

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	Statement Reserves Accumulated Surplus	Executive Superintendent Business Services
3	February (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
4	March (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
5	March (A)	Corporate Services	Planning Enrolment Projection	Associate Director of Planning and Facilities
6	April (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
7	May (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
8	September (A)	Corporate Services	Preliminary Enrolment Reports Full Day Kindergarten, Elementary and Secondary Schools	Associate Director Academic Services

9	September (A)	Corporate Services	Trustee Honorarium Report	Associate Director Academic Services
10	September (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
11	October (A)	Corporate Services	Trustee Honorarium Report	Associate Director Academic Services
12	November (A)	Corporate Services	Monthly Financial Report	Executive Superintendent Business Services
13	November (A)	Corporate Services	Legal Fees Report	Executive Superintendent Business Services
14	November (A)	Corporate Services	Parent/Guardian and Student Transition Surveys	Associate Director of Planning and Facilities
15	December (A)	Corporate Services	Revised Budget Estimate for Consideration	Executive Superintendent Business Services