



**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	January 26, 2017		
Date of Previous Report (s) This School Year	October 27, 2016		
Date of Future Report (s) This School Year	March 23, 2017 June 8, 2017		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Shawn Tracey, Director of Finance and Administration (DFA) Terri McKellar, Budget and Accounting Manager		

- **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.**
- **A district expenditure plan was created for the 2016-17 fiscal year that organizes the \$208 535 700 that has been assigned to ASD-W by the Department of Education and Early Childhood Development (EECD) as a global budget. With budget transfers, this amount is now \$211 515 332. 88% of this is used for staff salaries and benefits. 12% of this is used for operations.**
- **Through the attached "Third Quarter Report" (Appendix A and B), 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.**
- **As of November 30, 2016, there is a projected deficit of \$65 098, which is three one-hundredths of one percent (0.03%) of the ASD-W global budget.**
- **The Superintendent and DFA monitor a self-sustaining dollars budget that exists as a carry forward account. The main sources of revenue for this budget area come from international student tuition payments, cafeteria earnings and rental fees. Donations are also made, most often for the disbursement as scholarships and awards. The budget allows for the purchasing of goods or services that are not covered sufficiently by the global budget and to allow for investment in the district. Some examples of investments include technology, school furniture, site improvement, and staffing. A safe portion of this budget needs to be maintained to offset unexpected large costs associated with cafeterias. The district follows a revenue sharing model that provides schools with a portion of this money. Schools have a similar discretion in how their money is expended, in line with purchasing policies. A financial update on these accounts will be presented in June, 2017.**

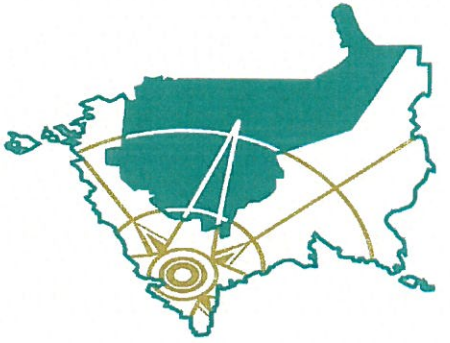
Policy Name**Budgeting / Forecasting**

- **The Superintendent will ensure that the budget allotment to the DEC will meet their needs for Council development and Council and Committee meetings and initiatives. The DEC Budget will be monitored through this report no less than two times per year (January and June). 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.**
- **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. DEC work associated with this occurs in the spring of each year. There is a process for emergency funding for facilities that incorporates the expertise and collaboration of EECD.**
- **The Superintendent will make responsible financial decisions related to system necessities and priorities that he believes will be covered through efficiencies in spending. This may involve the movement of dollars from one proposed budget line to another. As a last resort, self-sustaining dollars can be used to cover the cost.**
- **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. Self-sustaining revenue shared with schools can carry forward from fiscal year to fiscal year.**
- **The Superintendent and DFA have noted “areas of concern” to monitor closely.**

Appendices:

- **A – Third Quarter Power Point**
- **B – Third Quarter Spreadsheet Report**

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



ANGLOPHONE WEST SCHOOL DISTRICT

Appendix A

Third Quarter Report

Fiscal 2016-2017

As at November 30th, 2016

Third Quarter Specifics

- Currently we have a total redistributed budget of \$211,515,332
- At the Third Quarter we have forecasted a deficit of \$65,098



*Excited. Involved.
Prepared.*

Third Quarter Areas of Concern

- Replacement costs for Supply Teacher, Bus Drivers, Custodians and EA's
- Bus Operations: Due to fuel increases above the average calculation
- Heating Fuel and Energy Costs: Colder Winter and increased pricing

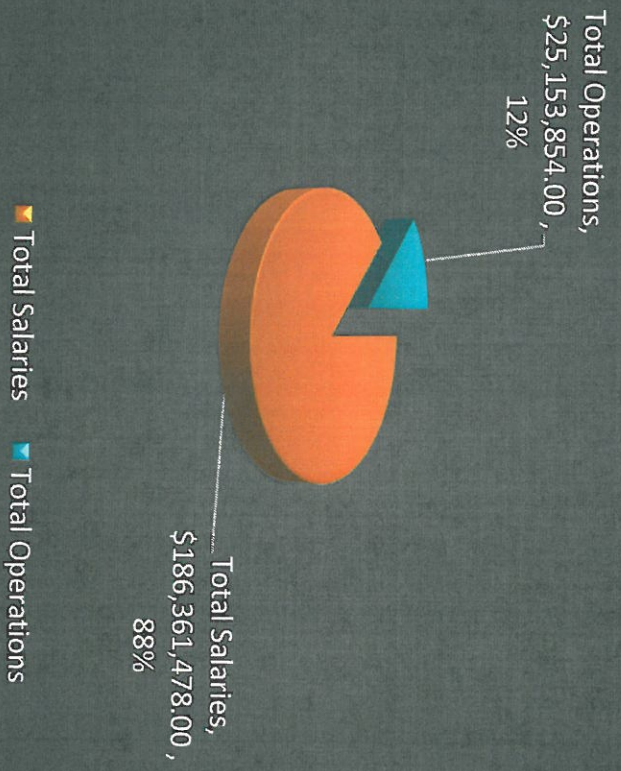


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Contingency Plan

- Discussing funding issues with Maintenance repair vehicles due to an oversight in budget figure: should be receiving a budget transfer to address this issue.
- Look for operational efficiencies in budget.
- If we are still looking at deficit by the 4th Quarter our plan would be to use our Dept. 19 Self Sustaining Funds to cover the overage in Operating Budget.

Salaries & Benefits vs Operations



<u>Budget Redistribution</u>	
Instruction	\$ 136,457,407.00
Ed Support Services	\$ 13,715,960.00
Student Support Services	\$ 9,134,865.00
Facilities	\$ 20,846,100.00
Transportation	\$ 12,405,300.00
District Operations	\$ 5,637,900.00
Benefits	\$ 13,317,800.00
Total Budget	\$ 211,515,332.00



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Prepared.*

**Fiscal 2016-2017
At January 17th, 2017
DEC Budget Summary Report**

Budget:

Initial Budget Load	\$ 50,000.00
Total budget	<u>\$ 50,000.00</u>

Expenditures:

Business Meeting Expenses	\$ 4,613.52
Travel	\$ 17,401.44
Office Supplies	\$ 1,114.91
Food Costs	\$ 31.99
Total expenditures	<u>\$ 23,161.86</u>

Balance: \$ 26,838.14

Appendix B

**ANGLOPHONE SCHOOL DISTRICT - WEST
DISTRICT EXPENDITURE PLAN - PRELIMINARY
FOR THE YEAR ENDING MARCH 31, 2017
AS OF NOVEMBER 30, 2016**

Coding	Description	Actual			Original Funding	District Expenditure Plan	Change	Budget		Year-to-Date 30-Nov-16	Forecast	Total	% Spent to Date	Amount	%	
		30-Sep-15	Funded	Variance				Transfers Received	Oracle Budget 30-Nov-16							
TOTAL INSTRUCTION & SCHOOL SERVICES																
		0.00	1,632.36	1,632.36	\$135,111,200	\$135,897,080	\$785,880.00	\$560,327	\$136,457,407	\$88,596,565	\$48,154,163	\$136,750,728	64.79%	(\$293,320)	(0.21%)	
TOTAL EDUCATOR & SUPPORT SERVICES																
		0.00	533.08	533.08	\$11,638,800	\$11,839,800	\$200,000	\$1,877,160	\$13,715,960	\$15,821,376	\$2,106,311	\$13,715,065	116.36%	\$895	0.01%	
TOTAL SCHOOL MANAGEMENT & SUPPORT																
		0.00	156.00	156.00	\$6,386,300	\$6,691,320	\$505,020	\$112,196	\$7,003,316	\$6,064,905	\$940,735	\$6,905,640	87.83%	\$97,876	1.40%	
TOTAL PROGRAMS																
		0.00	6.50	6.50	\$1,256,100	\$1,351,100	\$95,000	\$431,449	\$1,782,549	\$652,861	\$806,745	\$1,459,606	44.73%	\$322,943	18.12%	
TOTAL INFORMATION TECHNOLOGY																
		0.00	0.00	0.00	\$348,800	\$348,800	\$0	\$0	\$348,800	\$107,550	\$191,250	\$298,800	35.99%	\$50,000	14.33%	
TOTAL FACILITIES																
		0.00	180.91	180.91	\$20,846,100	\$20,846,100	\$0	\$0	\$20,846,100	\$10,990,236	\$10,195,103	\$21,185,340	51.88%	(\$339,240)	(1.63%)	
TOTAL TRANSPORTATION																
		0.00	272.00	272.00	\$12,405,300	\$12,405,300	\$0	\$0	\$12,405,300	\$7,185,050	\$5,382,547	\$12,567,597	57.17%	(\$162,297)	(1.31%)	
TOTAL DISTRICT OPERATIONS																
		0.00	69.00	69.00	\$7,422,300	\$5,639,400	(\$1,782,900)	-\$1,500	\$5,637,900	\$4,188,722	\$1,449,178	\$5,637,900	74.30%	\$0	0.00%	
TOTAL BENEFITS																
		0.00	0.00	0.00	\$13,120,800	\$13,317,800	\$197,000	\$0	\$13,317,800	\$11,803,251	\$1,556,504	\$13,059,755	88.08%	\$258,045	1.94%	
TOTAL																
		0.00	2,849.85	2,849.85	\$208,535,700	\$208,535,700	\$0	\$2,979,632	\$211,515,332	\$146,210,488	\$65,369,942	\$211,580,430	68.10%	(\$65,098)	(0.03%)	
														ADJUSTED SURPLUS / DEFICIT	(\$65,098)	(0.03%)