



Memorandum

Date: November 15, 2024
To: Finance and Planning Committee
From: Delta Carmichael, Secretary-Treasurer/CFO

Action Item: 2024/2025 and 2025/2026 Budget Timeline and Budget Development Principles

1.0 ISSUE STATEMENT

Approval of the 2024/2025 and 2025/2026 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 year's schedules as well as anticipated proposed Board Meeting dates.
- b) There are several uncertainties facing the budget development in both the 2024/2025 and 2025/2026 fiscal years which may require alternate plans to be implemented either during the development process or after it has been completed.

2024/2025 Uncertainties Include:

- Classroom Enhancement Fund confirmation (expected December, 2024).
- Staffing requirements, including availability of specialty teachers and Certified Education Assistants (CEAs).
- Space requirements and capacity challenges.
- Continued cost escalations not being fully funded (i.e., illness, benefits, food, utilities, fuel costs, etc.).
- Impact on other employee staffing levels.

2025/2026 Uncertainties Include:

- Student FTE projection.
 - Staffing requirements, including availability of specialty teachers and CEAs.
 - Space requirements and capacity challenges, including additional portable classroom costs due to the forecasted capacity constraints.
 - Impact on other employee staffing levels.
 - Ministry of Education and Child Care per pupil funding announcement in March, 2025.
- c) The Budget Development Principles were developed several years ago and serve as a guideline when making budget decisions (*Appendix B*).
- d) The public budget presentation takes place in February each year as an information session for the public, providing them with the most up to date information at that time.

5.0 OPTIONS FOR ACTION

- a) Approve the 2024/2025 and 2025/2026 Budget Timeline and Budget Development Principles as presented.
- b) Request changes to the 2024/2025 and 2025/2026 Budget Timeline and Budget Development Principles.

6.0 SECRETARY-TREASURER/CFO'S COMMENTS

None.

7.0 STAFF RECOMMENDATION

THAT: The Finance and Planning Committee recommends to the Board:

THAT: The Board of Education approve the 2024/2025 and 2025/2026 Budget Timeline as presented at the November 20, 2024 Finance and Planning Committee meeting.

8.0 APPENDICES

- A. 2024/2025 and 2025/2026 Budget Timeline
- B. 2024/2025 and 2025/2026 Budget Development Principles