



**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>October 10, 2017</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>N/A</b>		
<b>Date of Future Report (s) This School Year</b>	<b>January 25, 2018 March 22, 2018 June 7, 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 Terri McKellar, Budget and Accounting Manager</b>		
<ul style="list-style-type: none"> <li>• <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 her strategic work with the budget, ensuring the financial health of the district remains intact.</b></li> <li>• <b>The Superintendent is not intentionally incurring a deficit, understanding the parameters of the budget dollars assigned to the district.</b></li> <li>• <b>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.</b></li> <li>• <b>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. There is a process for emergency funding for facilities that incorporates the expertise and collaboration of EECD.</b></li> </ul>			

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<ul style="list-style-type: none"> <li>• <b>The 2017-18 district global budget has been provided to the district by EECDD and was approved by Council in June, 2017. With budget transfers that have now been received, the ASD-W global budget sits at \$220,954,139. As of September 30, 2017, 48.36% of the budget had been expended. ASD-W projections still show plans for a surplus of \$664 027 on March 31, 2017 (Appendix A).</b></li> <li>• <b>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.</b></li> <li>• <b>The Superintendent, DFA, Budget and Accounting Manager and relevant Directors will ensure appropriate distribution of budgets to spending authorities in the district.</b></li> <li>• <b>Appendix B is a 2<sup>nd</sup> 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.</b></li> </ul> <p><b><u>Appendices</u></b></p> <ul style="list-style-type: none"> <li>• <b>Appendix A -- 2017-2018 Budget Working Document</b></li> </ul>	

<b>Superintendent's Signature:</b> _____
<b>DEC Chair Signature:</b> _____
<b>Date:</b> _____