

## School District Financial Reporting Timelines

<b>Legend:</b>	Submission deadlines & key dates for School Districts
	Ministry of Education delivery of information dates

	Dates	Category	Explanation
<b>2018</b>	January 1	Financial Statements	2015/16 & 2016/17 Financial Statements must be posted on School District website
	January 12	First Nation Billing Rates	2017/18 First Nation Billing Rates
	February 28	Budget	2017/18 Amended Annual Budget
	March 15	Budget	2018/19 Preliminary Operating Grant Information
	March 15	Budget	2018/19 Annual Budget Request/Instructions
	Mid March	Revenue & Expenditure Tables	Amended Budgeted 2017/18 Revenue & Expenditure Tables
	March (est)	Actuarial Study	Confirmation of Vested and Non-Vested benefits plans - Appendix II
	April 7	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 7 - 21	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 11	GRE	March Quarterly Report
	April 21	Budget	Referendum vote (if applicable)
	April 27	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	April 30 (est)	Actuarial Tool	2017/18 Actuarial Calculation Tool and Actuarial results
	Mid May	Financial Statements	2017/18 Financial Statement Instructions
	June 30	Budget	2018/19 Annual Budget and Bylaw
	June 30	Financial Statements	2017/18 Fiscal Year End
	July 13	CEF	2017/18 Preliminary Classroom Enhancement Fund report
	July 16	Actuarial Tool	2017/18 Actuarial Calculation Tool is Due
	July 18	GRE	June Quarterly Report
	Mid July	Financial Statements	2017/18 Grant Confirmations
	Mid July	Revenue & Expenditure Tables	Budgeted 2018/19 Revenue & Expenditure Tables
	August	Actuarial Study	Retiree Experience data for Non-Vested Benefit plans (Appendix D – UTILIZE.xls) is Due
	September 30	Budget	2018/19 Enrolment Counts
	September 30	Financial Statements	Request to Underspend Aboriginal Education Target
	September 30	Financial Statements	2017/18 Audited Annual Financial Statements
	September 30	CEF	2017/18 Final Classroom Enhancement Fund report
	October 10	GRE	September Quarterly Report
	Mid October	Revenue & Expenditure Tables	2017/18 Revenue & Expenditure Tables
	Mid October	Budget	2018/19 Enrolment and Other Data
	November	Actuarial Study	Census Data for all employees (Appendix B – DATAREQ.xls) is Due
	December	Budget	2018/19 Autumn Recalculated Operating Grant Information
	December	Budget	2018/19 Amended Annual Budget Request/Instructions
December 12	GRE	December Quarterly Report	
December 31	Statement of Financial Information	2017/18 Annual Report	
<b>2019</b>	January 1	Financial Statements	2016/17 & 2017/18 Financial Statements must be posted on School District website
	Mid January	First Nation Billing Rates	2018/19 First Nation Billing Rates
	February 28	Budget	2018/19 Amended Annual Budget
	March 15	Budget	2019/20 Preliminary Operating Grant Information
	March 15	Budget	2019/20 Annual Budget Request/Instructions
	Mid March	Revenue & Expenditure Tables	Amended Budgeted 2018/19 Revenue & Expenditure Tables
	April 6	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 6 - 20	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 10	GRE	March Quarterly Report
	April 20	Budget	Referendum vote (if applicable)
	April 27	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	April 30 (est)	Actuarial Tool	2018/19 Actuarial Calculation Tool and Actuarial results
	Mid May	Financial Statements	2018/19 Financial Statement Instructions
	June 30	Budget	2019/20 Annual Budget and Bylaw
	June 30	Financial Statements	2018/19 Fiscal Year End
	July 15	Actuarial Tool	2018/19 Actuarial Calculation Tool is Due
	July 17	GRE	June Quarterly Report
	Mid July	Financial Statements	2018/19 Grant Confirmations
	Mid July	Revenue & Expenditure Tables	Budgeted 2019/20 Revenue & Expenditure Tables