

# Annual Report 2016

## Preliminary Approval and Production Schedule<sup>1</sup>

All financial content (audited financial statements, financial highlights, capital and operating initiatives, etc.) year-end statistical data and other content to Advancement from VPFA, VPIT, VPA etc.	July 11
Draft report to President's Office for distribution to Executive Group	Aug. 3
Executive Group meeting	Aug. 8
Draft report to President's Office for distribution to second Executive Group meeting (if requested)	Aug. 17
Executive Group meeting (if requested)	Aug. 22
To Finance for verification of numerical data	Aug. 24
To Auditor General's Office for sign-off	Aug. 29
Return deadline for Auditor General's Office	Aug. 31
Revised draft report to University Secretary for distribution to Audit Committee, Institutional Advancement Committee and Board of Governors	Sept. 9
To design	Sept. 9
Audit Committee meeting	Sept. 22
Institutional Advancement Committee meeting	Sept. 22
Board of Governors meeting	Sept. 22
Introduction of Board initiated changes (if necessary) and Proofing	Sept. 23-30
To press and electronic copy available	Sept. 30
Print copies available	Oct. 7

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<sup>1</sup> Executive Group meeting dates for summer 2016 are confirmed. All other submission and meeting dates are subject to change.