

School District Financial Reporting Timelines

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

	Dates	Category	Explanation
2024	January 1	Financial Statements	2021/22 & 2022/23 Financial Statements must be posted on School District website
	Mid January	First Nation Student Rates	2023/24 First Nation Student Rates
	January 26	Event-Driven Report	2023/24 - Districts are to report costs and savings in the current School Year for the period ended June 30.
	February 28	Budget	2023/24 Amended Annual Budget
	March 15	Budget	2024/25 Preliminary Operating Grant Information
	March 15	Budget	2024/25 Annual Budget Request/Instructions
	Mid March	Revenue & Expenditure Tables	Amended Budgeted 2023/24 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 12	GRE	March Quarterly Report
	April 19	Event-Driven Report	2023/24 - Districts are to report costs and savings in the current School Year for the period ended June 30.
	April 20	Budget	Referendum vote (if applicable)
	April 26	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	Late April	Actuarial Tool	2023/24 Actuarial Calculation Tool and Actuarial results
	May 3	Actuarial Study	Confirmation of Vested and Non-Vested benefits plans - Appendix II
	Late May	Financial Statements	2023/24 Financial Statement Instructions
	Mid June	Nominal Roll - Joint Verification	2023/24 Nominal Roll - Joint Verification Process - Two School District Contacts - Information Request
	June 30	Budget	2024/25 Annual Budget and Bylaw
	June 30	Financial Statements	2023/24 Fiscal Year End
	June 30	Actuarial Study	Collection date for Retiree Experience Data
	July 12	Actuarial Tool	2023/24 Actuarial Calculation Tool is Due
	July 12	CEF	2023/24 Preliminary year-end Classroom Enhancement Fund report
	July 17	GRE	June Quarterly Report
	July 19	Event-Driven Report	2023/24 - Districts are to report costs and savings in the current School Year for the period ended June 30.
	Mid July	Financial Statements	2023/24 Grant Confirmations
	Mid July	Revenue & Expenditure Tables	Budgeted 2024/25 Revenue & Expenditure Tables
	August 30	Actuarial Study	Retiree Experience data for Non-Vested Benefit plans (Appendix D – UTILIZE.xls) is Due
	September 27	Budget	2024/25 Enrolment Counts (1701)
	September 27	CEF	2023/24 Final year-end Classroom Enhancement Fund report
	September 30	Financial Statements	2023/24 Audited Annual Financial Statements
	September 30	LEA Account Receivable	2023/24 Local Education Agreement (LEA) Accounts Receivable Form
	September 30	Financial Statements	2023/24 Financial Statement Discussion and Analysis Report
	September 30	Financial Statements	2023/24 School District Business Company Financial Statement (Audited)
October 1	Financial Statements	Request to Underspend Indigenous Education Target and Targeted Funding Financial Report	
October 4	Joint Verification Process (JVP)	2024/25 Joint Verification Process (JVP) between the Nominal Roll and the 1701	
October 9	GRE	September Quarterly Report	
October 18	CEF	2024/25 Initial Classroom Enhancement Fund report - Staffing and LIF	
October 31	Actuarial Study	Collection date for Census Data	
Mid October	Revenue & Expenditure Tables	Actuals 2023/24 Revenue & Expenditure Tables	
Mid October	Budget	2024/25 Enrolment and Other Data	
October 20	Event-Driven Report	2024/25 - Districts are to report costs and savings in the current School Year for the period ended June 30.	
November 15	CEF	2024/25 Initial Classroom Enhancement Fund report - Remedies	
November 15	Actuarial Study	Census Data for all employees (Appendix B – DATAREQ.xls) is Due	
December	Budget	2024/25 Autumn Recalculated Operating Grant Information	
December	Budget	2024/25 Amended Annual Budget Request/Instructions	
December 11	GRE	December Quarterly Report	
December 31	SOFI	2023/24 Annual Report	
2025	January 1	Financial Statements	2022/23 & 2023/24 Financial Statements must be posted on School District website
	Mid January	First Nation Student Rates	2024/25 First Nation Student Rates
	January 24	Event-Driven Report	2024/25 - Districts are to report costs and savings in the current School Year for the period ended June 30.
	February 28	Budget	2024/25 Amended Annual Budget
	March 15	Budget	2025/26 Preliminary Operating Grant Information
	March 15	Budget	2025/26 Annual Budget Request/Instructions
	Mid March	Revenue & Expenditure Tables	Amended Budgeted 2024/25 Revenue & Expenditure Tables
	April 5	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 5 - 19	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 11	GRE	March Quarterly Report
	April 17	Event-Driven Report	2024/25 - Districts are to report costs and savings in the current School Year for the period ended June 30.
	April 19	Budget	Referendum vote (if applicable)
	April 25	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	Late April	Actuarial Tool	2024/25 Actuarial Calculation Tool and Actuarial results
	Late May	Financial Statements	2024/25 Financial Statement Instructions
	Mid June	Nominal Roll - Joint Verification	2024/25 Nominal Roll - Joint Verification Process - Two School District Contacts - Information Request
	June 30	Budget	2025/26 Annual Budget and Bylaw
	June 30	Financial Statements	2024/25 Fiscal Year End
	June 30	Actuarial Study	Collection date for Retiree Experience Data
	July 11	Actuarial Tool	2024/25 Actuarial Calculation Tool is Due
	July 16	GRE	June Quarterly Report
	July 18	CEF	2024/25 Preliminary year-end Classroom Enhancement Fund report
	July 18	Event-Driven Report	2024/25 - Districts are to report costs and savings in the current School Year for the period ended June 30.
	Mid July	Financial Statements	2024/25 Grant Confirmations
	Mid July	Revenue & Expenditure Tables	Budgeted 2025/26 Revenue & Expenditure Tables