

## School District Financial Reporting Timelines

Legend:	Submission deadlines & key dates for School Districts
	Ministry of Education delivery of information dates

	Dates	Category	Explanation
2011	December	Financial Statements	2010/11 Revenue & Expenditure Tables
	December	Budget	2011/12 Autumn Recalculated Operating Grant Information
	December	Budget	2011/12 Amended Annual Budget Request/Instructions
	December 14	GRE	December Quarterly Report
	December 31	Statement of Financial Information	2010/11 Annual Report
2012	January 1	Financial Statements	2009/10 & 2010/11 Financial Statements must be posted on School District website
	January	First Nation Billing Rate	2011/12 First Nation Billing Rate
	February 29	Budget	2011/12 Amended Annual Budget
	March 9	Budget	Debt Service Data
	March 15	Budget	2012/13 Preliminary Operating Grant Information
	March 16	Budget	2012/13 PSAB Annual Budget Request/Instructions
	March 31	Budget	Debt Service Estimates (applicable SDs only)
	April 1	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 1 - 15	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 18	GRE	March Quarterly Report
	Mid April	Budget	Amended Budgeted 2011/12 Revenue & Expenditure Tables
	April 21	Budget	Referendum vote (if applicable)
	April 24	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	May 3	Budget	School tax rates set by provincial Order in Council
	Mid May	Financial Statements	2011/12 Financial Statement Instructions
	June 30	Budget	2012/13 Annual Budget and Bylaw
	June 30	Financial Statements	2011/12 Fiscal Year End
	July 1	Budget and Financial Statements	PSAB Implementation Date
	July 16	Actuarial Tool	2011/12 Actuarial Calculation Tool is Due
	Mid July	Financial Statements	2011/12 Grant Confirmations
	July 18	GRE	June Quarterly Report
	Mid August	Budget	Budgeted 2012/13 Revenue & Expenditure Tables
	September 30	Budget	2012/13 Enrolment Counts
	September 30	Financial Statements	Request to Underspend Aboriginal Education Target
	September 30	Financial Statements	2011/12 Audited Annual Financial Statements
	Mid October	Budget	2012/13 Enrolment and Other Data
	Mid October	Capital Plan	Capital Plan Submissions
	October 17	GRE	September Quarterly Report
	December	Financial Statements	2011/12 Revenue & Expenditure Tables
	December	Budget	2012/13 Autumn Recalculated Operating Grant Information
	December	Budget	2012/13 PSAB Amended Annual Budget Request/Instructions
	December 12	GRE	December Quarterly Report
	December 31	Statement of Financial Information	2011/12 Annual Report
2013	January 1	Financial Statements	2010/11 & 2011/12 Financial Statements must be posted on School District website
	January	First Nation Billing Rates	2012/13 First Nation Billing Rates
	February 28	Budget	2012/13 Amended Annual Budget
	March 8	Budget	Debt Service Data
	March 15	Budget	2013/14 Preliminary Operating Grant Information
	March 18	Budget	2013/14 PSAB Annual Budget Request/Instructions
	March 31	Budget	Debt Service Estimates (applicable SDs only)
	April 1	Budget	Decision on referendum, to meet legislative requirement of at least 2 weeks prior to referendum
	April 1 - 15	Budget	Referendum particulars must be advertised once each week for 2 weeks
	April 17	GRE	March Quarterly Report
	Mid April	Budget	Amended Budgeted 2012/13 Revenue & Expenditure Tables
	April 20	Budget	Referendum vote (if applicable)
	April 30	Budget	School Referendum Tax Rate Bylaw passed (if applicable) and submitted to the municipal council and the Surveyor of Taxes
	May 3	Budget	School tax rates set by provincial Order in Council
	Mid May	Financial Statements	2012/13 PSAB Financial Statement Instructions
	June 30	Budget	2013/14 Annual Budget and Bylaw
	June 30	Financial Statements	2012/13 Fiscal Year End
	July 15	Actuarial Tool	2012/13 Actuarial Calculation Tool is Due
	Mid July	Financial Statements	2012/13 Grant Confirmations
	July 17	GRE	June Quarterly Report