Central Okanagan Public Schools
Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS
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Memorandum

Date: November 13, 2020
To: Finance and Audit Committee
From: Delta Carmichael, Assistant Secretary-Treasurer

Action: 2020/2021 Budget Timeline and Budget Development Principles

1.0 ISSUE STATEMENT
Approval of 2020/2021 Budget Timeline and Budget Development Principles.

2.0 RELEVANT BOARD MOTION/DIRECTION
None.

3.0 BACKGROUND
The Budget timeline is provided as a guide for the Board, staff and the public to use in the ongoing development of the budget. It outlines the significant dates and deadlines pertaining to both the amendments of the current year's budget as well as the development of next year's budget.

4.0 POINTS FOR CONSIDERATION
a) The timeline (*Appendix A*) has been developed based on previous years schedules as well as anticipated proposed Board Meeting dates.

b) There are a number of uncertainties facing the budget development in the 2020/2021 fiscal year which may require alternate plans to be implemented either during the development process or after it has been completed. These uncertainties include:

- Funding available (funding formula review);
- Classroom Enhancement Funding confirmation;
- Federal Funding 2nd instalment confirmation;
- Staffing requirements including availability of specialty teachers;
- Space requirements;
- Impact on student course schedules;
- Impact on other employee staffing levels.

c) The Budget Principles were developed a number of years ago and serve as a guideline when making budget decisions (*Appendix B*).

d) The public finance presentation will take place in February 2021 as an information session for the public providing them with the most up to date information we have at that time.

5.0 OPTIONS FOR ACTION

Approve the 2020/2021 Budget Timeline and Budget Development Principles as presented.

6.0 SUPERINTENDENT'S COMMENTS

None.

7.0 STAFF RECOMMENDATIONS

THAT: The Finance and Audit Committee recommends to the Board of Education:

> **THAT: The Board of Education approve the 2020/2021 Budget Timeline as presented at the November 18, 2020 Finance and Audit Committee meeting.**

8.0 APPENDICES

A. 2020/2021 Budget Timeline
B. 2020/2021 Budget Development Principles

Central Okanagan Public Schools
Budget Development Timeline - APPENDIX A
Fiscal Year Ending June 30, 2021

Year	Date	Meeting	2020/2021 (Current Year)	2021/2022 (Next Year)
2020	Sept 23	Finance Committee	Review 2019/2020 Financial Statements	
	Sept 30	Board Meeting	Approve 2019/2020 Financial Statements	
	Sept 30		Forward 2019/2020 Financial Statements to Ministry	
	Nov 18	Finance Committee		Finalize Timeline/Discuss Consultation Process
2021	Jan 20	Finance Committee	Review 2020/2021 Amended Budget	Discussion of Budget Survey Questions / Presentation
(Proposed)				
	Feb 1			Provincial Funding Details / Request for Budget Input Begins
	Early Feb	Finance Presentation		7:00 pm HRES* (TBC)
	Feb 17	Finance Committee		Submissions From Partner Groups
	Feb 24	Board Meeting	Adopt 2020/2021 Amended Budget	
	Mar 1			2020/2021 Funding Details & Initial District Enrol Numbers Reviewed
March 15 - 26th, 2021 - SPRING BREAK				
	Apr 7	Finance Committee		Superintendent/CEO Budget Report
	Apr 14	Board Meeting		Superintendent/CEO Budget Report (Information Item)
	Apr 21	Finance Committee		Superintendent/CEO Budget Report
	Apr 28	Board Meeting		Budget Recommendations / Tentative Budget Set
	May 19	Finance/Audit Committee	Preliminary Audit Planning Report	
	May 26			Final Day for Staff Adjustment / Teacher Layoff
	Jun 16	Finance Committee		Review 2021/2022 Budget
	Jun 23	Board Meeting		Adopt 2021/2022 Budget Bylaw
	Jun 30			2021/2022 Budget to Ministry
	Jun 30		Fiscal Year Complete	
August 3 - 13th, 2021 - YEAR END AUDIT				
	Sept 22	Finance Committee	Review 2020/2021 Financial Statements	
	Sept 29	Board Meeting	Approve 2020/2021 Financial Statements	
	Sept 30		Forward 2020/2021 Financial Statements to Ministry	

* All Partner Groups and the general public will be invited to attend.
Additional Budget Presentation/Information is available from the Assistant Secretary Treasurer upon request.

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Appendix B
Budget Development Principles

The underlying principles for all budget decision will be that:

- The student comes first.
- Every budget allocation will be aligned to meet the District's Mission, Vision and Values, and Goals. Consideration must also be given to the individual school goals.
- The District will obtain the most effective results for the dollars spent.
- The Board must meet legal requirements; therefore, the budget will be balanced, and all statutory requirements will be met.