



**DISTRICT EDUCATION COUNCIL  
Superintendent's Monitoring Report**

<b>Policy Name</b>	<b>Budget and Forecasting</b>		
<b>Policy Number</b>	<b>ASD-W-EL-4</b>	<b>Number of Reports per year</b>	<b>4</b>
<b>Policy</b>	<p><b>With respect to the actual, ongoing condition of the Anglophone West School District financial health, the Superintendent shall 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.</b></p> <p><b>Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate substantially from Council priorities, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight.</b></p>		
<b>Date of Report</b>	<b>October 20, 2022</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 26, 2023</b> <b>March 30, 2023</b> <b>June 29, 2023</b>		
<b>Report Filed by:</b>	<b>David McTimoney, Superintendent</b>		
<b>Report Supported by:</b>	<b>Shawn Tracey, Director of Finance and Administration</b> <b>Terri McKellar, Budget and Accounting Manager</b>		
<b><u>Interpretation:</u></b>			
<ul style="list-style-type: none"> <li><b>The superintendent must ensure that the financial position does not place undue strain on the ability of the District to maintain its focus on achieving a balanced budget and prevent loss of services to its stakeholders.</b></li> </ul>			

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<ul style="list-style-type: none"> <li>• <b>The superintendent must ensure that financial management staff follow “Generally Accepted Accounting Principles” (GAAP, CPA Handbook) and that any material discrepancies are investigated and reported during the financial reporting cycle.</b></li> </ul> <p><b><u>Justification:</u></b></p> <ul style="list-style-type: none"> <li>• <b>The District Education Council has the authority under the Education Act 36.9(4), 50.2(3) &amp; Regulation 97-150 (7-10) to develop a balanced expenditure plan and follow government accounting requirements for revenues and expenses.</b></li> <li>• <b>The Education Acts (48(1)) outlines the duties of the superintendent. One requirement is to ensure district and provincial policies are followed.</b></li> <li>• <b>Regular reporting ensures that Policy 101 section 6.1.4.2 is followed and that the school district cannot incur deficits in either the capital or operating budgets.</b></li> </ul> <p><b><u>Compliance:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Financial reports prepared by District Financial staff and reviewed with the Superintendent on a quarterly basis.</b></li> <li>• <b>Quarterly reports presented to the District Education Council by District staff for approval, for submission to Department of Education and Early Childhood (EECD) in accordance with the schedule set out by EECD.</b></li> </ul>	
<p><b><u>Evidence:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Education Act: Section 36.9(4): Authority and responsibilities of District Education Councils</b> <a href="http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf">http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf</a></li> <li>• <b>Education Act: Section 50.2(3): School District Budgets and Expenditures</b> <a href="http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf">http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf</a></li> <li>• <b>Regulation 97-150(7-10): Administration</b> <a href="http://laws.gnb.ca/en/showfulldoc/cr/97-150/#anchorga:s_7">http://laws.gnb.ca/en/showfulldoc/cr/97-150/#anchorga:s_7</a></li> <li>• <b>Education Act: Section 48: Duties of the Superintendents</b> <a href="http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf">http://laws.gnb.ca/en/ShowPdf/cs/E-1.12.pdf</a></li> <li>• <b>Policy 101: Financial Responsibilities of School Districts</b> <a href="https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/101A.pdf">https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/101A.pdf</a></li> </ul>	

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<b><u>Appendices:</u></b> <ul style="list-style-type: none"><li>• <b>ASD-W Quarterly Report</b></li><li>• <b>ASD-W DEC Big Picture Report</b></li></ul>	
<b>Compliance: I report compliance with this policy.</b>	

**Superintendent's Signature:** \_\_\_\_\_  
**DEC Chair Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_