budget Report Due to Alberta Education	30/31

## 2026-2027 Fall Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
OCT	27	28	29	30 THE NATIONAL DAY FOR TRUTH AND RECONCILIATION	1	2	3
	4	5	6	7	8	9	10
	11	12 THANKSGIVING	13 PD DAY BPS opens for fall budget	14	15	16	17
	18	19	20	21	22	23	24
	25	26 BPS Closes for fall budget	27	28	29	30	31
NOV	1	2	3	4	5	6	7
	8	9	10	11 REMEMBRANCE DAY	12 BOARD APPROVED NON-INSTRUCTIONAL DAY	13 BOARD APPROVED NON-INSTRUCTIONAL DAY	14
	15	16 TEACHER'S DAY IN LIEU	17	18	19	20 Audit Committee Presentation of Audited Financial Statements	21
	22	23	24 Audited Financial Statements presented to Board	25 Audited Financial Statements due to the Province	26	27	28

Central & School Results Review Meetings to be added and confirmed by Strategic Division Supports in the fall of 2026

## PROCESS AND TIMELINE FOR THE 2026-2027 BUDGET (DETAIL)

Timeline	Process
March 3, 2026	<ul style="list-style-type: none"> <li>Process and Timeline for 2026-2027 Budget is recommended to the Board of Trustees</li> </ul>
April 14, 2026	<ul style="list-style-type: none"> <li>Revised Process and Timeline for the 2026-2027 Budget is recommended to the Board of Trustees</li> </ul>
April 14, 2026	<ul style="list-style-type: none"> <li>Distribution of Funds is recommended to Board</li> </ul>
April 15, 2026	<ul style="list-style-type: none"> <li>Schools and central departments receive allocations and budget requirements</li> </ul>
April 30, 2026	<ul style="list-style-type: none"> <li>Schools and Central departments budgets are due</li> </ul>
May 26, 2026	<ul style="list-style-type: none"> <li>The 2026-2027 Budget is recommended to the Board of Trustees</li> </ul>
May 29, 2026	<ul style="list-style-type: none"> <li>The 2026-2027 Budget is submitted to the Province</li> </ul>
October 13, 2026	<ul style="list-style-type: none"> <li>Schools and central departments receive allocations for the fall budget update</li> </ul>
October 26, 2026	<ul style="list-style-type: none"> <li>Schools and Central departments fall budget updates complete</li> </ul>