

Financial Services Department  
**BUDGET PLANNING TIMELINE 2020/21**

<b>ACTION</b>	<b>TIMING</b>
Email Budget Officers with instructions	May 9, 2019
Distribute worksheets and begin accepting budget addition requests	May 9, 2019
Budget Officer Training Sessions	May 2019
Departments return worksheets and addition requests	June 28, 2019
SLT review and approve worksheets for their area	August 16, 2019
Approved worksheets distributed	August 23, 2019
SLT review and approve budget addition requests	September 27, 2019
SLT review and approve tuition revenue estimate	September 27, 2019
Present Preliminary Budget to Langara Council for discussion	November 2019
Present Preliminary Budget to Board for discussion	November 2019
Budget Presentations	February 2020
Present Final Budget to Board for approval	March 2020