TIMELINES FOR THE FISCAL YEAR 2023-2024

Date	Description	Board Agenda Deadlines
September 1	• Can no longer enter prior year invoice into Invoice Entry Web. Will have to submit invoices dated prior to August 31 to accounts payable for entry	
September 29	• September Enrollment Count Date	
September 30	• Last day to submit employee expense claims for the prior school year • School Generated Fund Financials Report Summary Due (AP 511 Appendix A) • Last day to submit receipts for the prior school year. • Note September 30 is a non-instructional day	
October 5	• September enrollment count submission date deadlines	
October 16	• Release of deficits and surpluses • Quarter One (Fall) Budget File Open for Changes	
October 25	• **September 29 Enrolments presented to the Board.**	**October 18**
October 31	• School Generated Fund Narrative Report (AP 511 Appendix B)	
November 17	• Quarter One (Fall) Budget Update Submission Due from Schools/Departments	
November 22	• **Audited Financial Statements Presented to Board**	**November 15**
November 30	• Audited Financial Statements Due to Government of Alberta	
December 1	• Program Unit Funding (PUF) Enrolment and Assessments due to Government of Alberta	
December 11 (*Estimated*)	• Issue call for enrolment projections from the Schools/Departments.	
December 20	• Quarter One Financial Update	**December 13**
January 3 (*Estimated*)	• Deadline for Enrollment Projections from School/Departments	

January 8 (*Estimated*)	• Enrollment Projections for Upcoming School Year Due to Government of Alberta	
January 10	• Quarter Two Budget File Open for Changes	
February 10	• Quarter Two Budget Update Submission Due from Schools/Departments	
March 19	• **Approval of budget allocation model. (Estimated)** • **Quarter Two Budget Update Presented to the Board**	**March 12**
April 1	• Quarter Three Budget File is Open for Work	
April 15	• 2022-2023 Operation Budget Open	
April 19	• Quarter Three Budget Update Submission Due from School/Departments	
April 26	• 2022- 2023 Operation Budget Submissions Due from School/Departments	
May 22	• **2024 – 2025 Operational Budget Presentation to Board**	**May 115**
May 31	• Budget Due to Alberta Education	
June 19	• Quarter Three Budget Update Presented to the Board	**June 12**
August 31	• Fiscal year-end. • Supplies inventory count date. • Last Day to enter invoices into Invoice Entry Web for current school year	