



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

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 4th Quarter Report shows a projected surplus of \$17 361 (as of January 31, 2017), which is a negligible percentage 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 and the surplus could even increase. The final financial year-end amount is normally determined towards the end of April and will be reported in June.**
- **There are defined, year-end practices that are in place for all spending authorities, including school principals in each of the 69 schools.**

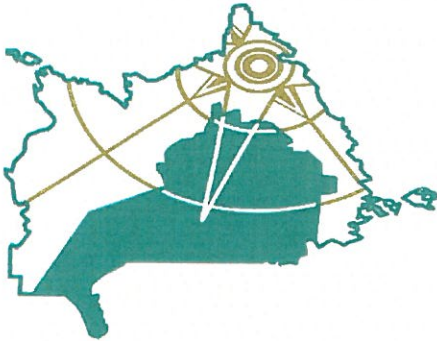
POLICY NAME**Budgeting / Forecasting**

- **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)**
- **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, each year). 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.**

Appendix

- **A – 4th Quarter Report**

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



ANGLOPHONE WEST SCHOOL DISTRICT

Fourth Quarter Report

Fiscal 2016-2017

As at January 31st, 2017

Fourth Quarter Specifics

- Currently we have a total redistributed budget of \$212,591,235
- At the Fourth Quarter we have forecasted a Surplus of \$17,361.
- Expecting to have a balanced budget or 100,000 surplus due to budget variances within schools and professional development accounts



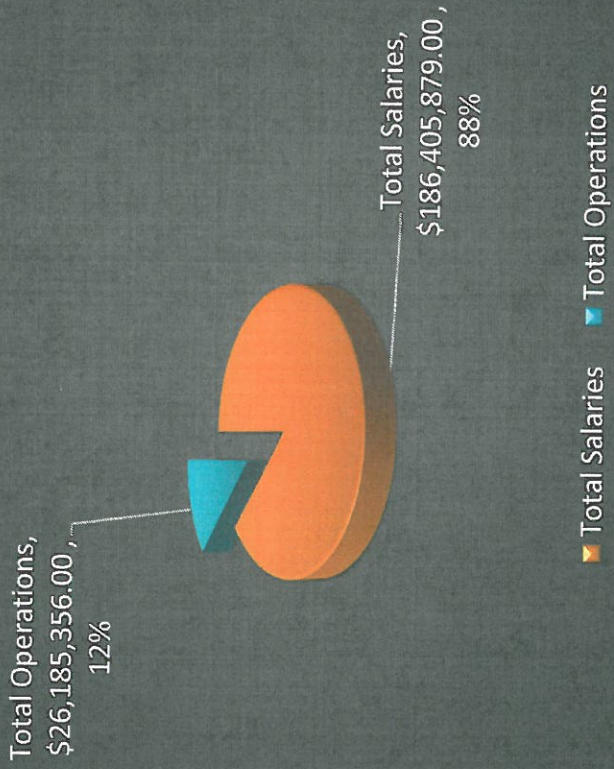
Fourth Quarter Areas of Concern

- 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
- Lateness of Central Salary Draw from EECD to cover expenditures from settling several collective agreement settlements
- Professional Development monies going unspent due to lateness of receiving monies



*Excited. Involved.
Prepared.*

Salaries & Benefits vs Operations



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Breakdown of Expenditures

Budget Area	Budget	Expenses	Variance
Instruction	\$136,585,134	\$137,170,678	\$585,544
Education and Support Services	\$13,799,460	\$13,545,389	\$254,071
School Management & Support	\$7,216,076	\$6,999,487	\$216,589
Programs	\$2,412,166	\$2,173,986	\$238,180
Information Technology	\$348,800	\$298,800	\$50,000
Facilities	\$20,846,100	\$21,236,505	\$390,405
Transportation	\$12,405,300	\$12,476,714	\$71,414
District Operations	\$5,659,014	\$5,661,845	\$2,831
Benefits	\$13,319,185	\$13,010,469	\$308,716
TOTALS	\$212,591,235	\$212,573,874	\$17,361



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