



Schools' Finance Branch
511-1181 Portage Avenue
Winnipeg, Manitoba
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SEVEN OAKS SCHOOL DIVISION

830 POWERS STREET
WINNIPEG, MANITOBA R2V 4E7

FRAME BUDGET

FOR THE FISCAL YEAR ENDING JUNE 30, 2018

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2017/18 FRAME BUDGET

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**OPERATING FUND
SCHEDULE OF REVENUE AND EXPENSES**

Budget for the Year Ending June 30, 2018

Revenue

Provincial Government	98,283,900
Federal Government	906,000
Municipal Government - Property Tax	42,844,760
- Other	-
Other School Divisions	1,052,100
First Nations	650,000
Private Organizations and Individuals	1,052,900
Other Sources	53,000
	144,842,660

Expenses

Regular Instruction	85,206,220
Student Support Services	24,273,780
Adult Learning Centres	939,200
Community Education and Services	2,024,000
Divisional Administration	4,161,330
Instructional and Other Support Services	5,699,810
Transportation of Pupils	3,749,190
Operations and Maintenance	13,830,560
Fiscal	2,563,370
	142,447,460

Current Year Operating Surplus (Deficit)	2,395,200
Net Transfers from (to) Capital Fund	(2,395,200)
Net Current Year Surplus (Deficit)	0

**OPERATING FUND - REVENUE DETAIL
PROVINCE OF MANITOBA**

Budget for the Year Ending June 30, 2018

Funding of Schools Program

Base Support		
Instructional	20,988,499	
Additional Instructional Support for Small Schools	-	
Sparsity	-	
Curricular Materials	653,508	
Information Technology	675,292	
Library Services	1,002,046	
Student Services	3,745,693	
Counselling and Guidance	904,019	
Professional Development	424,780	
Physical Education	263,250	
Occupancy	<u>3,760,290</u>	32,417,377
Categorical Support		
Transportation	1,107,723	
Board and Room	-	
Special Needs: Coordinator/Clinician	816,885	
Special Needs: Level 2	2,141,300	
Special Needs: Level 3	3,209,647	
Senior Years Technology Education	470,140	
English as an Additional Language	841,800	
Aboriginal Academic Achievement (included BSSAP)	359,500	
Aboriginal and International Languages	23,668	
French Language Education	441,000	
Small Schools	-	
Enrolment Change	436,220	
Northern Allowance	-	
Early Childhood Development Initiative	145,677	
Literacy and Numeracy	871,344	
Education for Sustainable Development	<u>16,800</u>	10,881,704
Equalization		27,209,365
Additional Equalization		4,111,702
Formula Guarantee		-
Other Program Support		
School Buildings Support: "D" Projects	236,280	
Technology Education Equipment Replacement	103,900	
Skills Strategy Equipment Enhancement	-	
Other Minor Capital Support	-	
Prior Year Support		
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	<u>-</u>	<u>340,180</u>
		<u><u>74,960,328</u></u>

**OPERATING FUND - REVENUE DETAIL
PROVINCE OF MANITOBA (CONT'D)**

Budget for the Year Ending June 30, 2018

Other Department of Education and Training

Non-Resident	-	
Shared Services	-	
Special Needs	-	
Institutional Programs	-	
Nursing Supports (URIS)	75,000	
Substitute Fees	-	
General Support Grant	2,200,000	
Education Property Tax Credit	12,601,165	
Tax Incentive Grant	5,351,643	
Smaller Classes Initiative (K-3)	1,230,071	
Community Schools	80,000	
Healthy Schools Initiative	27,600	
Learning to Age 18 Coordinator	58,295	
Other: Career Development Grant	95,438	
First Year Now	150,000	
Provincial Test Marking	10,000	

_____		21,879,212

Other Provincial Government Departments (Not including GBE's)

Employment Programs	17,200	
Adult Learning Centres	449,160	
Other: Healthy Child Manitoba - Wayfinders	878,000	
Healthy Child Manitoba - Early Years Coalition	88,000	
Manitoba Justice - Lighthouse	12,000	

_____		1,444,360

Funding of Schools Program (previous page)	<u>74,960,328</u>
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TOTAL PROVINCIAL GOVERNMENT REVENUE	<u><u>98,283,900</u></u>
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OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT

Budget for the Year Ending June 30, 2018

FUNCTION OBJECT	100	200	300	400	500	600	700	800	900	2018	2017
	Regular Instruction	Student Support Services	Adult Learning Centres	Community Education and Services	Divisional Administration	Instructional and Pupil Support Services	Transportation	Operations and Maintenance	Fiscal	TOTALS	TOTALS
Salaries	71,032,330	19,956,330	713,160	1,391,920	2,616,610	3,117,160	2,050,240	7,089,660		107,967,410	103,199,110
Employees Benefits and Allowances	5,879,490	2,798,540	64,790	271,700	422,900	487,810	537,930	1,609,290		12,072,450	11,524,790
Services	2,158,360	1,140,680	140,400	6,500	1,018,320	879,305	488,820	4,333,530		10,165,915	9,830,645
Supplies, Materials and Minor Equipment	5,253,840	148,230	20,850	353,880	103,500	1,094,535	672,200	798,080		8,445,115	9,279,630
Short Term Loan Interest and Bank Charges									250,000	250,000	250,000
Bad Debt Expense									-	0	0
Transfers	882,200	230,000	0	0	0	121,000	0	0	(PAYROLL TAX) 2,313,370	3,546,570	3,423,250
TOTALS	85,206,220	24,273,780	939,200	2,024,000	4,161,330	5,699,810	3,749,190	13,830,560	2,563,370	142,447,460	137,507,425

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OPERATING FUND - EXPENSE DETAIL: FUNCTION 100
Budget for the Year Ending June 30, 2018

REGULAR INSTRUCTION		10 ADMINISTRATION	SINGLE TRACK SCHOOLS *			80 DUAL TRACK SCHOOLS **	90 SENIOR YEARS TECHNOLOGY EDUCATION	TOTALS
			20 ENGLISH LANGUAGE	50 FRANÇAIS	70 FRENCH IMMERSION			
3XX SALARIES								
320 Executive, Managerial and Supervisory		5,964,960						5,964,960
330 Instructional - Teaching	20000		33,978,916		5,554,169	19,357,395	846,000	59,756,480
350 Instructional - Other			1,599,060		63,420	707,570		2,370,050
360 Technical, Specialized and Service								0
370 Secretarial, Clerical and Other		2,591,460						2,591,460
390 Information Technology		349,380						349,380
Total Salaries		8,925,800	35,577,976	0	5,617,589	20,064,965	846,000	71,032,330
4XX EMPLOYEES BENEFITS AND ALLOWANCES		995,210	2,995,200		329,660	1,509,170	50,250	5,879,490
5-6XX SERVICES								
510 Professional, Technical and Specialized		59,000	190,250			52,500		301,750
520 Communications		203,950	3,000					206,950
540 Travel and Meetings		15,800	15,500		50	200	7,200	38,750
560 Tuition			213,000				120,000	333,000
570 Printing and Binding		15,000						15,000
580 Insurance and Bond Premiums			9,000					9,000
590 Maintenance and Repair Services			201,050		9,770	64,170		274,990
610 Rentals			123,100			20,000		143,100
630 Advertising								0
640 Dues and Fees			19,510			13,890		33,400
650 Professional and Staff Development		30,900						30,900
680 Information Technology Services		771,520						771,520
Total Services		1,096,170	774,410	0	9,820	150,760	127,200	2,158,360
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT								
710 Supplies			1,562,365		74,865	690,660	132,200	2,460,090
740 Curricular and Media Materials			435,800		38,460	242,340		716,600
760 Minor Equipment			780,225		10,000	241,300	8,000	1,039,525
780 Information Technology Equipment		345,860	600,545		4,000	82,220	5,000	1,037,625
Total Supplies, Materials & Minor Equipment		345,860	3,378,935	0	127,325	1,256,520	145,200	5,253,840
95X-99 TRANSFERS								
960 School Divisions			630,200		63,000	99,000	90,000	882,200
980 Organizations, Individuals and Other Entities								0
Total Transfers		0	630,200	0	63,000	99,000	90,000	882,200
TOTALS		11,363,040	43,356,721	0	6,147,394	23,080,415	1,258,650	85,206,220

* 90% or more of enrolment is in one of the following instructional programs: English Language, Français, French Immersion.

** includes multi-track schools.

OPERATING FUND - EXPENSE DETAIL: FUNCTION 200
 Budget for the Year Ending June 30, 2018

STUDENT SUPPORT SERVICES		10	30	40	50	60	70	
		ADMINISTRATION	CLINICAL AND	SPECIAL	REGULAR	RESOURCE	COUNSELLING	
CODE	OBJECT \ PROGRAM	/CO-ORDINATION	RELATED	PLACEMENT	PLACEMENT	SERVICES	AND GUIDANCE	TOTALS
			SERVICES					
3XX	SALARIES							
320	Executive, Managerial and Supervisory	408,300				128,630	2,950,020	3,486,950
330	Instructional - Teaching			338,400		4,382,310		4,720,710
350	Instructional - Other			168,760	9,867,100			10,035,860
360	Technical, Specialized and Service							0
370	Secretarial, Clerical and Other	88,480						88,480
380	Clinician		1,624,330					1,624,330
390	Information Technology							0
	Total Salaries	496,780	1,624,330	507,160	9,867,100	4,510,940	2,950,020	19,956,330
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	62,160	117,970	52,130	2,073,000	297,730	195,550	2,798,540
5-6XX	SERVICES							
510	Professional, Technical and Specialized		100,000	181,700	457,000		340,900	1,079,600
520	Communications	3,100	26,080					29,180
540	Travel and Meetings	9,000	8,000				1,000	18,000
560	Tuition							0
570	Printing and Binding							0
580	Insurance and Bond Premiums							0
590	Maintenance and Repair Services			10,000				10,000
610	Rentals							0
630	Advertising							0
640	Dues and Fees		900					900
650	Professional and Staff Development	2,000						2,000
680	Information Technology Services		1,000					1,000
	Total Services	14,100	135,980	191,700	457,000	0	341,900	1,140,680
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT							
710	Supplies		17,000	51,000	6,500		400	74,900
740	Curricular and Media Materials			8,250	5,700	1,550	1,000	16,500
760	Minor Equipment		4,000	23,500	500	700	500	29,200
780	Information Technology Equipment	1,700	5,930	20,000				27,630
	Total Supplies, Materials & Minor Equipment	1,700	26,930	102,750	12,700	2,250	1,900	148,230
95X-99	TRANSFERS							
960	School Divisions			60,000				60,000
980	Organizations, Individuals and Other Entities			170,000				170,000
	Total Transfers	0	0	230,000	0			230,000
TOTALS		574,740	1,905,210	1,083,740	12,409,800	4,810,920	3,489,370	24,273,780

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Budget for the Year Ending June 30, 2018

ADULT LEARNING CENTRES		10	20	
CODE	OBJECT \ PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	TOTALS
3XX	SALARIES			
320	Executive, Managerial and Supervisory	117,900		117,900
330	Instructional - Teaching		465,300	465,300
350	Instructional - Other		90,430	90,430
360	Technical, Specialized and Service			0
370	Secretarial, Clerical and Other	39,530		39,530
390	Information Technology			0
	Total Salaries	157,430	555,730	713,160
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	26,920	37,870	64,790
5-6XX	SERVICES			
510	Professional, Technical and Specialized			0
520	Communications		4,800	4,800
530	Utility Services	6,480		6,480
540	Travel and Meetings			0
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums	900		900
590	Maintenance and Repair Services			0
610	Rentals		97,370	97,370
620	Property Taxes	30,350		30,350
630	Advertising			0
640	Dues and Fees			0
650	Professional and Staff Development		500	500
680	Information Technology Services			0
	Total Services	37,730	102,670	140,400
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT			
710	Supplies		10,200	10,200
740	Curricular and Media Materials		7,650	7,650
760	Minor Equipment		3,000	3,000
780	Information Technology Equipment			0
	Total Supplies, Materials & Minor Equipment	0	20,850	20,850
95X-99	TRANSFERS			
960	School Divisions			0
980	Organizations, Individuals and Other Entities			0
999	Recharge			0
	Total Transfers	0	0	0
TOTALS		222,080	717,120	939,200

OPERATING FUND - EXPENSE DETAIL: FUNCTION 400

Budget for the Year Ending June 30, 2018

COMMUNITY EDUCATION AND SERVICES		10	20	30	40	
		CONTINUING	ENGLISH AS AN	COMMUNITY	PRE-KINDERGARTEN	
CODE	OBJECT \ PROGRAM	EDUCATION	ADDITIONAL LANGUAGE	SERVICES AND	EDUCATION	TOTALS
			FOR ADULTS	RECREATION		
3XX	SALARIES					
320	Executive, Managerial and Supervisory		71,940	42,410		114,350
330	Instructional - Teaching		250,000	340,000		590,000
350	Instructional - Other			295,520	327,120	622,640
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other	13,590	51,340			64,930
380	Clinician					0
390	Information Technology					0
	Total Salaries	13,590	373,280	677,930	327,120	1,391,920
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	2,110	58,080	116,640	94,870	271,700
5-6XX	SERVICES					
510	Professional, Technical and Specialized			1,400	3,000	4,400
520	Communications			500		500
540	Travel and Meetings			400	1,200	1,600
570	Printing and Binding					0
580	Insurance and Bond Premiums					0
590	Maintenance and Repair Services					0
610	Rentals					0
630	Advertising					0
640	Dues and Fees					0
650	Professional and Staff Development					0
680	Information Technology Services					0
	Total Services	0	0	2,300	4,200	6,500
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT					
710	Supplies		194,420	105,460	54,000	353,880
740	Curricular and Media Materials					0
760	Minor Equipment					0
780	Information Technology Equipment					0
	Total Supplies, Materials & Minor Equipment	0	194,420	105,460	54,000	353,880
95X-99	TRANSFERS					
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0	0	0
TOTALS		15,700	625,780	902,330	480,190	2,024,000

OPERATING FUND - EXPENSE DETAIL: FUNCTION 500
Budget for the Year Ending June 30, 2018

DIVISIONAL ADMINISTRATION		10	20	30	50	
CODE OBJECT \ PROGRAM		BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	TOTALS
3XX SALARIES						
310	Trustees Remuneration	192,350				192,350
320	Executive, Managerial and Supervisory		506,440	525,460	72,170	1,104,070
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other		408,200	635,020	13,130	1,056,350
390	Information Technology				263,840	263,840
	Total Salaries	192,350	914,640	1,160,480	349,140	2,616,610
4XX EMPLOYEES BENEFITS AND ALLOWANCES		26,980	111,670	232,290	51,960	422,900
5-6XX SERVICES						
510	Professional, Technical and Specialized		156,000	233,000		389,000
520	Communications	10,800	5,000	39,870	4,000	59,670
540	Travel and Meetings	9,000	22,800	86,850	2,000	120,650
570	Printing and Binding		25,000	12,000		37,000
580	Insurance and Bond Premiums			86,500		86,500
590	Maintenance and Repair Services			7,000		7,000
610	Rentals			4,000		4,000
630	Advertising		22,000	3,000		25,000
640	Dues and Fees	110,000	7,500	6,900		124,400
650	Professional and Staff Development	54,000	5,000	17,000	10,000	86,000
680	Information Technology Services	6,000	6,700	2,000	64,400	79,100
	Total Services	189,800	250,000	498,120	80,400	1,018,320
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies		30,000	20,000		50,000
740	Curricular and Media Materials					0
760	Minor Equipment		12,000	17,300		29,300
780	Information Technology Equipment		16,300	7,050	850	24,200
	Total Supplies, Materials & Minor Equipment	0	58,300	44,350	850	103,500
95X-99 TRANSFERS						
960	School Divisions					0
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0		0
TOTALS		409,130	1,334,610	1,935,240	482,350	4,161,330

OPERATING FUND - EXPENSE DETAIL: FUNCTION 600
Budget for the Year Ending June 30, 2018

INSTRUCTIONAL AND OTHER SUPPORT SERVICES		05 CURRICULUM CONSULTING & DEVELOPMENT ADMINISTRATION	10 CURRICULUM CONSULTING & DEVELOPMENT	20 LIBRARY / MEDIA CENTRE	30 PROFESSIONAL AND STAFF DEVELOPMENT	80 OTHER	TOTALS
CODE	OBJECT \ PROGRAM						
3XX	SALARIES						
320	Executive, Managerial and Supervisory	79,320					79,320
330	Instructional - Teaching		380,950		472,570		853,520
350	Instructional - Other			1,234,010		838,070	2,072,080
360	Technical, Specialized and Service						0
370	Secretarial, Clerical and Other		33,260			78,980	112,240
390	Information Technology						0
	Total Salaries	79,320	414,210	1,234,010	472,570	917,050	3,117,160
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	5,460	32,420	261,840	9,200	178,890	487,810
5-6XX	SERVICES						
510	Professional, Technical and Specialized				14,000	75,000	89,000
520	Communications		3,700	1,680			5,380
540	Travel and Meetings		3,000				3,000
560	Tuition						0
570	Printing and Binding			2,000			2,000
580	Insurance and Bond Premiums						0
590	Maintenance and Repair Services			22,355			22,355
610	Rentals			700			700
630	Advertising						0
640	Dues and Fees			500			500
650	Professional and Staff Development			8,500	691,170		699,670
680	Information Technology Services			56,700			56,700
	Total Services	0	6,700	92,435	705,170	75,000	879,305
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies		1,500	4,000	900	784,300	790,700
740	Curricular and Media Materials			288,725			288,725
760	Minor Equipment			5,500			5,500
780	Information Technology Equipment			9,610			9,610
	Total Supplies, Materials & Minor Equipment	0	1,500	307,835	900	784,300	1,094,535
95X-99	TRANSFERS						
960	School Divisions						0
980	Organizations, Individuals and Other Entities					121,000	121,000
	Total Transfers					121,000	121,000
TOTALS		84,780	454,830	1,896,120	1,187,840	2,076,240	5,699,810

OPERATING FUND - EXPENSE DETAIL: FUNCTION 700

Budget for the Year Ending June 30, 2018

TRANSPORTATION OF PUPILS		10	20	70	80	90	
CODE	OBJECT \ PROGRAM	ADMINISTRATION	REGULAR	ALLOWANCES IN LIEU OF TRANSPORTATION	BOARDING OF STUDENTS/ DORMITORIES	FIELD TRIPS AND OTHER	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	145,650					145,650
350	Instructional - Other						0
360	Technical, Specialized and Service		1,819,500				1,819,500
370	Secretarial, Clerical and Other	85,090					85,090
390	Information Technology						0
	Total Salaries	230,740	1,819,500		0	0	2,050,240
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	46,250	491,680				537,930
5-6XX	SERVICES						
510	Professional, Technical and Specialized						0
520	Communications	5,220	3,100				8,320
540	Travel and Meetings	2,200					2,200
570	Printing and Binding						0
550	Transportation of Pupils		100,500	200,000		8,000	308,500
580	Insurance and Bond Premiums		51,050				51,050
590	Maintenance and Repair Services	2,000	88,250				90,250
610	Rentals		500				500
630	Advertising						0
640	Dues and Fees	1,000					1,000
650	Professional and Staff Development	7,000	20,000				27,000
680	Information Technology Services						0
	Total Services	17,420	263,400	200,000	0	8,000	488,820
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies	4,000	613,200			6,000	623,200
740	Curricular and Media Materials						0
760	Minor Equipment	2,000	7,000				9,000
780	Information Technology Equipment	10,000	30,000				40,000
	Total Supplies, Materials & Minor Equipment	16,000	650,200		0	6,000	672,200
95X-99	TRANSFERS						
960	School Divisions						0
980	Organizations, Individuals and Other Entities						0
999	Recharge		(375,000)			375,000	0
	Total Transfers	0	(375,000)	0	0	375,000	0
TOTALS		310,410	2,849,780	200,000	0	389,000	3,749,190

OPERATING FUND - EXPENSE DETAIL: FUNCTION 800
Budget for the Year Ending June 30, 2018

OPERATIONS AND MAINTENANCE		10	20	50	70	80	
CODE	OBJECT \ PROGRAM	ADMINISTRATION	SCHOOL BUILDINGS MAINTENANCE	SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS	OTHER BUILDINGS	GROUNDS	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	369,360					369,360
360	Technical, Specialized and Service		6,299,570	40,660	162,660	86,520	6,589,410
370	Secretarial, Clerical and Other	130,890					130,890
390	Information Technology						0
	Total Salaries	500,250	6,299,570	40,660	162,660	86,520	7,089,660
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	93,350	1,465,660	8,920	27,900	13,460	1,609,290
5-6XX	SERVICES						
510	Professional, Technical and Specialized		25,000			100,000	125,000
520	Communications	15,920	400		2,310		18,630
530	Utility Services		1,915,300		103,500		2,018,800
540	Travel and Meetings		2,900				2,900
570	Printing and Binding						0
580	Insurance and Bond Premiums		193,300	33,200	6,500		233,000
590	Maintenance and Repair Services		583,100	750,000	31,000	229,000	1,593,100
610	Rentals						0
620	Property Taxes		81,400		87,400	127,600	296,400
630	Advertising						0
640	Dues and Fees	4,200					4,200
650	Professional and Staff Development	19,000	22,500				41,500
680	Information Technology Services						0
	Total Services	39,120	2,823,900	783,200	230,710	456,600	4,333,530
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies	6,500	571,130		18,000	15,000	610,630
740	Curricular and Media Materials						0
760	Minor Equipment	5,000	129,500			25,000	159,500
780	Information Technology Equipment	8,400	19,550				27,950
	Total Supplies, Materials & Minor Equipment	19,900	720,180	0	18,000	40,000	798,080
960	School Divisions						
999	Recharge						0
TOTALS		652,620	11,309,310	832,780	439,270	596,580	13,830,560

STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS

ENROLMENTS BY PROGRAM	Estimated F.T.E. Enrolment September 30, 2017
REGULAR INSTRUCTION	
English Language - Single Track	6,566.0
Francais - Single Track	-
French Immersion - Single Track	644.5
Dual Track	
- English Language	2,471.5
- Francais	-
- French Immersion	1,216.5
- Other Bilingual	<u>181.5</u>
Senior Years Technology Education	<u>210.0</u>
TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS	<u><u>11,290.0</u></u>

TRANSPORTATION OF PUPILS	
TRANSPORTED STUDENTS (September 30)	2,825
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	862,000
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	594,272
LOADED KILOMETERS (For the period ended June 30)	428,652

FULL TIME EQUIVALENT PERSONNEL EMPLOYED

For the 2017/18 Fiscal Year

CODE	OBJECT \ FUNCTION	FUNCTION 100	FUNCTION 200	FUNCTION 300	FUNCTION 400	FUNCTION 500	FUNCTION 600	FUNCTION 700	FUNCTION 800	TOTALS
320	Executive, Managerial, and Supervisory	50.50	4.30	1.00	2.00	8.10	0.50	2.00	3.50	71.90
330	Instructional - Teaching	669.24	90.67	8.00			3.40			771.31
350	Instructional - Other	55.78	242.82		12.62		36.60			347.82
360	Technical, Specialized and Service							37.30	112.25	149.55
370	Secretarial, Clerical and Other	54.50	1.50	0.80	1.25	16.25	2.00	1.50	2.50	80.30
380	Clinician		19.20							19.20
390	Information Technology	6.25				3.75				10.00
TOTALS (excluding Trustees)		836.27	358.49	9.80	15.87	28.10	42.50	40.80	118.25	1,450.08

510 Clinicians contracted/outsourced/private or employed by other divisions on a Full Time Equivalent basis		1.40
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310 TRUSTEES		9.00
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**CALCULATION OF ADMINISTRATION COSTS
AS A PERCENTAGE OF TOTAL EXPENSES**

Administration Costs

Divisional Administration, Function 500	4,161,330
Less: Liability Insurance	86,500
Administration portion of self-funded expenses (see below)	0 *
Trustee election costs	-
	<u>4,074,830 (A)</u>

Expense Base

Total Operating Expenses	142,447,460
Plus: Transfers to Capital	2,395,200
Less: Adult Learning Centres, Function 300	939,200
	<u>143,903,460 (B)</u>

Percentage (A) / (B) 2.83%

Maximum Allowable Percentage 3.50%

Calculation of **Maximum Allowable Percentage**:
 If F.T.E. Enrolment is 5,000 or over = 3.50%
 If F.T.E. Enrolment is 1,000 or less = 4.25%
 If F.T.E. Enrolment is between 1,000 and 5,000, calculated as:
 3.5% + (5,000 – division enrolment X 0.0001875%) to a maximum of 4.25%
 5.0% limit for Northern divisions

Self-Funded Expenses (fully offset by incremental revenues):

Foreign Student Programs

Expenses ⁽¹⁾	
Instructional	-
Administration (deducted above)	- *
Other: _____	-
	<u>0</u>

Associated Revenue ⁽²⁾ -

Self-Administered Pension Plans

Expenses ⁽¹⁾	
Administration (deducted above)	- *
Other: _____	-
	<u>0</u>

Associated Revenue ⁽²⁾ -

(1) Incremental costs of the program.

(2) Tuition fees from foreign students or the pension plan administration fee.