

Date	March 3, 2026
To	Board of Trustees
From	Ron Thompson, Superintendent of Schools
Subject	Process and Timeline for the 2026-2027 Budget
Originator	Todd Burnstad, Chief Financial Officer
Resource Staff	Jennifer Price, Jeremy Higginbotham, Madonna Proulx
Reference	<u>Education Act</u>

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.

RECOMMENDATION

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

BACKGROUND

The 2026-2027 Provincial Budget was announced on February 26, 2026. The Edmonton Public Schools funding profile and the 2026-2027 Funding Manual for School Authorities are 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 2026-2027 Budget has been developed (Attachment I).

RELATED FACTS

- Enrolment Projections are the number of anticipated students in a school at the end of September. Principal input into enrolment projections opens on March 18, 2026, and closes on March 25, 2026.
- Pre-enrolment represents the number of students who have pre-enrolled at a school as of the end of pre-enrolment on March 26, 2026.
- 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 their budget allocation memo, and the Budget Planning System (BPS) will be available for budget input.

- 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.
- If the proposed Process and Timeline is approved:
 - The Distribution of Funds feedback report will be presented at a Special Caucus meeting on March 24, 2026.
 - The Distribution of Funds recommendation report will be presented at a Special Public Board meeting on April 7, 2026.

CONSIDERATIONS and ANALYSIS

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 will include 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. There can be several weeks between the Provincial Budget and the release of the Funding profiles, which can impact the proposed dates for the Distribution of Funds report. If the Funding profile is not available in time for the proposed March 24, 2026 Special Caucus meeting, this meeting will not be rescheduled and the Distribution of Funds recommendation report will just be presented at the April 7, 2026 Special Board meeting.

NEXT STEPS

- If approved by the Board of Trustees, the 2026-2027 budget process and timeline will be communicated to principals and central decision unit leaders.
- The 2026-2027 Budget will be presented at the May 22, 2026, Special Board meeting, with the final budget report being submitted to the Province on or before the May 31, 2026, deadline.

ATTACHMENTS and APPENDICES

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

JH:ja

2026-2027 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 Special Caucus Introduction – Distribution of Funds	25 Projected Enrolment Principal Input Closes Pre-enrolment Closes for Families	26 Pre-enrolment Closes for Schools	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 Board Meeting Distribution of Funds Recommendation	8	9	10 BPS OPENS	11

2026-2027 Spring Budget Timeline

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR	12	13	14 BOARD 2:00 PM	15	16	17	18
	19	20	21	22	23	24	25
	26	27 BPS CLOSSES	28 BOARD 2:00 PM	29	30	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 SPECIAL BOARD 9:00 AM Approval of the 2026-2027 Budget	23
	24	25	26 BOARD 2:00 PM	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 Spring 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
	1	2	3	4	5	6	7
NOV	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"> Process and Timeline for 2026-2027 Budget is recommended to the Board of Trustees
March 24, 2026	<ul style="list-style-type: none"> Distribution of Funds report is presented to Caucus
April 7, 2026	<ul style="list-style-type: none"> Distribution of Funds is recommended to Board
April 10, 2026	<ul style="list-style-type: none"> Schools and central departments receive allocations and budget requirements
April 27, 2026	<ul style="list-style-type: none"> Schools and Central departments budgets are due
May 22, 2026	<ul style="list-style-type: none"> The 2026-2027 Budget is recommended to the Board of Trustees
October 13, 2026	<ul style="list-style-type: none"> Schools and central departments receive allocations for the fall budget update
October 26, 2026	<ul style="list-style-type: none"> Schools and Central departments fall budget updates complete