

ANNUAL REPORTS

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Corporate Affairs	Monthly Financial Report	Associate Director Business Services
2	February (A)	Corporate Affairs	Planning Enrolment Projection	Associate Director of Planning and Facilities
3	February (A)	Corporate Affairs	Legal Fees Report	Associate Director Business Services
4	February (A)	Corporate Affairs	Statement Reserves Accumulated Surplus	Associate Director Business Services
5	February (A)	Corporate Affairs	Monthly Financial Report	Associate Director Business Services
6	March (A)	Corporate Affairs	Monthly Financial Report	Associate Director Business Services
7	April (A)	Corporate Affairs	Monthly Financial Report	Associate Director Business Services
8	May (A)	Corporate Affairs	Monthly Financial Report	Associate Director Academic Affairs
9	September (A)	Corporate Affairs	Enrolment for September Report	Associate Director Academic Affairs
10	September (A)	Corporate Affairs	Trustee Honorarium Report	Associate Director Academic Affairs
11	September (A)	Corporate Affairs	Monthly Financial Report	Associate Director Business Services
12	October (A)	Corporate Affairs	Trustee Honorarium Report	Associate Director Business Services
13	November (A)	Corporate Affairs	Monthly Financial Report	Associate Director Business Services
14	December (A)	Corporate Affairs	Revised Budget Estimate for Consideration	Associate Director Business Services