

**NANAIMO LADYSMITH PUBLIC SCHOOLS**

**BOARD OF EDUCATION  
PUBLIC MEETING**

**INFORMATION SHEET**

DATE: October 27, 2021  
TO: Board of Education  
FROM: Secretary-Treasurer Mark Walsh  
SUBJECT: Draft Budget Calendar

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**Background**

On a yearly basis, staff create a tentative budget calendar to guide the budget planning cycle for the following school year. Attached to this Information Sheet is the draft budget calendar.

**Information**

Similar to previous years the beginning of the cycle will focus on stakeholder transparency and education by providing one (or more if requested) sessions on the creation of the budget including:

1. Sources of funding;
2. Departmental budgets;
3. School and District formulas.

The second part of the cycle involves projecting resources (mainly from enrollment projections) as well as determining available resources for allocation or alternatively departments may determine resources for reallocation based on Board goals and the operational plan. At this time there is also specific opportunities for partners to identify needs and ThoughtExchange is used to gather information from our community. The operational plan and the feedback lead to the creation of the preliminary budget.

The final aspect of the budget cycle is the financial reporting to the Board, during the year and at year-end where financial results are finalized, and any surplus is assessed according to policy and procedure to determine whether there are resources to allocate back into the system.

We note that some of the dates may change by necessity and the budget calendar will be updated as required.

Appendix A: Draft Budget Calendar