

School District Financial Reporting Timelines

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

	Dates	Category	Explanation
2019	January 1	Financial Statements	2016/17 & 2017/18 Financial Statements must be posted on School District website
	January 11	First Nation Billing Rates	2018/19 First Nation Student Rates
	February 28	Budget	2018/19 Amended Annual Budget
	February 28	Advertising in the Newspaper Sector	2018 Calendar Year - Government is seeking information regarding the amounts paid by school districts to the newspaper sector.
	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 12	CEF	2018/19 Classroom Enhancement Fund Underspend Reporting
	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
	June 30	Actuarial Study	Collection date for Retiree Experience Data
	July 12	CEF	2018/19 Yearend Classroom Enhancement Fund report
	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
	September 30	Budget	2019/20 Enrolment Counts
	September 30	Financial Statements	Request to Underspend Aboriginal Education Target
	September 30	Financial Statements	2018/19 Audited Annual Financial Statements
	September 30	CEF	2018/19 Final Classroom Enhancement Fund report
	October 9	GRE	September Quarterly Report
	Mid October	Revenue & Expenditure Tables	2018/19 Revenue & Expenditure Tables
	Mid October	Budget	2019/20 Enrolment and Other Data
	December	Budget	2019/20 Autumn Recalculated Operating Grant Information
December	Budget	2019/20 Amended Annual Budget Request/Instructions	
December 11	GRE	December Quarterly Report	
December 31	Statement of Financial Information	2018/19 Annual Report	
2020	January 1	Financial Statements	2017/18 & 2018/19 Financial Statements must be posted on School District website
	January 10	First Nation Billing Rates	2019/20 First Nation Student Rates
	February 28	Budget	2019/20 Amended Annual Budget
	February 28	Advertising in the Newspaper Sector	2019 Calendar Year - Government is seeking information regarding the amounts paid by school districts to the newspaper sector.
	March 15	Budget	2020/21 Preliminary Operating Grant Information
	March 15	Budget	2020/21 Annual Budget Request/Instructions
	Mid March	Revenue & Expenditure Tables	Amended Budgeted 2019/20 Revenue & Expenditure Tables
	April 4	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 4 - 18	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 15	GRE	March Quarterly Report
	April 18	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	2019/20 Actuarial Calculation Tool and Actuarial results
	Mid May	Financial Statements	2019/20 Financial Statement Instructions
	June 30	Budget	2020/21 Annual Budget and Bylaw
	June 30	Financial Statements	2019/20 Fiscal Year End
	June 30	Actuarial Study	Collection date for Retiree Experience Data