

Governing Board Guide to Elementary School Budgets

Governing Board Responsibility

- Advise the principal on the needs of the school.
- [Section 95](#) of the [Education Act](#) – The governing board is responsible for adopting the school's annual budget proposed by the principal, 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 [section 275](#) of the [Education Act](#). This is done through the January school board budget consultation.

School Surpluses and Deficits

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

Expenses Paid by the Board and not on the School Statement

- Salaries for principals, 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 MEESR grants
- Professional Development
- Textbooks for new curriculum
- Grass cutting and snow removal

Revenues Received by the School: [First Page of Budget Template](#)

- Elementary schools receive a base amount of \$10,000 to cover expenses such as phones, fax, administrative paper and part of the photocopy machine.
- An additional per capita allocation given for expenses such as replacement textbook purchases, library books, audio visual equipment.
- MEESR library grant whereby the school contributes \$6.70 and the MEESR contributes \$8.30 for a total of \$15.00 per student. If school spends less, the grant is reduced.
- Capital Fund 2 is a per capita allocation to fund capital purchases such as chairs, desks, whiteboards etc.
- School fees – amount set by the Governing Board to cover cost of consumable expenses for students such as agenda books, workbooks, art and computer supplies, photocopies, IBO fees, etc.
- Bank interest is money earned on bank deposits
- Extracurricular and field trip revenues associated with busing, entrance fees, supervision, ski and museum trips, etc. Schools may split revenue between ECA's and field trips.
- Fundraising – from citrus fruit sales, pizza lunches etc.
- Admin Fee to Daycare – if the daycare is in surplus, the school may invoice up to a 6% fee to recover costs associated with photocopy charges, paper, telephone and fax machine, use and replacement of furniture and equipment and computers.
- IB Fees Including Field Trips – the [template for IB Schools](#) has a line to record revenues generated through IB Fee collection.
- Other could include amounts received from Home and School and other donations.

Expenses Paid by the School

- Consumable expenses associated with revenues from school fees. This usually will not exactly equal school fees as some expenses are required to be coded to printing. The amount includes spending on agendas, workbooks, music reeds, IBO fees, etc.
- Printing expenses including monthly photocopy lease, click charge, paper and toner.
- School Books – textbooks purchased by the school as replacements.
- Administration expenses associated with operating the school, bank fees, office supplies, mail, calendars, etc.
- Library includes all books purchased and supplies to code and repair books. For the school to take full advantage of the library grant, this amount must be equal to or greater than the projected revenue. If the school does fundraising to purchase additional books, the revenues would show under fundraising while the expense would be under Library.
- Audio Visual includes cameras, televisions, DVD players and projectors.
- Computers include hardware, printers, and cartridges. Computers purchased through fundraising are included in this cell. Computers and smart boards purchased through the MEESR grant are not included on the school income statement.
- Telephone/Postage also includes fax and cell phone expenses.
- Capital includes purchases such as chairs, desks and other local initiatives. When new classes are opened the school board assumes the cost of desks and chairs.
- Repairs and Maintenance – school-initiated small maintenance jobs such as painting of an office, addition of electrical plugs for a smart board, soundproofing of a room.
- Extracurricular Activities – defined in [Policy 3.8 – Extra-Curricular Activities and Field Trip Policy](#) as school-sponsored events or activities that provide opportunities for students to develop and expand their interests, talents and service to the school and community and to participate actively in school life. These range from interscholastic sports to clubs, music and theatre.
- Field Trips – defined in [Policy 3.8 – Extra-Curricular Activities and Field Trip Policy](#) as school-sponsored, first-hand educational experiences for students taking place off the school premises that supplement class activities
- IB Expenses – the [template for IB Schools](#) has a line to record expenses related to the IB Program.
- Cost of Fundraising – fundraising expenses relate 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 appear under computers.
- Other is for expenses not identified elsewhere.
- Contingency – an amount set aside to deal with potential shortfalls due to reduced enrollment etc.

Net Results

- Net Results are the actual or budgeted surplus or deficit for the school year. This may be an intentional budgeted deficit if the school is carrying forward a surplus or had funds held in trust. The expenses for the in-trust items would be indicated as current year expenses. The school might also budget a surplus had they been carrying a deficit from the prior year.

Second Page of the 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 PPO 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 results 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 a surplus or deficit 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 PPO.
- Subtotal is the combined amounts of the in trust reserve prior year, plus (or minus if in deficit) the results of the current year, plus the accumulated surplus/deficit prior year.
- 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 PPO fundraising.
- Accumulated Surplus/Deficit – the subtotal minus in trust current year leaves the surplus or deficit available to the school for the subsequent year.

The school budget is a public document.

Table 4: Budget Template Elementary School

| STUDENT ENROLMENT | | | | | | | |
|---|-----------|----------|--------------------------------------|---|-----------------------------------|--|----------|
| Actual 2013-2014 | | | June Proposed Budget 2014-2015 | November Revised Budget 2014-2015 | March 31st Actual 2014-2015 | May - June Proposed Budget 2015-2016 | |
| REVENUES | | | | | | | |
| Operating Fund 1 (site-based grant) | \$ | 10,000 | | | \$ - | | |
| Operating Fund 1 (per capita)+ add'l for actual | \$ | (10,000) | | | \$ - | | |
| Library grant fund 1 | | | | | | | |
| Capital Fund 2 (per capita) | | | | | | | |
| School Fees | \$ | - | | | \$ - | | |
| Bank Interest | \$ | - | | | \$ - | | |
| Extracurricular Activities | \$ | - | | | \$ - | | |
| Field Trips | \$ | - | | | \$ - | | |
| Fundraising | \$ | - | | | \$ - | | |
| Admin Fee to Daycare | \$ | - | | | NA | | |
| Other | \$ | - | | | \$ - | | |
| TOTAL REVENUES | \$ | - | \$ - | \$ - | \$ - | \$ - | - |
| EXPENSES | | | | | | | |
| Consumable Materials | \$ | - | | | \$ - | | |
| Printing for Students and Teachers | \$ | - | | | \$ - | | |
| School Books | \$ | - | | | \$ - | | |
| Administration | \$ | - | | | \$ - | | |
| Library | \$ | - | | | \$ - | | |
| Audio Visual | \$ | - | | | \$ - | | |
| Computers | \$ | - | | | \$ - | | |
| Telephone/Postage | \$ | - | | | \$ - | | |
| Capital | \$ | - | | | \$ - | | |
| Repairs and Maintenance | \$ | - | | NA | \$ - | | NA |
| Extracurricular Activities | \$ | - | | | \$ - | | |
| Field Trips | \$ | - | | | \$ - | | |
| Cost of Fundraising | \$ | - | | | \$ - | | |
| Other | \$ | - | | | \$ - | | |
| Contingency * (maximum 5% of total expenses) | | NA | | | NA | | |
| TOTAL EXPENSES | \$ | - | \$ - | \$ - | \$ - | \$ - | - |
| NET RESULTS | \$ | - | \$ - | \$ - | \$ - | \$ - | - |

* Contingency is an amount set aside for unexpected expenses during the year or to compensate for reductions in enrollment etc.

| Actual 2013-2014 | | | June Proposed Budget 2014-2015 | November Revised Budget 2014-2015 | March 31st Actual 2014-2015 | May - June Proposed Budget 2015-2016 |
|---|--|------|--------------------------------------|---|-----------------------------------|--|
| In Trust Reserve Prior Year | | | | \$ - | \$ - | |
| Plus Net Results Current Year | | \$ - | | \$ - | \$ - | |
| Plus Accumulated Surplus/Deficit Prior Year | | | | \$ - | \$ - | |
| Sub total | | \$ - | | \$ - | \$ - | |
| Less In Trust Current Year | | | | | | |
| Accumulated Surplus/Deficit | | \$ - | | \$ - | \$ - | |

| | |
|----|--|
| A. | Upon adoption of the "November Revised Budget 2014-2015", please forward with the signed governing board resolution by internal mail to the Regional Director. Please e-mail the updated spreadsheet to the Regional Director and Joseph D'Agostino DEADLINE: December 12, 2014 |
| B. | Upon adoption of the "May-June Proposed Budget 2015-2016", please forward with the signed governing board resolution to the Regional Director. Please e-mail the updated spreadsheet to the Regional Director and Joseph D'Agostino DEADLINE: June 29, 2015 |

Table 5: Budget Template IB Elementary School

| STUDENT ENROLMENT | | | June Proposed Budget 2014-2015 | November Revised Budget 2014-2015 | March 31st Actual 2014-2015 | May - June Proposed Budget 2015-2016 |
|---|----|----------|--------------------------------------|---|-----------------------------------|--|
| Actual 2013-2014 | | | | | | |
| REVENUES | | | | | | |
| Operating Fund 1 (site-based grant) | \$ | 10,000 | | | \$ - | |
| Operating Fund 1 (per capita)+ add'l for actual | \$ | (10,000) | | | \$ - | |
| Library grant fund 1 | | | | | | |
| Capital Fund 2 (per capita) | | | | | | |
| School Fees | \$ | - | | | \$ - | |
| Bank Interest | \$ | - | | | \$ - | |
| Extracurricular Activities | \$ | - | | | \$ - | |
| Field Trips | \$ | - | | | \$ - | |
| Fundraising | \$ | - | | | \$ - | |
| Admin Fee to Daycare | \$ | - | | | NA | |
| IB Fees Including Field Trips | \$ | - | | | \$ - | |
| Other | \$ | - | | | \$ - | |
| TOTAL REVENUES | \$ | - | \$ - | \$ - | \$ - | \$ - |
| EXPENSES | | | | | | |
| Consumable Materials | \$ | - | | | \$ - | |
| Printing for Students and Teachers | \$ | - | | | \$ - | |
| School Books | \$ | - | | | \$ - | |
| Administration | \$ | - | | | \$ - | |
| Library | \$ | - | | | \$ - | |
| Audio Visual | \$ | - | | | \$ - | |
| Computers | \$ | - | | | \$ - | |
| Telephone/Postage | \$ | - | | | \$ - | |
| Capital | \$ | - | | | \$ - | |
| Repairs and Maintenance | \$ | - | NA | NA | \$ - | NA |
| Extracurricular Activities | \$ | - | | | \$ - | |
| Field Trips | \$ | - | | | \$ - | |
| Cost of Fundraising | \$ | - | | | \$ - | |
| IB Expenses | \$ | - | | | \$ - | |
| Other | \$ | - | | | \$ - | |
| Contingency * (maximum 5% of total expenses) | | NA | | | NA | |
| TOTAL EXPENSES | \$ | - | \$ - | \$ - | \$ - | \$ - |
| NET RESULTS | \$ | - | \$ - | \$ - | \$ - | \$ - |

* Contingency is an amount set aside for unexpected expenses during the year or to compensate for reductions in enrollment etc.

| Actual 2013-2014 | | | June Proposed Budget 2014-2015 | November Revised Budget 2014-2015 | March 31st Actual 2014-2015 | May - June Proposed Budget 2015-2016 |
|---|--|------|--------------------------------------|---|-----------------------------------|--|
| In Trust Reserve Prior Year | | | | \$ - | \$ - | |
| Plus Net Results Current Year | | \$ - | | \$ - | \$ - | |
| Plus Accumulated Surplus/Deficit Prior Year | | | | \$ - | \$ - | |
| Sub total | | \$ - | | \$ - | \$ - | |
| Less In Trust Current Year | | | | | | |
| Accumulated Surplus/Deficit | | \$ - | | \$ - | \$ - | |

| | | |
|----|---|--------|
| A. | <p>Upon adoption of the "November Revised Budget 2014-2015", please forward with the signed governing board resolution by internal mail to the Regional Director.</p> <p>e-mail the updated spreadsheet to the Regional Director and Joseph D'Agostino</p> <p>DEADLINE: December 12, 2014</p> | Please |
| B. | <p>Upon adoption of the "May-June Proposed Budget 2015-2016", please forward with the signed governing board resolution to the Regional Director.</p> <p>Please e-mail the updated spreadsheet to the Regional Director and Joseph D'Agostino</p> <p>DEADLINE: June 29, 2015</p> | |