

School District Financial Reporting Timelines

Legend:	Submission deadlines & key dates for School Districts
	Ministry of Education delivery of information dates

	Dates	Category	Explanation
2015	December	Budget	2015/16 Autumn Recalculated Operating Grant Information
	December	Budget	2015/16 Amended Annual Budget Request/Instructions
	December 9	GRE	December Quarterly Report
	December 31	Statement of Financial Information	2014/15 Annual Report
2016	January 1	Financial Statements	2013/14 & 2014/15 Financial Statements must be posted on School District website
	Mid January	First Nation Billing Rates	2015/16 First Nation Billing Rates
	January 29	Administrative Savings	Status Report on Administrative Savings
	February 29	Budget	2015/16 Amended Annual Budget
	March 7	Budget	Debt Service Data
	March 11	Budget	2016/17 Preliminary Operating Grant Information
	March 14	Budget	2016/17 Annual Budget Request/Instructions
	Mid March	Budget	Amended Budgeted 2015/16 Revenue & Expenditure Tables
	March 31	Budget	Debt Service Estimates (applicable SD's only)
	April 1	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 1 - 15	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 13	GRE	March Quarterly Report
	April 16	Budget	Referendum vote (if applicable)
	April 30	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	May 4	Budget	School tax rates set by provincial Order in Council
	Mid May	Financial Statements	2015/16 Financial Statement Instructions
	June 30	Budget	2016/17 Annual Budget and Bylaw
	June 30	Financial Statements	2015/16 Fiscal Year End
	July 13	Actuarial Tool	2015/16 Actuarial Calculation Tool is Due
	July 13	GRE	June Quarterly Report
	Mid July	Financial Statements	2015/16 Grant Confirmations
	Mid July	Financial Statements	Budgeted 2016/17 Revenue & Expenditure Tables
	September 30	Budget	2016/17 Enrolment Counts
	September 30	Financial Statements	Request to Underspend Aboriginal Education Target
	September 30	Financial Statements	2015/16 Audited Annual Financial Statements
	October 12	GRE	September Quarterly Report
	Mid October	Financial Statements	2015/16 Revenue & Expenditure Tables
	Mid October	Budget	2016/17 Enrolment and Other Data
	Mid October	Capital Plan	Capital Plan Submissions
	December	Budget	2016/17 Autumn Recalculated Operating Grant Information
	December	Budget	2016/17 Amended Annual Budget Request/Instructions
	December 14	GRE	December Quarterly Report
December 31	Statement of Financial Information	2015/16 Annual Report	
2017	January 1	Financial Statements	2014/15 & 2015/16 Financial Statements must be posted on School District website
	Mid January	First Nation Billing Rates	2016/17 First Nation Billing Rates
	February 28	Budget	2016/17 Amended Annual Budget
	March 7	Budget	Debt Service Data
	March 10	Budget	2017/18 Preliminary Operating Grant Information
	March 13	Budget	2017/18 Annual Budget Request/Instructions
	Mid March	Budget	Amended Budgeted 2016/17 Revenue & Expenditure Tables
	March 31	Budget	Debt Service Estimates (applicable SD's only)
	April 1	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 1 - 15	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 12	GRE	March Quarterly Report
	April 15	Budget	Referendum vote (if applicable)
	April 30	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	May 4	Budget	School tax rates set by provincial Order in Council
	Mid May	Financial Statements	2016/17 Financial Statement Instructions
	June 30	Budget	2017/18 Annual Budget and Bylaw
	June 30	Financial Statements	2016/17 Fiscal Year End
	July 12	Actuarial Tool	2016/17 Actuarial Calculation Tool is Due
	July 12	GRE	June Quarterly Report
	Mid July	Financial Statements	2016/17 Grant Confirmations
Mid July	Financial Statements	Budgeted 2017/18 Revenue & Expenditure Tables	