



**DISTRICT EDUCATION COUNCIL
Superintendent's Monitoring Report**

POLICY NAME	Budgeting / Forecasting		
POLICY NUMBER	ASD-W-EL4	Number of Reports per year	4
Date of Report	March 19, 2015		
Date of Previous Report (s) This School Year	January 22, 2015 September 25, 2014		
Date of Future Report (s) This School Year	June 11, 2015		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Shawn Tracey, Director of Finance and Administration Terri McKellar, Budget and Accounting Manager		

REPORT:

- **Policy calls for assurances that the Superintendent will not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from council priorities established in educational goals and priorities policies. The Superintendent will show a generally acceptable level of foresight in his strategic work with the budget, ensuring the financial health of the district remains intact.**
- **The Superintendent is not intentionally incurring a deficit, understanding the parameters of the budget dollars assigned to us. While the 4th quarter report may show the numbers projecting a deficit for certain lines, the Superintendent and Director of Finance and Administration (DFA) continue to monitor actual expenses as they arise and can shift budget dollars from line to line to offset unexpected costs. The Superintendent and DFA have noted "areas of concern" and have monitored closely over the course of the year. There is also a contingency plan that includes the use of self-sustaining dollars for expenses we occur due to extra but necessary initiatives supporting our district as well as a collaborative process with the Department of Education and Early Childhood Development (EECD) if it is clear that the assigned budget does not satisfactorily meet the true needs of the district to meet the expectations of education services in our province.**
- **Through the attached "4th Quarter Report", the Superintendent and DFA will ensure appropriate and adequate information is made available to the District Education Council (DEC), demonstrating accurate projections of expenses and revenues, as necessary. (Appendix A)**

POLICY NAME**Budgeting / Forecasting**

- **Financial considerations for capital improvement projects and major capital construction projects will remain a separate process and in accordance with provincial guidelines and the Education Act. There is a process for emergency funding for facilities that incorporates the expertise and collaboration of EECD. The Superintendent has and will advise the DEC of any significant investment into capital costs from the self-sustaining dollars. At this time, money has been earmarked for the following, related to infrastructure and self-sustaining dollars: CFAS Soccer Field (\$25 000), TBA School Soccer Field (\$25 000), Woodstock High Vocational Upgrade (\$35 000), Gesner Special Grant (\$40 000), Summerhill Special Grant (\$40 000), Priestman Technology Project (\$3 000), Devon Library (\$10 000), Access Points (Portion of \$95 800 – leveraged \$52 00). Other expenditures from self-sustaining funds have gone towards or are ear-marked for professional development, required staffing not provided in the plan of establishment, Synervoice, and student leadership**
- **The Superintendent has not planned for expenditures in the fiscal year that would exceed the budgeted amounts that are provided to the district by EECD. In saying this, the Superintendent will make responsible financial decisions related to system necessities and priorities that he believes will be covered through efficiencies in our spending or, at last resort, using self-sustaining dollars to cover the cost.**
- **The Superintendent will ensure that the budget allotment to the DEC will meet their needs for Council development and Council and Committee meetings. Historically, EECD assigned a budget line specific to DEC Operating Expenses. This is no longer the case. In response to this, the Council may wish to review Policy ASD-W-EL4 #4 to determine if there is a better way to monitor DEC finances.**
- **The Superintendent and DFA will review practices for assigning school budgets once the 2015-16 global district budget is provided by the Department of Education and Early Childhood Development. The district will continue to follow the revenue sharing model with self-sustaining dollars (\$723 156.43 shared with schools this past year), to the extent possible. Self-sustaining revenue shared with schools can carry forward from fiscal year to fiscal year.**
- **The Superintendent, DFA, Budget and Accounting Manager and relevant Directors have met to ensure appropriate distribution of budgets to spending authorities in the district.**

Appendices:

- **A – 4th Quarter Report**

Superintendent's Signature: _____**DEC Chair Signature:** _____**Date:** _____

ANGLOPHONE SCHOOL DISTRICT - WEST
 DISTRICT EXPENDITURE PLAN - 4TH QUARTER
 FOR THE YEAR ENDING MARCH 31, 2015

Activity & Account	Description	Original Budget (DEP)	Budget Transfers Received	Oracle Budget 31-Jan-15	Expenses		% Spent to-Date	Amount	%	
					Year-to-Date 31-Jan-15	Forecast				
TOTAL INSTRUCTION		\$128,608,997	\$1,761,786	\$130,370,783	\$115,089,745	\$15,557,297	\$130,647,042	\$276,260	88.09%	(0.21%)
TOTAL EDUCATIONAL SUPPORT SERVICES		\$21,210,290	\$313,163	\$21,523,453	\$9,134,523	\$12,947,594	\$22,082,117	\$558,664	41.37%	(2.60%)
TOTAL STUDENT SUPPORT SERVICES SSE		\$2,684,036	\$0	\$2,684,036	\$861,536	\$1,089,682	\$1,951,219	\$732,817	44.15%	27.30%
TOTAL STUDENT SUPPORT SERVICES		\$944,500	\$265,171	\$1,209,671	\$459,206	\$473,534	\$932,740	\$276,931	49.23%	22.89%
TOTAL CURRICULUM SUPPORT SERVICES		\$0	\$1,321,967	\$1,321,967	\$512,899	809,068	\$1,321,967	\$0	1971.41%	0.00%
TOTAL INFORMATION TECHNOLOGY		\$373,786	\$0	\$373,786	\$73,587	\$300,199	\$373,786	\$0	19.89%	0.00%
TOTAL FACILITIES		\$20,061,244	\$0	\$20,061,244	\$14,587,749	\$6,650,029	\$21,437,902	\$1,376,658	68.05%	(6.86%)
TOTAL TRANSPORTATION		\$13,287,278	\$0	\$13,287,278	\$9,517,187	\$4,085,877	\$13,603,064	\$315,786	69.96%	(2.38%)
TOTAL DISTRICT OPERATIONS		\$8,817,711	(\$2,717,419)	\$6,171,292	\$4,182,137	\$1,471,623	\$5,653,760	\$517,532	73.97%	8.39%
TOTAL EMPLOYEE BENEFITS		\$12,946,948	(\$87,902)	\$12,859,046	\$13,147,767	\$160,873	\$13,308,640	(\$449,593)	98.79%	(3.50%)
TOTAL SPECIAL PROJECTS		\$0	\$10,472	\$10,472	-\$352,230	362,702	\$10,472	\$0	98.00%	0.00%
TOTAL		\$208,934,790	\$867,238	\$209,873,028	\$167,214,107	\$43,908,479	\$211,322,709	(\$1,449,681)	79.13%	(0.69%)
Transfer(s) from Self-sustaining Funds										
ADJUSTED SURPLUS / (DEFICIT)										
								Commitment from BECD	\$ 1,449,681.00	
								ADJUSTED SURPLUS / (DEFICIT)	\$ (0.00)	

Information required from District.