



**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	September 25, 2014		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	January 22, 2015 March 19, 2015 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. While the 2nd 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" to monitor closely. 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 "2nd 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.**

POLICY NAME

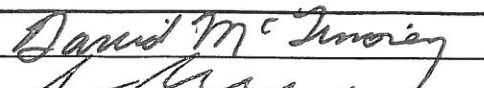
Budgeting / Forecasting

- 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 and gain input prior to making such investment.
- 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 is committed to sharing with the DEC the outline of a specific DEC budget that can be created based on historical costs, priorities and necessities associated with professional learning and meeting expenses.
- The Superintendent is committed to minimizing the effects of declining enrolment on school budgets. Strategies for this include a cap (2.5%) on budget changes from standardizing the school budgets across Anglophone West School District and providing a revenue sharing model with our self-sustaining dollars (\$723 156.43 shared with schools). 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 - 2nd Quarter Report
- B - Proposed DEC Budget, 2014-15 fiscal year
- C - DEC Budget, 2013-14 fiscal year

Superintendent's Signature:



DEC Chair Signature:

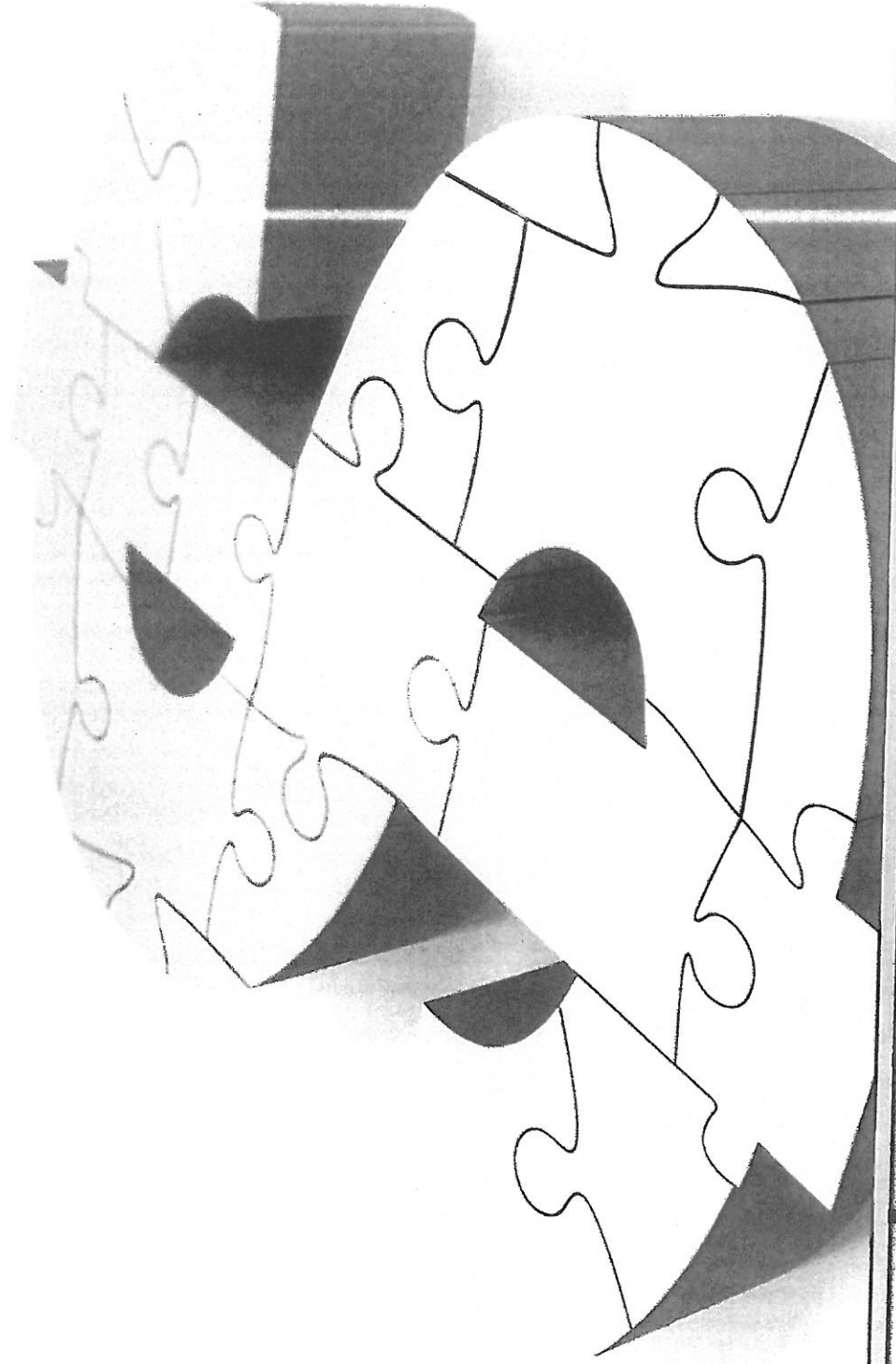
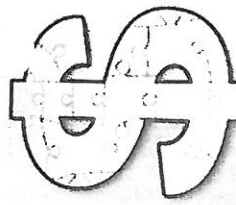


Date:

September 25/14

ANGLOPHONE SCHOOL DISTRICT - WEST
2nd Quarter Report
FOR THE YEAR ENDING MARCH 31, 2015

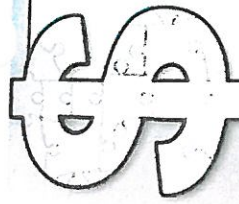
Activity & Account	Description	Original Budget (DEP)	Budget Transfers Received	Oracle Budget 30-Sep-14	Expenses			Variance	
					Year-to-Date 29-Aug-14	Forecast	Total	% Spent to-Date	Amount
TOTAL INSTRUCTION		\$128,608,997	\$1,593,840	\$130,202,837	\$54,736,540	\$75,906,774	\$130,643,315	41.90%	(\$440,478) (0.34%)
TOTAL EDUCATIONAL SUPPORT SERVICES		\$21,210,290	\$316,513	\$21,526,803	\$3,575,302	\$18,149,632	\$21,724,935	16.46%	(\$198,132) (0.92%)
TOTAL STUDENT SUPPORT SERVICES		\$2,684,036	\$0	\$2,684,036	\$368,517	\$1,629,305	\$1,997,822	18.45%	\$686,214 25.57%
TOTAL STUDENT SUPPORT SERVICES		\$944,500	\$123,120	\$1,067,620	\$196,489	\$618,131	\$814,620	24.12%	\$253,000 23.70%
TOTAL CURRICULUM SUPPORT SERVICES		\$0	\$1,208,284	\$1,208,284	\$179,880	1,028,404	\$1,208,284	1769.62%	\$0 0.00%
TOTAL INFORMATION TECHNOLOGY		\$373,786	\$0	\$373,786	\$431,245	-\$57,459	\$373,786	115.37%	\$0 0.00%
TOTAL FACILITIES		\$20,061,244	\$0	\$20,061,244	\$6,368,445	\$13,621,959	\$20,976,291	30.36%	(\$915,047) (4.56%)
TOTAL TRANSPORTATION		\$13,287,278	\$0	\$13,287,278	\$4,162,332	\$9,495,751	\$13,658,083	30.48%	(\$370,805) (2.79%)
TOTAL DISTRICT OPERATIONS		\$8,817,711	-\$2,717,419	\$6,171,292	\$2,044,611	\$3,918,319	\$5,962,929	34.29%	\$208,363 3.38%
TOTAL EMPLOYEE BENEFITS		\$12,946,948	(\$87,902)	\$12,859,046	\$8,069,168	\$5,536,678	\$13,605,846	59.31%	(\$746,799) (5.81%)
TOTAL SPECIAL PROJECTS		\$0	\$10,472	\$10,472	\$700,178	(700,178)	\$0	-	\$10,472 100.00%
TOTAL		\$208,934,790	\$446,907	\$209,452,697	\$80,832,706	\$129,147,316	\$210,965,910	38.32%	(\$1,513,213) (0.72%)
Transfer(s) from Self-sustaining Funds									
ADJUSTED SURPLUS / (DEFICIT)									(\$1,513,213) (0.72%)
Commitment from EECD									1513213
ADJUSTED SURPLUS / (DEFICIT)									0



Anglophone West School District

2nd Quarter Report

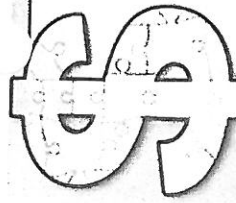
2014-2015 Fiscal Year



Second Quarter

We are projecting a balanced budget for the second quarter period with areas of concern.

Our Total Revised Budget is \$209,452,697 this fiscal.

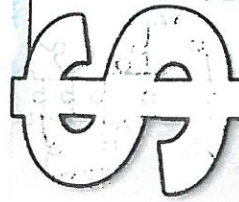


Second Quarter Issues

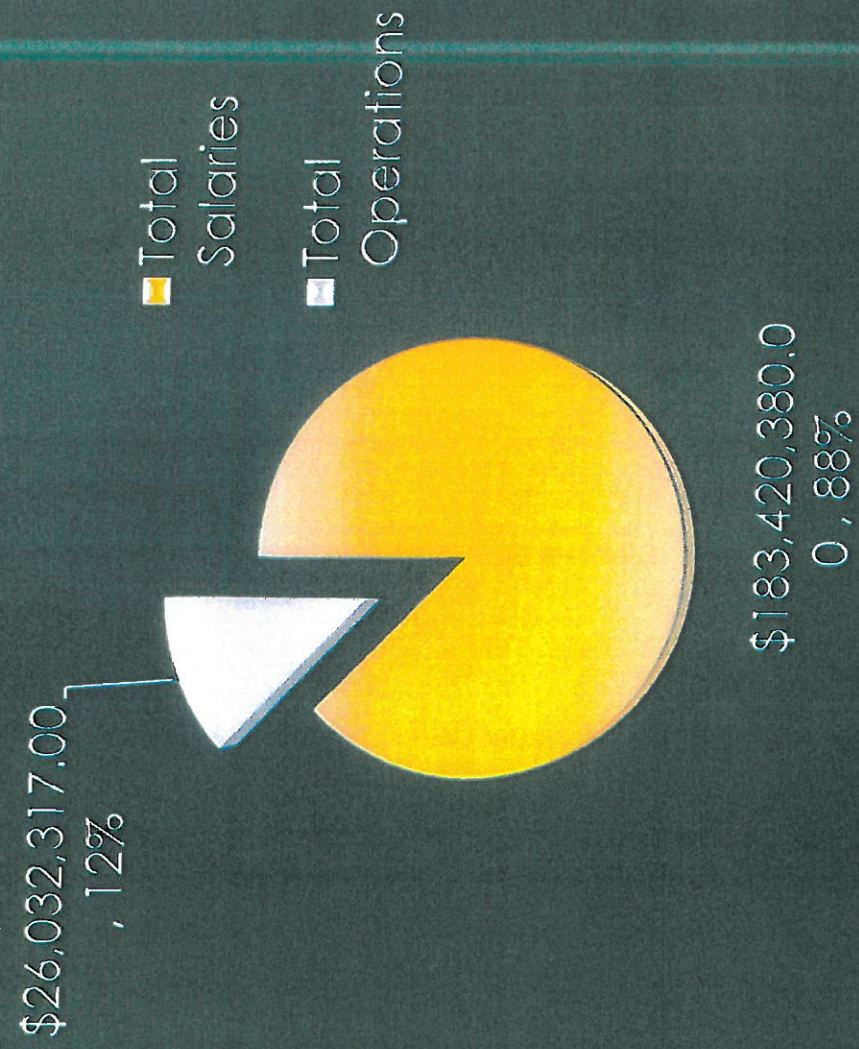
Budget Pressures Identified:

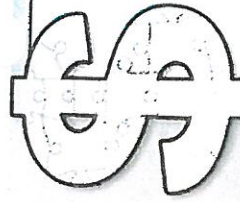
Replacement salaries for Teachers, Custodians & Bus Drivers are underfunded but support has been indicated by EECD to not allow these areas to become an operational issue.

Heating Fuel and Natural Gas are areas of concern with the price versus weather being unpredictable could result in issues during the 3rd and 4th quarter report.

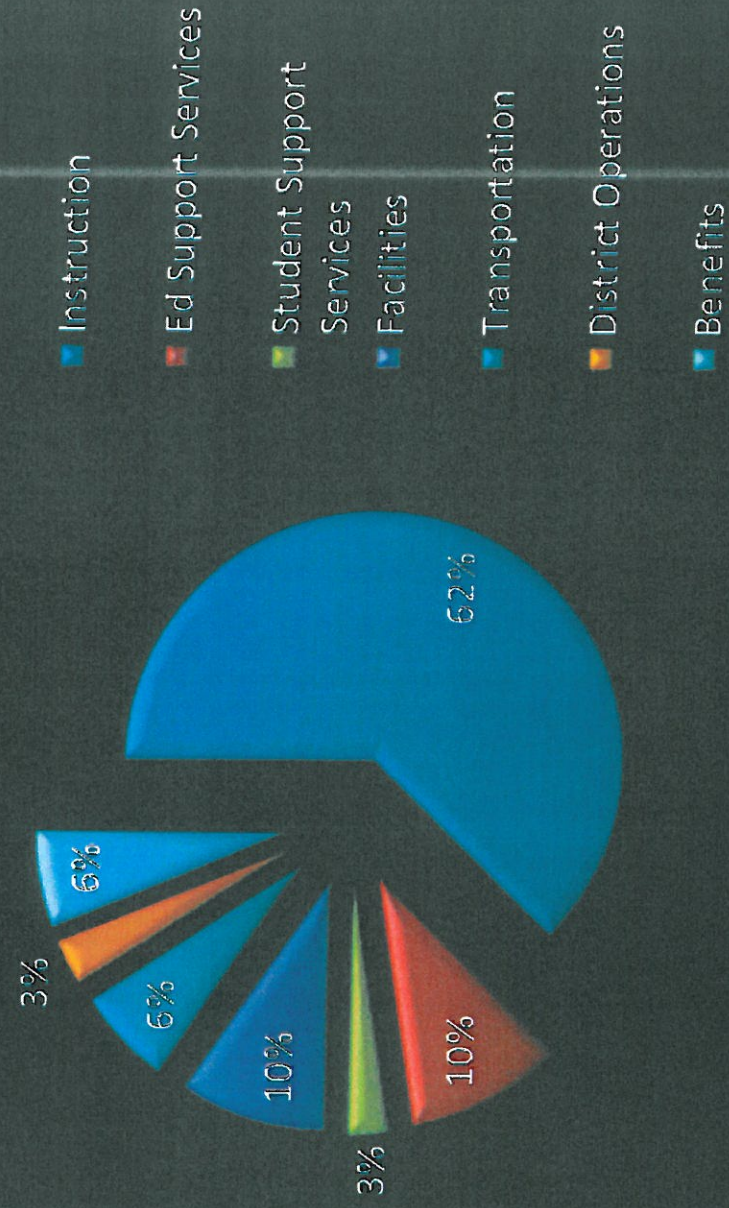


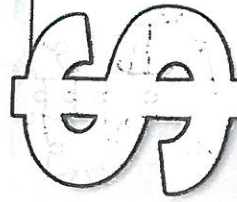
Salaries & Benefits vs Operations





Redistributed Budgets





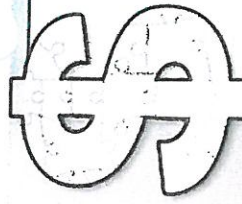
Revenue Sharing

This year a total of \$723,156.43 was shared with schools from the following areas:

International Students: \$596,956

Cafeteria Revenue: \$55,570.65

Rental Funds: \$70629.78

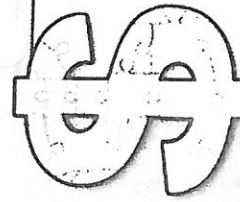


Former District Monies

Former District 18 balance is
\$561,109.34

Former District 17 balance is
\$330,146.85

Former District 14 balance is
\$992,859.84



Office of Superintendent

Retained Surplus from Dept. 19 at the Office of Superintendent is currently \$648,447.92.

This is made up with revenues from International Students, Cafeteria, Rental and Donations accounts.

Fiscal 2014-2015
DEC Budget Summary Report

Budget:	Initial Budget Load	\$ 32,000.00
	Total budget	<u>\$ 32,000.00</u>
Expenditures:	Business Meeting Expenses	\$ 1,476.22
	Travel	\$ 8,902.26
	Total expenditures	<u>\$ 10,378.48</u>
Forecasted Meeting Cost	Meetings Sept to March	\$ 16,373.72
	Hotels not calculated	
	Balance:	\$ 5,247.80

Fiscal 2013-2014
DEC Budget Summary Report

Budget:	Initial Budget Load	\$ 45,000.00
	Adjustment for DEC Training :EECD	\$ 3,000.00
	Adjustment for DEC Travel :EECD	\$ 1,103.51
	 Total budget	 <u>\$ 49,103.51</u>
 Expenditures:		
	Business Meeting Expenses	\$ 3,932.84
	Office Supplies	\$ 823.39
	Travel	\$ 17,231.80
	 Total expenditures	 <u>\$ 21,988.03</u>
	 Balance:	 <u>\$ 27,115.48</u>

**Travel Estimates
2014-2015 School Year
DEC Meetings**

Date	Place	Cost Estimate for Travel	Catered Meal
September 4th	FEC	\$ 741.28	\$ 350.00
September 25th	Hartland Community		
October 2nd	FEC	\$ 1,207.86	\$ 350.00
October 23rd	Stanley High School	\$ 741.28	\$ 350.00
November 6th	WEC	\$ 1,067.64	\$ 350.00
November 20th	Coles Island	\$ 1,046.32	\$ 350.00
December 11th	Bath Middle	\$ 1,599.82	\$ 350.00
January 8th	FEC	\$ 1,387.44	\$ 350.00
January 22nd	Bliss Carman Middle School	\$ 741.28	\$ 350.00
February 5th	WEC	\$ 774.08	\$ 350.00
February 19th	Meduxnekeag Consolidated	\$ 1,046.32	\$ 350.00
March 19th	Priestman Elementary	\$ 1,079.12	\$ 350.00
		\$ 741.28	\$ 350.00
Totals for Fiscal Year 2014-2015		\$ 12,173.72	\$ 4,200.00

Date	Place	Cost Estimate for Travel	Catered Meal
April 9th	FEC	\$ 741.28	\$ 350.00
April 23rd	St Mary's Academy		
May 7th	WEC	\$ 2,687.96	\$ 350.00
May 21st	Geary Elementary	\$ 1,046.32	\$ 350.00
June 11th	Central New Brunswick Academy	\$ 1,083.22	\$ 350.00
		\$ 1,443.20	\$ 350.00
Totals for Spring Sessions Fiscal Year 2015-16		\$ 7,001.98	\$ 1,750.00