NLPS 2021/22 Budget Calendar

October 2021

October 13	**Business Committee Meeting** • 2021-22 1st Quarter Financial Report with enrolment update
October 27	**Regular Board Meeting** • 2021-22 Proposed Budget timeline presented to the Board

November 2021

November 16	Budget Literacy Session
November	Staffing Committee – annual review of internal staffing processes to determine if changes will be made to the coming school year's budget

December 2021

December 6-17	2022-23 Preliminary Departmental Budget meetings to discuss any significant changes to staffing or educational program levels per the staffing committee recommendations, or changes to service levels– applicable items must be brought forward at this time – Internal only
December TBD	Additional Budget Literacy Session (per demand/requests)
December 17	MOE 2021-22 Revised Operating Grant per confirmed Sept 30, 2021 student enrolment
Dec 17-Jan 3	Winter Break

January 2022

January 10	Enrolment projection data to schools – schools to review and provide input, due back to finance by Jan 14 – Internal only
January 12	**Business Committee Meeting**
January 17–21	Enrolment projection info to Learning Services; Learning Services to review and provide suggested amendments – due back to Finance by Jan 24 – Internal only
January 25–29	Receive and review preliminary budget plans from Departments

February 2022

February 1–14	Finance to compile the District Enrolment Projection – Internal only
February 9	**Business Committee Meeting** • 2021-22 Amended Annual Budget presentation (Q2 Financial Report) • 2022/23 Enrolment Projection
February 15	Enrolment Projection submitted to MOE
February 21-25	Classroom Enhancement Fund audit to determine staffing levels for upcoming budget – Finance, Learning Services and HR (Elementary, Secondary and Special Education) – Internal only
February 21–25	2022-23 Preliminary Budget meetings with Partner Groups (pre-Funding Announcement)
February 21	ThoughtExchange Survey Opened *(Tentative)* (Parents/Students/Employees/Partner Groups)
February 23	**Regular Board Meeting** • Approval of the 2021-22 Amended Annual Budget

March 2022

March 9	**Education Committee Meeting (4:00 pm)** **Business Committee Meeting (6:00 pm)**
March 4	ThoughtExchange Survey Closes *(Tentative)*
March 7-11	Receive final Departmental Budgets for consolidation to District Budget
March 11	MOE Funding Announcement
March 14-25	Spring Break
March 30	**Regular Board Meeting** • ThoughtExchange Survey results *(Tentative)* • **2022-23 Funding update – Coming School Year Resource Confirmation**
March 31	School Calendar due to Ministry of Education

April 2022

April 6	**Education Committee Meeting** • 2022-23 Initial Budget discussion
April 4-8	2022-23 Follow up Budget discussions with Partner Groups (post-Funding Announcement/Confirmation)
April 13	**Business Committee Meeting** • 2022-23 Continued Budget discussions
April 15	2022-23 Budgeted Staffing to Schools
April 20	**Special Business Meeting** • *Partner Group Budget Presentations*
April 27	**Regular Board Meeting** • Continued Budget Presentations • Continued Budget Discussions

May 2022

May 4   **Education Committee Meeting**
                - **2022-23 Initial Budget Presentation**
                - Continued Budget Discussions

May 11   **Business Committee Meeting**
                - Presentation of the 2022-23 Preliminary Annual Budget

May 18   Special Board Meeting (if required)
                - Budget Discussions

May 25   **Regular Board Meeting**
                - Approval of the 2022-23 Preliminary Annual Budget – Bylaw due to MOE by June 30, 2022

August 2022

August 31   **Special Open Board Meeting**
                - Presentation of the 2021-22 Annual Surplus

September 2022

September 14   **Business Committee Meeting**
                - Receive Audited Financial Statements
                - Surplus discussion
                - Receive Exempt Compensation Report

September 28   **Regular Board Meeting**
                - Approve the 2021-22 Audited Financial Statements
                - Approve Surplus allocations (if applicable)
                - Approve Exempt Compensation Report

September 30   CEF Audit to be done by Finance, HR and Learning Services to confirm staffing requests to the Ministry of Education, due by Mid-October. Consultation with NDTA will be included. Internal only.