



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

---

**Policy Type:** Executive Limitations – EL-6

**Page 1 of 2**

**Policy Title:** Budget & Financial Planning

**Date:** March 18, 2020

---

I hereby present my monitoring report on your Executive Limitations policy Budget & Financial Planning according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on October 10, 2012.

Superintendent  
March 18, 2020

**I. Interpretation:**

This policy means that the Superintendent will ensure that the DEC receives a quarterly update on the ASD-S budget in an understandable format divided by category. With each report, pressure points will be noted. The policy states ASD-S must live within the annual budget.

**II. Evidence:**

In the quarterly budget reports, we are showing for each category the approved budget amount, expenditures to date, the forecast to March 31<sup>st</sup> and any surplus or deficit. Unfortunately we cannot compare year over year as there are changes within categories over time. Members will be advised of pressure points within the budget with an explanation. The budget report is posted in advance of the meeting so questions can be asked at the meeting. The goal is to have a report that is meaningful to DEC.

The first financial report presented to the DEC in the new fiscal would be the financial forecast and would include all budget planning assumptions, such as any expected

1

---

There are two components to the Council's assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.

shortfalls within budget categories and how these shortfalls may be covered over the fiscal year. Even though it is impossible to guarantee a break-even budget, this is the goal. The reality is that about 85% of our budget is for salaries and these run the school year for the most part. Our budget planning assumption is always break-even; when we feel we cannot do this, the DEC is informed and it will mean more collaboration with EECD, as has happened in past years. We appreciate the support of the DEC Chair in identifying our budget pressure points at the provincial DEC Chair meetings with the Minister.

Throughout the year, the Superintendent reminds the Principals to discuss budget with their PSSCs as the funds must be used by the end of the fiscal. At the new administrators' meeting in August this is discussed. The Budget and Accounting Manager and staff present to new Principals on budgeting and make themselves available for school visits to support new administrators and administrative assistants. As we move to the end of the fiscal budget, Budget and Accounting staff will set expenditure deadlines for staff.

We have had a break-even budget since amalgamation and have met the needs of ASD-S in the best way possible with available financial resources. Pressure points continue to be Education Support Services, staff replacement costs, and Facilities with our minor repairs.

---

There are two components to the Council's assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.