



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## Memorandum

To: Board of Trustees  
From: Tracy Barill, Director of Education  
Date: February 26, 2024  
Subject: **2024/2025 Budget Process**  
Origin: Marie Hammond, Chief Financial Officer

## Purpose

To provide the Board of Trustees an outline of the 2024/2025 budget process and associated timelines.

## Background

Planning for the 2024/2025 budget has commenced with the objective of developing a balanced budget to submit to the Ministry of Education following Trustee review and approval by the end of June 2024. The budget development process for the 2024/2025 budget will follow a similar structure to prior years.

A major component of the budget process is looking at potential risks or exposures and efficiencies and/or opportunities that may influence the board's budget. Factors such as Ministry funding, student enrolment, staffing, benefits, multi-year contracts and absence related costs are possible impacts to be considered as well as the balance of board reserves. The goal is to develop a balanced budget that aligns with the Board's Multi-Year Strategic Plan (MYSP) and maintains compliance with all ministry and legislative requirements.

The design of the budget process and timelines allows for analysis, discussion and decision making to occur throughout the process as information becomes available.

Integral to the budget development process is consultation with board stakeholders. Input will be sought again this year through Thoughtexchange to deepen our understanding of how stakeholders feel the Board can improve in the priority areas of Supporting Faith and Well-Being, Advancing Human Rights and Equity and Improving Student Learning. Parents/guardians/caregivers, students, staff and members of the

broader catholic community will have an opportunity to provide feedback. It is important to make intentional connections between the MYSP and the 2024/2025 budget to ensure the budget supports the goals and direction for the upcoming school year.

An outline of the 2024/2025 budget process is as follows:

### **Senior Administration**

- January to April - weekly discussions to identify scenarios and options
- April to June – adjustments as required as information becomes known
- February to June – staffing processes as per collective agreements

### **Finance Committee**

- February – current budget review, review process and timelines
- February/March – engage stakeholders (internal and external)
- April – review public input, priorities, pressures, viable options
- May – first draft of the budget booklet
- June – final draft for recommendation to Board of Trustees

### **Board of Trustees**

- February – budget process
- March – funding announcements
- May – first draft budget
- June – final draft for review and approval

### **Public Consultation**

- February/March

### **Next Steps**

Updates will be provided throughout the process with adjustments to the schedule as required as additional information becomes known.

TB/MH/II