

## 2025 PRE-BUDGET PREPARATION PROCESS

Step #	Activity	Date
1	<b>BOARD</b> meets to determine priorities for inclusion in the Division Education Plan.	Preliminary
2	<b>SUPERINTENDENT and BUSINESS SERVICES</b> reviews enrolment projections by Alberta Education	January 10
3	<b>BUSINESS SERVICES</b> finalizes standard salary costings for teachers and others.	Preliminary
4	<b>CENTRAL SERVICES</b> develop draft budgets	Preliminary
5	<b>SENIOR ADMIN</b> review preliminary Central Services budgets	Preliminary
6	<b>SENIOR ADMIN</b> sets preliminary Per Pupil Allocation	Preliminary
2	<b>Budget brought down by Provincial Government</b>	February 28
1	<b>SENIOR ADMIN</b> presents budget options to <b>BOARD</b> for direction. (at Board Retreat)	March 27 & 28
3	<b>Budget funding calculation sheets received by Provincial Government</b>	March 25
4	<b>BUSINESS SERVICES</b> loads grant rates into MyBudgetFile	March 25
5	<b>SENIOR ADMIN</b> review draft <b>CENTRAL SERVICES</b> budgets and Per Pupil Allocation to <b>finalize</b> .	March 26
6	<b>SENIOR ADMIN</b> presents budget options to <b>BOARD</b> .	March 27
7	<b>SENIOR ADMIN</b> presents budget framework to principals	March 31
8	<b>SENIOR ADMIN</b> opens final school budget to principals to update	March 31
9	<b>SENIOR ADMIN</b> opens preliminary school budget to principals to update	March 31 - April 11
10	<b>PRINCIPALS submit balanced</b> school budgets	April 11
11	<b>PRINCIPALS</b> meet with <b>SENIOR ADMIN</b> to review final budgets	April 8 - 11
12	<b>BUSINESS SERVICES</b> reviews, amends, develops and balances final presentation for the Audit Committee and Board Meeting	April 29
13	<b>BUSINESS SERVICES</b> provides final budget package for Board agenda	May 5
14	<b>BUSINESS SERVICES</b> presents draft budget to <b>AUDIT COMMITTEE</b>	May 12
15	<b>BOARD</b> gives final approval to budget and District Education Plan	May 13
16	<b>BUSINESS SERVICES</b> submits budget to Alberta Education.	May 31