

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: DBC

BUDGET DEADLINES AND SCHEDULES

The following schedule is designed to ensure that all components of the budget process are addressed in a timely fashion.

By mid-October	Operating and capital requests from individual schools, School Division office, Transportation and Maintenance department to be submitted to Administration.
By mid-December	All Board committees to have financial requests prepared for submission to the Finance Committee. Administration to have submitted operating and capital budget requests prepared for submission to Finance Committee.
December/ January	Finance Committee reviews all submissions and prepares information sheets for presentation to the public meeting.
By end of January	Budget consultation meeting to be held. All partners of education to be invited (school Administrations and parent councils, KTA, CUPE, School Division office staff, Town of The Pas, RM of Kelsey, Chamber of Commerce, UCN, general public). Participants must be aware that this is their first opportunity to make suggestions to and have input in, the budget process.
First Board Meeting in February	Preliminary budget to be brought forward by the Finance Committee for discussion by the Board in Committee of the Whole. (Staffing and personnel items will be discussed in camera). Copies of the preliminary budget will be available for the public at the Division office. In camera meetings of the Board will be scheduled as required, at the call of the Chair, to complete the work of preparing the budget.
Second Board meeting in February-March	Discussion of the preliminary budget to be further debated by the Board in Committee of the Whole. Questions of clarification by education partners and/or the public will be allowed during this portion of the meeting.
First Board meeting in March	Chair of Finance to present the final budget for approval by the Board.
March 15	The special levy requirement to be submitted to the Town of The Pas and the RM of Kelsey.
March 31	Finalized budget to be submitted to the Province of Manitoba.