## 2023-24 Annual Service Plan Report Process Map

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|  | **April** | **May** | **June** | **July** | **August** | **Sept** |
| **Key Dates** | April 17: Crowns submit preliminary financials to OCG | May 15: Crowns submit audited financial statements to OCG |  |  | **Public Accounts Published by Aug 31** |  |
| **Ministry / Crown Executive Approvals** |  | **Before submitting drafts to CAS LAN**  Ministries and their Crown agencies are responsible for determining and seeking adequate and appropriate internal approval processes for report content (program, financial and contextual), per the [Roles and Responsibilities](https://intranet.gov.bc.ca/cas/ppr/service-plan-reports#roles) appendix in the guidelines. | Recommended DM draft preview at this point, so they are aware of what is submitted to CAS/TBS | Revised content & financials reviewed and approved.  **Once ministries receive CABRO and TBS approval via email,** ministries coordinate minister and board approvals and signatures. |  |  |
| **Ministry and Crown Actions** | **Mar - April**  Preliminary work (data gathering, reviewing service plan) in preparation for guidelines and templates. Once guidelines are released, draft work continues. | **By June 7**  Ministry contacts submit drafts to CAS LAN for their ministry and related Crown agencies. |  | **July 2 - 12**  Ministries and Crown agencies address comments received from CAS/TBS & add final financial info to report.  Ministry contacts submit internally-approved drafts to CAS SharePoint for final CAS and TBS approval | **By Friday, Aug 9**  Final, signed ASPRs are submitted to CAS SharePoint by ministry contacts |  |
| **Crown Agencies Secretariat (CAS) Actions** |  | **April 10**  Guidelines and templates are distributed.  **April 16**  Launch webinar for ministries and Crowns.  **May**  Support Sessions hosted for ministry and Crown contacts via the Community of Practice |  | CAS portfolio leads review the changes made to ensure the revisions are appropriate and provides approval. | **August 12 – 30th**  In coordination with King’s Printer, prepares final files, reviews and approves proofs, and coordinates printing, filing with the Office of the Clerk, and publishing online. | **Sept**  Debrief and Review of the Process |
| **Treasury Board Staff (PBO) Actions** |  | **\*Each ministry, CAS portfolio lead, and TBS (PBO) contact will jointly determine their ideal review schedule based on priorities and needs.**  **This includes board review and approvals** | **June 10 - 28**  CAS portfolio leads and TBS (PBO) review drafts, combine comments, and provide the reviewed drafts back to ministries once they are available, potentially before June 30th. | *TBS (PBO) is not involved in this step, as comments and concerns will have been flagged for revision in an earlier step.* |  |  |
| **Treasury Board Staff (FPE) Actions** |  |  | *TBS (FPE) is not involved in this step of the review, as audited or finalized financial information may not be available by this time.* | TBS (FPE) reviews the financial information they have available against the draft reports, follows up with ministry staff to resolve discrepancies, and provides approval. |  |  |