



	REPORT No.: 2018-46
MEETING DATE: JUNE 28, 2018	DATE PREPARED: JUNE 1, 2018
SUBJECT: 2019 BUDGET SCHEDULE	

RECOMMENDATION

THAT with respect to Report No. 2018-46 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2019 Budget Schedule as presented.

REPORT SUMMARY

To provide the proposed 2019 Budget Schedule to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) for approval.

BACKGROUND

Administration prepares and presents annual operating and capital budgets to the Board for review and approval. To support this effort, the Board is asked to approve a Budget Schedule which indicates when the budget will be presented to the Board and certain milestones during the budget process.

COMMENTS

According to Budget Policy #CS-02:83, in the first year in the term of a new Board, the proposed budget will be presented to the new Board for review at the January Board meeting and submitted for approval at the February meeting. Notwithstanding this timeline, Administration is recommending the Reserve and Reserve Fund Strategy Update, a key component in the budgeting process, be presented to the Board at the January Board meeting, with the draft Budget presented for review at the February meeting. Administration will incorporate any feedback from the Board, and submit a revised budget for approval at the March 2019 Board meeting. This will allow new Board Members a greater opportunity to complete their orientation and examine related Board material prior to engaging in the Budget review. Table 1, below, presents the 2019 Budget Schedule as proposed by Administration.

Table 1: 2019 Budget Schedule	
Budget deliberations with Senior Management Team	August 2 – September 27, 2018
Draft Capital Budget and 10-Year Capital Forecast submitted to Finance	August 31, 2018
Draft Operating Budgets submitted to Finance	September 28, 2018
Draft Budget presented to Chief Administrative Officer	October 23, 2018
Reserve and Reserve Fund Strategy Update presented to Board for review and approval	January 2019 Board Meeting
Draft 2019 Budget package provided to Board for review	3 Weeks Prior to February 2019 Board Meeting
Draft 2019 Budget presented to Board; Administration will be available to answer questions	February 2019 Board Meeting
Final Draft 2019 Budget presented to Board for approval	March 2019 Board Meeting

FINANCIAL IMPLICATIONS



There are no direct financial implications to this report.

CONCLUSION

It is concluded that the proposed 2019 Budget Schedule has been developed to maximize the efficient and effective development of the 2019 Budget Package, with a target date for final Board approval of March 2019, and should be approved.

REFERENCE MATERIALS ATTACHED

None.

PREPARED BY:	Garrick Sherman, CPA, CA, Supervisor, Accounting The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	 Keri Greaves, CPA, CMA, Acting Director – Corporate Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board