Less In Trust current year – Amount set aside from the current year which qualifies as In Trust, such as donations in memoriam for graduation or money raised through fundraising. This amount should be reduced in the subsequent year, as an expense will be entered for the donation for the graduate.

Accumulated surplus/deficit – Unrestricted surplus or deficit available to the school for the subsequent year.

The centre budget is a public document.

Second page of Budget Template

In Trust reserve prior year – Amount set aside from the prior year which qualifies as In Trust, such as donations in memoriam for graduation or money raised through fundraising. This amount should be reduced in the subsequent year, as an expense will be entered for the donation for the graduate, i.e. $1,000 donation with $100 used annually would be reduced to $900 the following year with the $100 being shown as an expense. However, new donations might be received which would increase the In Trust until they are expensed in subsequent years.

Net result current year – Is taken from the bottom of the first page of the document.

Accumulated surplus/deficit prior year – Amount a school had available as an unrestricted surplus from prior years, not necessarily from the last year but could be accumulated over many years. This amount is calculated AFTER the In Trust amounts are deducted. Therefore it does not include amounts received as donations or money raised through fundraising.

Subtotal – Is the combined amounts of the non-reserved accumulated surplus prior year, plus the In Trust reserve prior year, plus (or minus if in deficit) the results of the current year.
### Governing Board Responsibility

- Advise the centre director on the needs of the centre.
- Article 95 of the Education Act – The governing board is responsible for adopting the centre’s annual budget proposed by the centre director, and shall submit the budget to the school board for approval.
- Be consulted throughout the budget process regarding objectives, principles and criteria or distribution of financial resources as per Article 275 of the Education Act. This is done through the January school board budget consultation.

### Centre Surpluses and Deficits

- Centres are not permitted to run deficits. Any deficit must be reimbursed the following year.

### Expenses paid by board and not on centre statement

- Salaries for centre director, support staff, teachers, integration aides and caretakers
- Energy, maintenance and caretaking equipment and services
- Capital projects such as roofing, windows and boiler replacements
- Computer purchases through MELS grants
- Professional development
- Textbooks for new curriculum
- Grass cutting and snow removal

### Revenues received by Centre (Page 1 of Budget Template)

- FTE Operating Grant Fund 1 – Centres receive per capita revenue to cover expenses such as phones, fax, administrative paper and part of the photocopy machine, replacement textbook purchases, library books and audio visual equipment.
- Capital Fund 2 is a per capita allocation to fund capital purchases such as chairs, desks, computers, etc.
- Emploi Quebec – Contracts received to educate unemployed Quebecers.
- Bank interest.
- Service fees from students – Fees required to complete course. Can be combined with Material Fees into one code.
- Material Fees from students – Materials required to complete program which remain with student after completion, e.g. butchery – knives, etc. Also includes consumable materials used in science courses, etc.
- Field trip revenues associated with busing, entrance fees, supervision, ski and museum trips, etc.
- Sale of Product – Hairdressing products or food services products sold to public.
- “Other Revenue” could include amounts received donations, etc.

### Expenses paid by centre

- Administration expenses associated with operating the centre, e.g. bank fees, office supplies, mail, calendars, etc.
- Books – Cost of student workbooks.
- Centre Fees – Fund to commence new programs in adult and vocational education.
- Printing expenses including monthly photocopy lease, click charge, paper and toner.
- Computers include hardware, printers, and cartridges. Computers purchased through fundraising are included in this cell. Computers and smart boards purchased through MELS grant are not included on the centre income statement.
- Telephone and postage (includes fax and cell phone).
- Capital includes purchases such as chairs, desks and other local initiatives. When new classes are opened the board assumes the cost of desks and chairs.
- Repairs and Maintenance – Centre initiated small maintenance jobs such as painting of an office, addition of electrical plugs for a smart board, soundproofing of a room.
- Extracurricular activities, field trips and fundraising expenses. Fundraising expense relates to direct expenses such as the purchase of the citrus fruits or pizza for the pizza lunch. If the fundraising was done to purchase computers then the computer expense would show under computers.
- Other is for expenses not identified elsewhere.
- Contingency – An amount set aside to deal with potential shortfalls due to reduced enrollment, etc.