



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

<b>POLICY NAME</b>	<b>Budgeting / Forecasting</b>		
<b>POLICY NUMBER</b>	<b>ASD-W-EL4</b>	<b>Number of Reports per year</b>	<b>4</b>
<b>Date of Report</b>	<b>March 17, 2016</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>January 28, 2016 September 24, 2015</b>		
<b>Date of Future Report (s) This School Year</b>	<b>June 16, 2016</b>		
<b>Report Filed by:</b>	<b>David McTimoney, Superintendent</b>		
<b>Report Supported by:</b>	<b>Shawn Tracey, Director of Finance and Administration Terri McKellar, Budget and Accounting Manager</b>		

**Current Situation**

- **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. The 4<sup>th</sup> Quarter Report shows a projected surplus of \$362 477, which is 0.17% of the total global budget. 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 occurred due to extra but necessary initiatives supporting the district. At this point, there does not appear to be the need to use this contingency plan.**
- **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****Looking Ahead**

- **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 (timeline of March to May). There is a process for emergency funding for facilities that incorporates the expertise and collaboration of EECD.**
- **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 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. The Superintendent will report on this budget allotment twice per year (January and June).**
- **The district will continue to follow the revenue sharing model with self-sustaining dollars, to the extent possible. Self-sustaining revenue shared with schools can carry forward from fiscal year to fiscal year.**

**Challenges**

- **The Superintendent expects an increase in staffing costs due to unexpected addition of FTE and support in response to welcoming approximately 130 Syrian newcomers to the district.**

**Addressing the Challenges**

- **It is expected the surplus will offset these increased staffing costs for the remainder of this fiscal year. EECD has indicated a commitment to support financially in response to district newcomers from Syria, should the need arise.**

**Appendix**

- **A – 4th Quarter Report**

**Superintendent's Signature:** \_\_\_\_\_**DEC Chair Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

# Appendix A

ANGLOPHONE SCHOOL DISTRICT - WEST FINANCIAL REPORT FOR THE YEAR ENDING MARCH 31, 2016 AS OF FEBRUARY 29, 2016													
Coding	Description	FTEs		Budget		Expenses		Year-to-Date 29-Feb-16	Forecast	Total	% Spent to-Date	Amount	%
		Actual 30-Sep-15	Funded	Original Funding	Oracle Budget 29-Feb-16	Forecast	Total						
	<b>TOTAL INSTRUCTION &amp; SCHOOL SERVICES</b>	0.00	1,632.36	1,632.36	\$138,263,800	\$136,503,418	\$121,701,773	\$15,376,238	\$137,078,012		88.78%	(\$574,394)	(0.42%)
	<b>TOTAL EDUCATION &amp; SUPPORT SERVICES</b>	0.00	533.08	533.08	\$11,454,300	\$11,893,871	\$10,185,992	\$1,677,021	\$11,863,012		85.86%	\$30,858	0.26%
	<b>TOTAL SCHOOL MANAGEMENT &amp; SUPPORT</b>	0.00	156.00	156.00	\$6,290,900	\$6,904,083	\$5,389,093	\$1,434,629	\$6,823,722		78.98%	\$80,361	1.16%
	<b>TOTAL PROGRAMS</b>	0.00	6.50	6.50	\$1,154,100	\$2,123,403	\$1,242,517	\$488,496	\$1,731,014		71.78%	\$392,389	18.48%
	<b>TOTAL INFORMATION TECHNOLOGY</b>	0.00	0.00	0.00	\$335,900	\$335,900	\$377,148	\$458,752	\$835,900		45.12%	(\$500,000)	(148.85%)
	<b>TOTAL FACILITIES</b>	0.00	180.91	180.91	\$21,263,200	\$21,263,200	\$16,878,575	\$4,019,696	\$20,898,271		80.77%	\$364,929	1.72%
	<b>TOTAL TRANSPORTATION</b>	0.00	272.00	272.00	\$13,023,900	\$13,023,900	\$9,963,567	\$2,510,132	\$12,493,699		79.91%	\$530,201	4.07%
	<b>TOTAL DISTRICT OPERATIONS</b>	0.00	69.00	69.00	\$4,982,100	\$5,780,800	\$4,948,781	\$818,703	\$5,767,484		85.80%	\$13,316	0.23%
	<b>TOTAL BENEFITS</b>	0.00	0.00	0.00	\$13,084,700	\$13,333,300	\$13,897,427	-\$589,143	\$13,308,284		104.43%	\$25,016	0.19%
	<b>TOTAL</b>	0.00	2,849.85	2,849.85	\$209,852,900	\$211,161,875	\$184,881,194	\$25,918,204	\$210,799,398		87.70%	\$362,477	0.17%
	Transfer(s) to Self-sustaining Funds				209,852,900								
	<b>ADJUSTED SURPLUS / (DEFICIT)</b>				\$0							\$362,477	0.17%