



**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 16, 2018		
Date of Previous Report (s) This School Year	October 10, 2017 January 15, 2018		
Date of Future Report (s) This School Year	June 7, 2018		
Report Filed by:	Catherine Blaney, Acting 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 her 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 balanced budget (as of February 28, 2018). 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.**
- **A change to the Education Act Section 10.1 increases the budgetary surplus that School Districts are allowed to retain from year to year. This change came into effect March 12, 2018 and allows ASDW's budget surplus to increase from 100,000 to \$500,000.**

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- **There are defined, year-end practices that are in place for all spending authorities, including school principals in each of the 69 schools.**

- **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 she 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: _____

Breakdown of Expenditures As of February 28/18

Budget Area	Budget	Expenses	Variance
Instruction	\$ 142,066,641.00	\$ 139,391,473.00	\$ 2,675,168.00
Education and Support Services	\$ 16,919,655.00	\$ 18,302,971.00	\$ (1,383,316.00)
School Management & Support	\$ 8,102,465.00	\$ 7,781,750.00	\$ 320,715.00
Programs	\$ 2,703,647.00	\$ 2,461,967.00	\$ 241,680.00
Information Technology	\$ 329,900.00	\$ 329,900.00	\$ -
Facilities	\$ 21,352,599.00	\$ 22,147,956.00	\$ (795,357.00)
Transportation	\$ 12,326,492.00	\$ 12,842,137.00	\$ (515,645.00)
District Operations	\$ 6,459,618.00	\$ 6,520,216.00	\$ (60,598.00)
Benefits	\$ 14,666,889.00	\$ 15,149,538.00	\$ (482,649.00)
Projects	\$ 26,600.00	\$ 26,600.00	\$ -
TOTALS	\$ 224,954,506.00	\$ 224,946,506.00	\$ -

