



**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>January 15, 2018</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>October 10, 2017</b>		
<b>Date of Future Report (s) This School Year</b>	<b>March 2018 June 2018</b>		
<b>Report Filed by:</b>	<b>Catherine Blaney, Acting Superintendent</b>		
<b>Report Supported by:</b>	<b>Shawn Tracey, Director of Finance and Administration (DFA) Terri McKellar, Budget and Accounting Manager</b>		

- **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 2017-18 fiscal year that organizes the \$219 615 538 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 \$222 147 315. 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, 2017, there is a projected surplus of \$54 755.**
- **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, 2018.**

Policy Name	Budgeting / Forecasting
<ul style="list-style-type: none"> <li>• <b>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. This update is in Appendix C.</b></li> <li>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• <b>The Superintendent and DFA have noted “areas of concern” to monitor closely.</b></li> </ul> <p><b>Appendices:</b></p> <ul style="list-style-type: none"> <li>• <b>A – Third Quarter Power Point</b></li> <li>• <b>B – Third Quarter Spreadsheet Report</b></li> <li>• <b>C – DEC Budget Update</b></li> </ul>	

**Superintendent’s Signature:** \_\_\_\_\_

**DEC Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_