

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: DBC
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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 is 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 councillors, RM of Kelsey councillors, the general public living within the School Division). For participants, this is their first opportunity to make suggestions to and have input in the budget process.

- February Notification from Manitoba Education of revenue grants received. Consultations with school administrations conducted.

- 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 School 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.