

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY ANNUAL REPORTS

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
2	February (A)	Corporate Services	Legal Fees Report	Executive Superintendent Business Services
3	February (A)	Corporate Services	Statement Reserves Accumulated Surplus	Executive Superintendent Business Services
4	February (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
5	March (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
6	March (A)	Corporate Services	Planning Enrolment Projection	Associate Director of Planning and Facilities
7	April (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
8	May (A)	Corporate Services	Monthly Financial Report	Associate Director Academic Services

<b>9</b>	September (A)	Corporate Services	Preliminary Enrolment Reports Full Day Kindergarten, Elementary and Secondary Schools	Associate Director Academic Services
<b>10</b>	September (A)	Corporate Services	Trustee Honorarium Report	Associate Director Academic Services
<b>11</b>	September (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
<b>12</b>	October (A)	Corporate Services	Trustee Honorarium Report	Executive Superintendent Business Services
<b>13</b>	November (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
<b>14</b>	November (A)	Corporate Services	Parent/Guardian and Student Transition Surveys	
<b>15</b>	December (A)	Corporate Services	Revised Budget Estimate for Consideration	Executive Superintendent Business Services