

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM OCT 2003 TO FEB 2005
CROWN CORPORATIONS AND AGENCIES**

DUE DATE	REPORT (DESCRIPTION AND REQUIREMENTS BELOW)
October 10, 2003	<ul style="list-style-type: none"> • Draft Budget Summaries to CAsE for Crowns in CAsE budget process
October 17, 2003	<ul style="list-style-type: none"> • 2003/04 Second Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2003 Third Quarter YTD Actuals) • Quarterly Capital Report to TBS • Board-approved Budget Summaries to CAsE (for Crowns in CAsE budget process)
October 31, 2003	<ul style="list-style-type: none"> • 2003/04 Second Quarter Revised Forecast & 2004/05-2006/07 Projections to TBS (for Crowns with Dec 31 year end, 2003 Revised Forecast & 2004-2006 Projections) (to be approved by Boards/Chairs prior to submission) • Second Quarterly Report communications plans and release information due to CAsE for Crowns preparing separate public releases
November 1-30, 2003	<ul style="list-style-type: none"> • Crown Budget Presentations to Treasury Board (for Crowns in CAsE budget process, other Crown presentations to go through ministries)
November 27, 2003	Release of the Second Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)
December 15, 2003	<ul style="list-style-type: none"> • Draft 2004/05-2006/07 Service Plans to CAsE for review.
January 9, 2004	<ul style="list-style-type: none"> • 2003/04 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2003 Third Quarter YTD Actuals) (draft, subject to confirmation by January 30) • Quarterly Capital Report to TBS
January 1-15, 2004	<ul style="list-style-type: none"> • Crowns provide final 2004/05-2006/07 Service Plans to responsible Ministers for comment
January 23, 2004	<ul style="list-style-type: none"> • 2003/04 Third Quarter Revised Forecast & 2004/05-2006/07 Budget Projections to TBS (for Crowns with Dec 31 year end, 2003 Revised Forecast & 2004-2006 Projections) (to be approved by Boards/Chairs prior to submission) • Third Quarterly Report communications plans and release information due to CAsE for Crowns preparing separate public releases
January 30, 2004	<ul style="list-style-type: none"> • Final board-approved 2004/05-2006/07 Service Plans to CAsE
February 17, 2004	2003/04 Third Quarterly Report and 2004/05-2006/07 Budget and Service Plans Tabled in the Legislature (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)
April 15, 2004	<ul style="list-style-type: none"> • For Crowns with Dec 31 year end, draft 2003/04 Annual Service Plan Report to CAsE for review
April 22, 2004	<ul style="list-style-type: none"> • Preliminary 2003/04 Comparative Financial Statements to OCG (for Crowns with a Dec 31 year end, the 2003 Audited Comparative Financial Statements and the March 2004 YTD Actuals) • Quarterly Capital Report to TBS
April 30, 2004	<ul style="list-style-type: none"> • For Crowns with Dec 31 year end, draft 2003/04 Annual Service Plan Report to responsible Ministers for comment
May 15, 2004	<ul style="list-style-type: none"> • For Crowns with Dec 31 year end, final board-approved 2003/04 Annual Service Plan Report to CAsE • For Crowns with Mar 31 year end, draft 2003/04 Annual Service Plan Report to CAsE for review
May 21, 2004	<ul style="list-style-type: none"> • 2004/05 Budget Submission Update & preliminary 2005/06-2007/08 Projections to TBS
May 28, 2004	<ul style="list-style-type: none"> • 2003/04 Audited Comparative Financial Statements to OCG
May 31, 2004	For Crowns with Dec 31 year end, last date for responsible Ministers to table 2003/04 Annual Service Plan Reports
June 1, 2004	<ul style="list-style-type: none"> • For Crowns with Mar 31 year end, draft 2003/04 Annual Service Plan Report to responsible Ministers for comment
June 15, 2004	<ul style="list-style-type: none"> • For Crowns with Mar 31 year end, final board-approved 2003/04 Annual Service Plan Report to CAsE

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DUE DATE	REPORT (DESCRIPTION AND REQUIREMENTS BELOW)
June 30, 2004	<ul style="list-style-type: none"> For FIA Crowns with Dec 31 year end, due date for FIA information to be forwarded to responsible Minister.
June 24 - 30, 2004	Release of Public Accounts and 2003/04 Annual Service Plan Reports (including those for Crowns with Mar 31 year end)
July 23, 2004	<ul style="list-style-type: none"> 2004/05 First Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2004 Second Quarter YTD Actuals) Quarterly Capital Report to TBS
August 18, 2004	<ul style="list-style-type: none"> 2004/05 First Quarter Revised Forecast & 2005/06 – 2007/08 Projections to TBS (for Crowns with Dec 31 year end, 2004 Revised Forecast & 2005-2007 Projections) (to be approved by Boards/Chairs prior to submission) First Quarterly Report communications plans and release information due to CAsE for Crowns preparing separate public releases
September 9-15, 2004	Release of the First Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)
September 30, 2004	<ul style="list-style-type: none"> For FIA Crowns with Mar 31 year end, due date for FIA information to be forwarded to responsible Minister.
October 15, 2004	<ul style="list-style-type: none"> Draft Budget Summaries to CAsE for Crowns in CAsE budget process
October 22, 2004	<ul style="list-style-type: none"> 2004/05 Second Quarter YTD Actuals (for Crowns with Dec 31 year end, 2004 Third Quarter YTD Actuals) Quarterly Capital Report to TBS Board-approved Budget Summaries to CAsE (for Crowns in CAsE budget process)
October 29, 2004	<ul style="list-style-type: none"> 2004/05 Second Quarter Revised Forecast & 2005/06-2007/08 Projections to TBS (for Crowns with Dec 31 year end, 2004 Revised Forecast & 2005-2007 Projections) (to be approved by Boards/Chairs prior to submission) Second Quarterly Report communications plans and release information due to CAsE for Crowns preparing separate public releases
November 1-30, 2004	<ul style="list-style-type: none"> Crown Budget Presentations to Treasury Board (for Crowns in CAsE budget process, other Crown presentations to go through ministries)
November 25-30, 2004	Release of the Second Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)
December 15, 2004	<ul style="list-style-type: none"> Draft 2005/06-2007/08 Service Plans to CAsE for review.
January 7, 2005	<ul style="list-style-type: none"> 2004/05 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2004 Third Quarter YTD Actuals) (draft, subject to final confirmation by January 28) Quarterly Capital Report to TBS
January 1-14, 2005	<ul style="list-style-type: none"> Crowns provide final 2005/06-2007/08 Service Plans to responsible Ministers for comment
January 21, 2005	<ul style="list-style-type: none"> 2004/05 Third Quarter Revised Forecast and 2005/06-2007/08 Budget Projections to TBS (for Crowns with Dec 31 year end, 2004 Revised Forecast & 2005-2007 Projections) (to be approved by Boards/Chairs prior to submission) Third Quarterly Report communications plans and release information due to CAsE for Crowns preparing separate public releases
January 28, 2005	<ul style="list-style-type: none"> Final board-approved 2004/05-2006/07 Service Plans to CAsE
February 15, 2005	2004/05 Third Quarterly Report and 2005/06-2007/08 Budget and Service Plans Tabled in the Legislature (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)

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REPORT DESCRIPTIONS AND REQUIREMENTS

Budget Submission Update & Preliminary Projections

- Crowns to update budget material submitted in January to reflect the actual conditions to date, and extend projections for an additional year.

Quarterly YTD Actuals

- YTD comparative financial statements (includes balance sheet, income statement and cash flows)
- Completed Supplemental Financial Report (Appendix C reports for OCG)
- Explanation of significant variances (both year-to-year and YTD-to-budget)
- Analysis of differences in accounting policy between Crowns/Agencies and government, including impact on net debt and capital numbers (using the government's accounting policies)
- Details on unusual or extraordinary items and prior year restatements
- Details on FTEs
- For Crowns with a year-end other than March 31, the quarterly information provided is to be for the period from the year-end to the end of the reported quarter. In addition, OCG may require information to make "stub-period" adjustments to adjust aggregate results so that they are comparable with the government's fiscal year-end. This will not affect individual reported Crown/Agency results, but will help ensure that the government's summary accounts properly report activity during the government's fiscal year. Stub period information will relate to the January – March period for some Crowns and the July – March period for some Agencies.
- For additional information, contact the Office of the Comptroller General.

Quarterly Capital Report

- For taxpayer-supported Crowns, summary update by project on projects >\$1.5 million as per information required in previous years, unless otherwise specified by Treasury Board. For taxpayer-supported and commercial Crowns, in-year year-to-date and revised forecasts are required for total capital spending (on an accrued basis). Consistent with Budget Transparency and Accountability Act, separate information is required for capital projects exceeding \$50M. For additional information, contact Capital Division of Treasury Board Staff (see contacts section).
- Information on significant variances in year-to-date (compared to calendarized budgets) and revised forecasts (compared to the February budget).

First and Second Quarter Revised Forecast and Projections

- Completed reporting template, including revised forecast and updated projections for 2005/06 to 2007/08
- Explanation of significant variances for (both year-to-year and revised forecast-to-budget)
- Summary information on projects >\$50 million
- Analysis of portfolio and exposures, details of debt strategy
- Details on unusual or extraordinary items and prior year restatements
- Details on projected loan activity and investments
- Key assumptions and operating indicators, including risks and sensitivities of key assumptions
- For additional information, contact the Fiscal and Economic Analysis Branch of Treasury Board Staff. A refined template has been developed to ensure that minimum information is collected to prepare complete summary account financial forecasts.

Budget Summaries

- Applicable only to Crowns that are in the CAsE budget process; remaining Crowns will be part of ministry presentations - list to be distributed
- Use presentation format to be communicated in August by Crown Agencies Secretariat.
- Forecast information should be consistent with what is prepared for the 2nd Quarterly Report. The Revised Forecast and Projections prepared for 2nd Quarterly Report should be shown as status quo with known material differences disclosed separately

Third Quarter Revised Forecast and Budget Projections

- This information will be published as part of the government's 2005/06 budget and must be consistent with financial information in corporation/agency service plans.
- Completed reporting template, including current year revised forecast, next year's budget and projections for the following two years.
- Budget and projections, will incorporate Board Strategic Plans and/or directions of Treasury Board.
- Explanation of significant variances for current year forecast (both year-to-year and forecast-to-budget)
- Summary information on projects >\$50 million
- Analysis of portfolio and exposures, details of debt strategy
- Details on unusual or extraordinary items and prior year restatements
- Details on projected loan activity and investments
- Key assumptions and operating indicators for budget and projections, including risks and sensitivities of key assumptions
- Preliminary monthly calendarizations of budget income and cash flow statements.
- For additional information, contact the Fiscal and Economic Analysis Branch of Treasury Board Staff. A refined template has been developed to ensure that minimum information is collected to prepare complete summary account financial forecasts.

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Quarterly Report Communications Plans and Release Information

- Applicable to those Crowns that release separate quarterly information to the public.
- This will include press releases and backgrounders, briefing material or questions and answers prepared for Ministers responsible.
- Where Crown corporations/SUCH agencies plan to release quarterly reports earlier than the provincial government's schedule, communications material should be forwarded to Crown Agencies Secretariat at least one week prior to planned release.
- For additional information, contact the Crown Agencies Secretariat.

Financial Information Act Requirements (FIA)

The FIA requires Crown agencies to publish a statement of assets and liabilities, operational statement, schedule of debt, and statement of employee earnings and expenses, and payments to suppliers for goods and services received. Guidance on preparation and submission of FIA reporting is provided by OCG at <http://www.fin.gov.bc.ca/ocg/fmb/FIA/fia.htm>