

**INFORMATION REQUIREMENTS AND EVENTS CALENDAR FROM APRIL 2006 TO MAR 2007
SERVICE DELIVERY CROWN AGENCIES**

DUE DATE	REPORT (DESCRIPTION AND REQUIREMENTS BELOW)
April 18, 2006	<ul style="list-style-type: none"> For Crowns with Dec 31 year end, draft 2005/06 Annual Service Plan Report to Ministry for review
April 21, 2006	<ul style="list-style-type: none"> Preliminary 2005/06 Comparative Financial Statements to OCG (for Crowns with a Dec 31 year end, the 2005 Audited Comparative Financial Statements and the March 2006 YTD Actuals)
May 2, 2006	<ul style="list-style-type: none"> For Crowns with Dec 31 year end, draft 2005/06 Annual Service Plan Report to responsible Ministers for comment
May 16, 2006	<ul style="list-style-type: none"> For Crowns with Mar 31 year end, draft 2005/06 Annual Service Plan Report to Ministry for review
May 23, 2006	<ul style="list-style-type: none"> For Crowns with Dec 31 year end, PDF version of final board-approved 2005/06 Annual Service Plan Report to CASe
May 26, 2006	<ul style="list-style-type: none"> 2006/07 Budget Submission Update & preliminary 2007/08-2010/11 Projections to TBS Quarterly Capital Plan Update to TBS 2005/06 Audited Comparative Financial Statements to OCG For Crowns with Dec 31 year end, printed version of final board-approved 2005/06 Annual Service Plan Report to Minister for tabling in the Legislature
May 31, 2006	For Crowns with Dec 31 year end, last date for responsible Ministers to table 2005/06 Annual Service Plan Reports
June 1, 2006	<ul style="list-style-type: none"> For Crowns with Mar 31 year end, draft 2005/06 Annual Service Plan Report to responsible Ministers for comment
June 20, 2006	<ul style="list-style-type: none"> For Crowns with Mar 31 year end, PDF version of final board-approved 2005/06 Annual Service Plan Report to CASe
June 22, 2006	<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 and posted on Crown website. For Crowns with Mar 31 year end, printed version of final board-approved 2005/06 Annual Service Plan Report to Minister for tabling in the Legislature
June 26 - 30, 2006	Release of Public Accounts and 2005/06 Annual Service Plan Reports (including those for Crowns with Mar 31 year end)
July 21, 2006	<ul style="list-style-type: none"> 2006/07 First Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2006 Second Quarter YTD Actuals)
August 11, 2006	<ul style="list-style-type: none"> 2006/07 First Quarter Revised Forecast & 2007/08 – 2010/11 Projections to TBS and Ministry (for Crowns with Dec 31 year end, 2006 Revised Forecast & 2007-2010 Projections) (to be approved by Boards/Chairs prior to submission) Quarterly Capital Plan Update to TBS Draft Budget Summaries to Ministry for review. Note: The Budget Summary and Q1 Forecast/Projections will be used by ministries in preparing their 2007/08 budget requests to Treasury Board due to TBS in mid-September First Quarterly Report communications plans and release information due to Ministry for Crowns preparing separate public releases
September 1, 2006	<ul style="list-style-type: none"> Board-approved Budget Summaries to Ministry
September 12-15, 2006	Release of the First Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)
September 15, 2006	<ul style="list-style-type: none"> Ministry/Crown Budget Submissions due to TBS - Ministries to use board-approved Crown Budget Summary and Q1 Forecast/Projections in preparation of submission, plus any material fiscal impacts since August, including proposed funding changes (disclosed separately)
September 16-30, 2006	<ul style="list-style-type: none"> Ministry/Crown Budget Submissions reviewed by Treasury Board - Treasury Board to select certain Ministry/Crown presentations for further follow-up in October/early November
September 29, 2006	<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 and posted on Crown website.

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DUE DATE	REPORT (DESCRIPTION AND REQUIREMENTS BELOW)
October 1 - November 15, 2006	<ul style="list-style-type: none"> • Individual Ministry/Crown presentations to Treasury Board
October 20, 2006	<ul style="list-style-type: none"> • 2006/07 Second Quarter YTD Actuals (for Crowns with Dec 31 year end, 2006 Third Quarter YTD Actuals)
November 1, 2006	<ul style="list-style-type: none"> • 2006/07 Second Quarter Revised Forecast & 2007/08-2010/11 Projections to TBS and Ministry (for Crowns with Dec 31 year end, 2006 Revised Forecast & 2007-2010 Projections) (to be approved by Boards/Chairs prior to submission) • Quarterly Capital Plan Update to TBS • Second Quarterly Report communications plans and release information due to Ministry for Crowns preparing separate public releases
November 27-30, 2006	Release of the Second Quarterly Report (Crowns to have Briefed Ministers Responsible and Provided Them with Briefing Material)
December 11-22, 2006	<ul style="list-style-type: none"> • Ministries to receive notification of budget allocations • Ministries to inform Crowns of funding allocations • Draft 2007/08-2009/10 Service Plans to Ministry for review, subject to resource summary updates
January 12, 2007	<ul style="list-style-type: none"> • 2006/07 Third Quarter YTD Actuals to OCG (for Crowns with Dec 31 year end, 2006 Preliminary Actuals) (draft, subject to final confirmation by January 31) • 2006/07 Third Quarter Revised Forecast and 2007/08-2010/11 Budget Projections to TBS (for Crowns with Dec 31 year end, 2006 Preliminary Actuals & 2007-2010 Projections) (government funding to be consistent with amounts approved by Treasury Board in the Ministry/Crown budget submission) (to be approved by Boards/Chairs prior to submission) • Quarterly Capital Plan Update to TBS • Third Quarterly Report communications plans and release information due to Ministry for Crowns preparing separate public releases
January 15, 2007	<ul style="list-style-type: none"> • Crowns provide penultimate 2007/08-2009/10 Service Plans to responsible Ministers for comment
January 22, 2007	<ul style="list-style-type: none"> • Responsible Ministers to provide comments on penultimate 2007/08-2009/10 Service Plans to Crowns
January 26, 2007	<ul style="list-style-type: none"> • Final board-approved 2007/08-2009/10 Service Plans to Ministry/responsible Minister, service plans to use financial projections provided to TBS on January 12 unless approval for change received from the Deputy Minister of Finance.
February 20, 2007	2006/07 Third Quarterly Report and 2007/08-2009/10 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
- For Crowns with a December 31 year-end, the quarterly information provided is to be for the period from January 1 to the end of the reported quarter. OCG will make "stub-period" adjustments to remove the Crown's previously reported January to March results in order to arrive at the operating results for the Crown during the period being reported on by government.
- The Office of the Comptroller General may provide further direction on the reporting of actual results.

First and Second Quarter Revised Forecast and Projections

- Completed reporting template, including revised forecast and updated multi-year projections
- Explanation of significant variances for (both year-to-year and revised forecast-to-budget)
- Summary information on projects >\$50 million
- Details on unusual or extraordinary items and prior year restatements
- Key assumptions and operating indicators, including risks and sensitivities of key assumptions
- For additional information, contact the Fiscal Planning and Estimates Branch of Treasury Board Staff. A template has been developed to ensure that minimum information is collected to prepare complete summary account financial forecasts.

Quarterly Capital Plan Update

- List of currently approved projects and expenditures by fiscal year
- Estimates of potential capital spending where projects have not yet been approved.
- Fiscal year total spending must match capital spending reported as part of the quarterly multi-year financial forecast.
- TBS may provide further direction on format.

Budget Summaries

- Use presentation format to be communicated in July by Treasury Board Staff.
- Forecast information should be consistent with what is prepared for the 1st Quarterly Report. The Revised Forecast and Projections prepared for 1st 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 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
- Details on unusual or extraordinary items and prior year restatements
- 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 Planning and Estimates Branch of Treasury Board Staff. A template has been developed to ensure that minimum information is collected to prepare complete summary account financial forecasts.

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>