



**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	October 27, 2016		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	January 26, 2017 March 23, 2017 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		

- **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 the district.**
- **The Superintendent and Director of Finance and Administration (DFA) monitor actual expenses as they arise and shift budget dollars from line to line, if necessary. There is a contingency plan that includes the use of self-sustaining dollars for expenses incurred due to extra but necessary initiatives supporting our district.**
- **Financial considerations for capital improvement projects and major capital construction projects remain a separate process and in accordance with provincial guidelines and the Education Act. Although Council approves a Capital Improvement priority list each May, the list may change slightly as it approaches December/January and anticipated approval by Government. These changes would occur as significant priorities emerge (Appendix B, last page). There is a process for emergency funding for facilities that incorporates the expertise and collaboration of EECD.**

POLICY NAME**Budgeting / Forecasting**

- **The 2016-17 district global budget has been provided to the district by EECD and was approved by Council in August, 2016. With budget transfers that have now been received, the ASD-W global budget sits at \$210 609 764. As of September 30, 2016, 47.85% of the budget had been expended. ASD-W projections still show plans for a balanced budget on March 31, 2017 (Appendix A).**
- **The Superintendent, DFA and Budget and Accounting Manager worked together to assign school budgets for the 2016-17 school year. The district continues to follow the revenue sharing model with self-sustaining dollars. 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 will ensure appropriate distribution of budgets to spending authorities in the district.**
- **Appendix B is a 2nd Quarter Report, describing areas to monitor closely and outlining categories of expenses to date. Although only required twice per year (January and June), a balance of the DEC Budget is also provided.**

Appendices

- **Appendix A -- 2016-2017 Budget Working Document**
- **Appendix B – 2nd Quarter Final Report 2016-2017**

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

A

Appendix A

ANGLOPHONE SCHOOL DISTRICT - WEST															
DISTRICT EXPENDITURE PLAN - PRELIMINARY															
FOR THE YEAR ENDING MARCH 31, 2017															
AS OF SEPTEMBER 30, 2016															
Coding	Description	FY16			Budget			Expenses			Budget		Amount	%	
		Actual 30-Sep-15	Funded	Variance	Original Funding	District Expenditure Plan	Change	Budget Transfers Received	Oracle Budget 30-Sep-16	Year-to-Date 30-Sep-16	Forecast	Total			% Spent to-Date
	TOTAL INSTRUCTION & SCHOOL SERVICES	0.00	1,632.36	1,632.36	\$135,111,200	\$135,897,080	\$785,880.00	\$2,033,300	\$137,930,380	\$67,258,554	\$71,018,265	\$138,276,819	48.64%	(\$346,439)	(0.25%)
	TOTAL EDUCATION & SUPPORT SERVICES	0.00	533.08	533.08	\$11,638,800	\$11,838,800	\$200,000	\$0	\$11,838,800	\$5,359,341	\$6,859,716	\$12,219,057	43.88%	(\$380,257)	(3.21%)
	TOTAL SCHOOL MANAGEMENT & SUPPORT	0.00	156.00	156.00	\$6,386,300	\$6,891,320	\$505,020	\$3,196	\$6,894,516	\$2,914,410	\$3,609,596	\$6,554,006	44.93%	\$340,510	4.92%
	TOTAL PROGRAMS	0.00	6.50	6.50	\$1,256,100	\$1,351,100	\$95,000	\$37,568	\$1,388,668	\$416,157	\$505,779	\$921,937	45.14%	\$466,731	33.61%
	TOTAL INFORMATION TECHNOLOGY	0.00	0.00	0.00	\$348,800	\$348,800	\$0	\$0	\$348,800	\$532,599	-\$203,759	\$348,800	158.42%	\$0	0.00%
	TOTAL FACILITIES	0.00	180.91	180.91	\$20,846,100	\$20,846,100	\$0	\$0	\$20,846,100	\$7,765,133	\$13,350,634	\$21,115,767	36.77%	(\$369,667)	(1.29%)
	TOTAL TRANSPORTATION	0.00	272.00	272.00	\$12,405,300	\$12,405,300	\$0	\$0	\$12,405,300	\$4,715,013	\$7,682,421	\$12,397,435	38.03%	\$7,865	0.06%
	TOTAL DISTRICT OPERATIONS	0.00	69.00	69.00	\$7,422,300	\$5,639,400	(\$1,782,900)	\$0	\$5,639,400	\$2,497,394	\$3,141,645	\$5,639,038	44.29%	\$362	0.01%
	TOTAL BENEFITS	0.00	0.00	0.00	\$13,120,800	\$13,317,800	\$197,000	\$0	\$13,317,800	\$8,478,614	\$4,658,291	\$13,136,905	64.54%	\$180,895	1.36%
	TOTAL	0.00	2,849.85	2,849.85	\$208,535,700	\$208,535,700	\$0	\$2,074,064	\$210,609,764	\$100,779,980	\$109,829,784	\$210,609,764	47.85%	(\$0)	(0.00%)
	ADJUSTED SURPLUS / (DEFICIT)													(\$0)	(0.00%)

Anglophone West School District

2016-2017 2nd Quarter Report





Second Quarter

- ▶ Report is as of September 30th, 2016
- ▶ Includes new budget transfers: 1.651 Syrian FTEs/EA's
- ▶ Still presenting a balance budget at this time as per projections.
- ▶ The third quarter report will provide a more robust budget outlook once we have some weather related expenses to prove our projection tables.

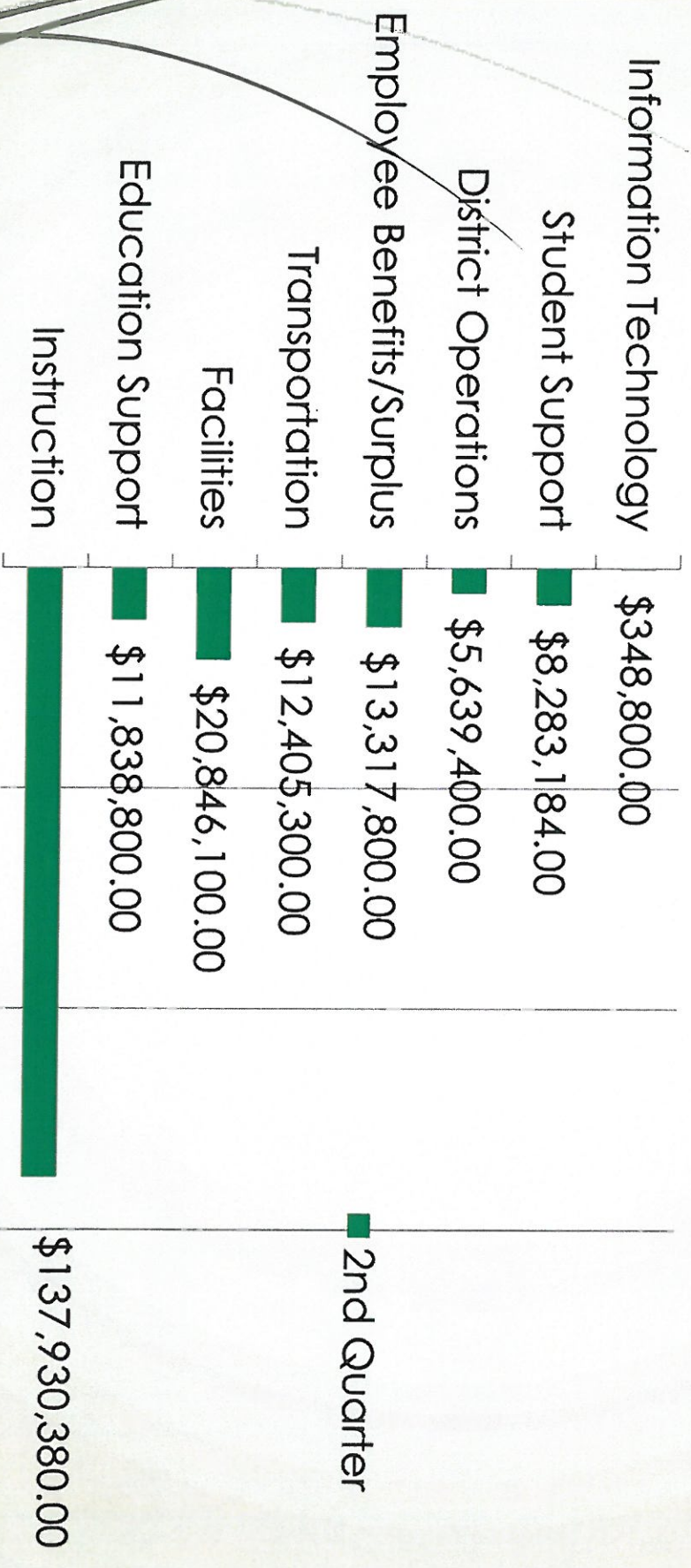


Areas to Monitor Closely

- Supply Teacher Replacements:
 - Variance Explanation - Funding is based on average teacher reported sick time at 11 days.
- EA Replacements:
 - With the increase in EAs, the replacement costs are not proportionally funded; this is an area of concern and worth monitoring.
- Heating Fuel, Natural Gas and Electricity
 - Monitor the success of the Peak Demand Project by EECD as budget was adjusted to reflect the savings.
 - Subject to the weather patterns this area could be stressor later in the fiscal period.
- Minor Repairs:
 - Subject to the demands of our buildings and emergencies that we may encounter over the course of the year.

Second Quarter Report

Total Budget \$210,609,764



District Education Council Budget

Fiscal 2016-2017
As at September 30, 2016
DEC Budget Summary Report

Budget:

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

Expenditures:

Business Meeting Expenses	\$ 1,931.16
Travel	\$ 11,309.22
Office Supplies	\$ 95.76
Food Costs	\$ 31.99
Total expenditures	<u>\$ 13,368.13</u>

Balance: \$ 36,631.87



Capital Improvement 17/18 Update

- ▶ Since the May meeting where the Capital Improvement List was approved by DEC, there have been updates and movements on the listing as reports for roofs have been received.
- ▶ Roof Projects proposed are Stanley Consolidated School, McAdam High School and Carleton North High School.
- ▶ We have a requirement to add a project for elevator shaft repairs at Nashwaaksis Middle School due to a public safety order requiring changes be made to hydraulic lift.
- ▶ A number of projects were split into phases to keep our list of projects moving forward within budgetary limits. NHS Ventilation, Gesner Sprinklers, Woodstock Main Floor Washrooms are the main projects.