

LORD SELKIRK SCHOOL DIVISION
205 MERCY STREET
SELKIRK, MANITOBA R1A 2C8

FRAME BUDGET

FOR THE FISCAL YEAR ENDING JUNE 30, 2019

TABLE OF CONTENTS
2018/19 FRAME BUDGET

OPERATING FUND	PAGE
SCHEDULE OF REVENUE AND EXPENSES	1
REVENUE DETAIL: PROVINCE OF MANITOBA	2 - 3
REVENUE DETAIL: NON-PROVINCIAL GOVERNMENT SOURCES	4
EXPENSES BY FUNCTION AND BY OBJECT	5
EXPENSE DETAIL	
- Function 100: Regular Instruction	6
- Function 200: Student Support Services	7
- Function 300: Adult Learning Centres	8
- Function 400: Community Education and Services	9
- Function 500: Divisional Administration	10
- Function 600: Instructional and Other Support Services	11
- Function 700: Transportation of Pupils	12
- Function 800: Operations and Maintenance	13
DETAIL OF TRANSFERS TO (FROM) CAPITAL FUND	14
STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS	15
FULL TIME EQUIVALENT PERSONNEL	16
CACULATION OF ADMINISTRATION COSTS	17
CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES	18 - 20

**OPERATING FUND
SCHEDULE OF REVENUE AND EXPENSES**

Budget for the Year Ending June 30, 2019

Revenue

Provincial Government	33,288,378
Federal Government	-
Municipal Government - Property Tax	24,600,986
- Other	-
Other School Divisions	181,200
First Nations	440,000
Private Organizations and Individuals	365,200
Other Sources	102,100
	58,977,864

Expenses

Regular Instruction	33,913,433
Student Support Services	10,193,645
Adult Learning Centres	355,465
Community Education and Services	422,830
Divisional Administration	1,974,465
Instructional and Other Support Services	1,546,125
Transportation of Pupils	2,714,185
Operations and Maintenance	6,464,270
Fiscal	1,020,000
	58,604,418

Current Year Operating Surplus (Deficit)	373,446
Net Transfers from (to) Capital Fund	(373,446)
Net Current Year Surplus (Deficit)	0

OPERATING FUND - REVENUE DETAIL PROVINCE OF MANITOBA

Budget for the Year Ending June 30, 2019

Funding of Schools Program

Base Support		
Instructional	7,350,156	
Additional Instructional Support for Small Schools	-	
Sparsity	353,690	
Curricular Materials	228,858	
Information Technology	236,487	
Library Services	350,916	
Student Services	1,285,645	
Counselling and Guidance	316,587	
Professional Development	148,758	
Physical Education	91,625	
Occupancy	2,008,395	12,371,117
Categorical Support		
Transportation	1,626,497	
Board and Room	-	
Special Needs: Coordinator/Clinician	350,916	
Special Needs: Level 2	984,200	
Special Needs: Level 3	709,968	
Senior Years Technology Education	317,681	
English as an Additional Language	51,850	
Indigenous Academic Achievement (included BSSIP)	356,500	
Indigenous and International Languages	18,094	
French Language Education	102,000	
Small Schools	53,248	
Enrolment Change	134,492	
Northern Allowance	-	
Early Childhood Development Initiative	51,053	
Literacy and Numeracy	364,644	
Education for Sustainable Development	10,500	5,131,643
Equalization		4,679,398
Additional Equalization		-
Formula Guarantee		700,762
Other Program Support		
School Buildings Support: "D" Projects	135,660	
Technology Education Equipment Replacement	123,000	
Skills Strategy Equipment Enhancement	-	
Other Minor Capital Support	-	
Prior Year Support		
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	-	258,660
		23,141,580

**OPERATING FUND - REVENUE DETAIL
NON-PROVINCIAL GOVERNMENT SOURCES**

Budget for the Year Ending June 30, 2019

Federal Government

Tuition Fees	-		
Transportation of Pupils	-		
French Language Monitor	-		
English as an Additional Language (Adults)	-		
Other:	-		
			0

Municipal Government

Special Requirement	33,144,181		
Less: Education Property Tax Credit	(5,904,150)		
Less: Tax Incentive Grant	(2,639,045)	24,600,986	
Other:	-		24,600,986

Other School Divisions

Tuition Fees	-		
Transfer Fees	83,200		
Residual Fees	98,000		
Transportation of Pupils	-		
Other:	-		
			181,200

First Nations

Tuition Fees	440,000		
Transportation of Pupils	-		
Other:	-		
			440,000

Private Organizations and Individuals (Includes GBE's)

Regular Tuition	-		
International Tuition	-		
Continuing Education	80,000		
Other Tuition:	-		
Food Service	130,000		
Government Business Enterprises (GBE's)			
Other:	-		
ChildCare Program Fees	4,200		
Marketing Program	30,000		
Vocational Shops	16,000		
Swimming Pool	105,000		
			365,200

Other Sources

Interest	10,000		
Donations	-		
Other:	12,000		
Rentals	12,000		
Parking Fees	40,100		
Wage Reimbursements	30,000		
Miscellaneous	10,000		
			102,100

TOTAL NON-PROVINCIAL GOVERNMENT REVENUE

25,689,486

OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT

Budget for the Year Ending June 30, 2019

FUNCTION OBJECT	100	200	300	400	500	600	700	800	900	2019	2018
	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	28,397,280	8,858,470	322,295	285,510	1,377,270	1,099,220	1,682,385	2,939,525		44,961,955	45,239,178
Employees Benefits and Allowances	1,929,275	805,350	18,220	40,970	166,300	87,010	263,680	491,190		3,801,995	3,779,860
Services	642,725	418,525	4,750	78,050	399,395	277,640	170,620	2,389,755		4,381,460	4,179,545
Supplies, Materials and Minor Equipment	2,758,153	111,300	10,200	18,300	31,500	82,255	597,500	643,800		4,253,008	4,200,785
Short Term Loan Interest and Bank Charges									60,000	60,000	60,000
Bad Debt Expense										0	0
Transfers	186,000	0	0	0	0	0	0	0	(PAYROLL TAX) 960,000	1,146,000	1,125,750
TOTALS	33,913,433	10,193,645	355,465	422,830	1,974,465	1,546,125	2,714,185	6,464,270	1,020,000	58,604,418	58,585,118

OPERATING FUND - EXPENSE DETAIL: FUNCTION 100

Budget for the Year Ending June 30, 2019

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			
CODE	OBJECT \ PROGRAM							
3XX	SALARIES							
320	Executive, Managerial and Supervisory	2,525,185					2,525,185	
330	Instructional - Teaching	16000	16,239,055		1,254,875	4,233,275	1,337,825	23,081,030
350	Instructional - Other		1,100,140		146,615	133,285	48,190	1,428,230
360	Technical, Specialized and Service						64,850	64,850
370	Secretarial, Clerical and Other	820,805						820,805
390	Information Technology	477,180						477,180
	Total Salaries	3,839,170	17,339,195	0	1,401,490	4,366,560	1,450,865	28,397,280
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	309,225	1,251,850		81,260	213,695	73,245	1,929,275
5-6XX	SERVICES							
510	Professional, Technical and Specialized						7,800	7,800
520	Communications	110,500						110,500
540	Travel and Meetings	29,000	30,000					59,000
560	Tuition		10,500					10,500
570	Printing and Binding							0
580	Insurance and Bond Premiums							0
590	Maintenance and Repair Services	3,000	20,200			5,000	6,600	34,800
610	Rentals	5,850						5,850
630	Advertising	17,000						17,000
640	Dues and Fees		10,885					10,885
650	Professional and Staff Development	16,500						16,500
680	Information Technology Services	368,890	1,000					369,890
	Total Services	550,740	72,585	0	0	5,000	14,400	642,725
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT							
710	Supplies		588,808		17,820	102,195	261,190	970,013
740	Curricular and Media Materials		318,535		12,590	36,505	7,100	374,730
760	Minor Equipment		107,700			7,000	136,010	250,710
780	Information Technology Equipment		1,161,700			1,000		1,162,700
	Total Supplies, Materials & Minor Equipment	0	2,176,743	0	30,410	146,700	404,300	2,758,153
95X-99	TRANSFERS							
960	School Divisions		186,000					186,000
980	Organizations, Individuals and Other Entities							0
	Total Transfers	0	186,000	0	0	0	0	186,000
TOTALS		4,699,135	21,026,373	0	1,513,160	4,731,955	1,942,810	33,913,433

* 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, 2019

STUDENT SUPPORT SERVICES		10	30	40	50	60	70	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION /CO-ORDINATION	CLINICAL AND RELATED SERVICES	SPECIAL PLACEMENT	REGULAR PLACEMENT	RESOURCE SERVICES	COUNSELLING AND GUIDANCE	
3XX SALARIES								
320	Executive, Managerial and Supervisory	194,370						194,370
330	Instructional - Teaching				173,280	2,281,120	1,366,520	3,820,920
350	Instructional - Other		173,270	4,310	2,599,520	413,185		3,190,285
360	Technical, Specialized and Service			64,980			25,000	89,980
370	Secretarial, Clerical and Other	67,000						67,000
380	Clinician		1,495,915					1,495,915
390	Information Technology							0
	Total Salaries	261,370	1,669,185	69,290	2,772,800	2,694,305	1,391,520	8,858,470
4XX EMPLOYEES BENEFITS AND ALLOWANCES								
5-6XX SERVICES								
510	Professional, Technical and Specialized		2,500					2,500
520	Communications	5,000			3,000		720	8,720
540	Travel and Meetings	2,000	28,500	57,950	11,800		1,500	101,750
560	Tuition			294,200				294,200
570	Printing and Binding							0
580	Insurance and Bond Premiums		500					500
590	Maintenance and Repair Services				5,000			5,000
610	Rentals		1,000					1,000
630	Advertising							0
640	Dues and Fees	800	1,000					1,800
650	Professional and Staff Development						755	755
680	Information Technology Services						2,300	2,300
	Total Services	7,800	33,500	352,150	19,800	0	5,275	418,525
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT								
710	Supplies		15,000	400	78,000		1,000	94,400
740	Curricular and Media Materials	900	10,000					10,900
760	Minor Equipment		6,000					6,000
780	Information Technology Equipment							0
	Total Supplies, Materials & Minor Equipment	900	31,000	400	78,000	0	1,000	111,300
95X-99 TRANSFERS								
960	School Divisions							0
980	Organizations, Individuals and Other Entities							0
	Total Transfers	0	0	0	0			0
TOTALS		289,830	1,831,550	432,540	3,306,195	2,867,630	1,465,900	10,193,645

7

Budget for the Year Ending June 30, 2019

ADULT LEARNING CENTRES		10	20	
CODE	OBJECT \ PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	TOTALS
3XX	SALARIES			
320	Executive, Managerial and Supervisory	30,330		30,330
330	Instructional - Teaching		254,825	254,825
350	Instructional - Other			0
360	Technical, Specialized and Service			0
370	Secretarial, Clerical and Other	37,140		37,140
390	Information Technology			0
	Total Salaries	67,470	254,825	322,295
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	7,630	10,590	18,220
5-6XX	SERVICES			
510	Professional, Technical and Specialized			0
520	Communications	850		850
530	Utility Services			0
540	Travel and Meetings		200	200
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums			0
590	Maintenance and Repair Services			0
610	Rentals		3,000	3,000
620	Property Taxes			0
630	Advertising	100		100
640	Dues and Fees			0
650	Professional and Staff Development		600	600
680	Information Technology Services			0
	Total Services	950	3,800	4,750
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT			
710	Supplies		3,200	3,200
740	Curricular and Media Materials		1,000	1,000
760	Minor Equipment			0
780	Information Technology Equipment		6,000	6,000
	Total Supplies, Materials & Minor Equipment	0	10,200	10,200
95X-99	TRANSFERS			
960	School Divisions			0
980	Organizations, Individuals and Other Entities			0
999	Recharge			0
	Total Transfers	0	0	0
TOTALS		76,050	279,415	355,465

OPERATING FUND - EXPENSE DETAIL: FUNCTION 400

Budget for the Year Ending June 30, 2019

COMMUNITY EDUCATION AND SERVICES		10	20	30	40	
		CONTINUING	ENGLISH AS AN	COMMUNITY	PRE-KINDERGARTEN	TOTALS
CODE	OBJECT \ PROGRAM	EDUCATION	ADDITIONAL LANGUAGE	SERVICES AND	EDUCATION	
			FOR ADULTS	RECREATION		
3XX	SALARIES					
320	Executive, Managerial and Supervisory	48,175		43,000		91,175
330	Instructional - Teaching					0
350	Instructional - Other	12,000				12,000
360	Technical, Specialized and Service			149,300		149,300
370	Secretarial, Clerical and Other	33,035				33,035
380	Clinician					0
390	Information Technology					0
	Total Salaries	93,210	0	192,300	0	285,510
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	15,025		25,945		40,970
5-6XX	SERVICES					
510	Professional, Technical and Specialized	52,000		2,000		54,000
520	Communications	700				700
540	Travel and Meetings	250		500		750
570	Printing and Binding	11,000				11,000
580	Insurance and Bond Premiums					0
590	Maintenance and Repair Services	300		500		800
610	Rentals	8,000				8,000
630	Advertising	1,500				1,500
640	Dues and Fees	100		300		400
650	Professional and Staff Development	100		500		600
680	Information Technology Services	300				300
	Total Services	74,250	0	3,800	0	78,050
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT					
710	Supplies	2,500		9,500		12,000
740	Curricular and Media Materials	2,000		1,800		3,800
760	Minor Equipment	1,500		1,000		2,500
780	Information Technology Equipment					0
	Total Supplies, Materials & Minor Equipment	6,000	0	12,300	0	18,300
95X-99	TRANSFERS					
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0	0	0
TOTALS		188,485	0	234,345	0	422,830

6

OPERATING FUND - EXPENSE DETAIL: FUNCTION 500

Budget for the Year Ending June 30, 2019

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	161,145				161,145
320	Executive, Managerial and Supervisory		297,400	269,675		567,075
360	Technical, Specialized and Service			149,720		149,720
370	Secretarial, Clerical and Other			419,330		419,330
390	Information Technology				80,000	80,000
	Total Salaries	161,145	297,400	838,725	80,000	1,377,270
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	4,520	16,240	133,425	12,115	166,300
5-6XX	SERVICES					
510	Professional, Technical and Specialized	52,660		40,600		93,260
520	Communications	720	2,200	19,500		22,420
540	Travel and Meetings	10,140	12,000	5,000	100	27,240
570	Printing and Binding	20,000				20,000
580	Insurance and Bond Premiums			60,000		60,000
590	Maintenance and Repair Services					0
610	Rentals			5,200		5,200
630	Advertising			4,300		4,300
640	Dues and Fees	76,000	6,400	5,555	400	88,355
650	Professional and Staff Development	27,000		10,000		37,000
680	Information Technology Services	720			40,900	41,620
	Total Services	187,240	20,600	150,155	41,400	399,395
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT					
710	Supplies	10,500	2,400	14,500		27,400
740	Curricular and Media Materials		1,600	1,000		2,600
760	Minor Equipment			1,500		1,500
780	Information Technology Equipment					0
	Total Supplies, Materials & Minor Equipment	10,500	4,000	17,000	0	31,500
95X-99	TRANSFERS					
960	School Divisions					0
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0		0
TOTALS		363,405	338,240	1,139,305	133,515	1,974,465

10

OPERATING FUND - EXPENSE DETAIL: FUNCTION 600

Budget for the Year Ending June 30, 2019

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	68,600					68,600
330	Instructional - Teaching		94,795	96,910	446,170	8,655	646,530
350	Instructional - Other			384,090			384,090
360	Technical, Specialized and Service						0
370	Secretarial, Clerical and Other						0
390	Information Technology						0
	Total Salaries	68,600	94,795	481,000	446,170	8,655	1,099,220
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	4,065	3,920	70,630	7,940	455	87,010
5-6XX	SERVICES						
510	Professional, Technical and Specialized					31,015	31,015
520	Communications		1,500				1,500
540	Travel and Meetings		6,525				6,525
560	Tuition						0
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					30,200	30,200
650	Professional and Staff Development				147,800	36,000	183,800
680	Information Technology Services			24,600			24,600
	Total Services	0	8,025	24,600	147,800	97,215	277,640
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies		6,000			25,500	31,500
740	Curricular and Media Materials			50,755			50,755
760	Minor Equipment						0
780	Information Technology Equipment						0
	Total Supplies, Materials & Minor Equipment	0	6,000	50,755	0	25,500	82,255
95X-99	TRANSFERS						
960	School Divisions						0
980	Organizations, Individuals and Other Entities						0
	Total Transfers					0	0
TOTALS		72,665	112,740	626,985	601,910	131,825	1,546,125

OPERATING FUND - EXPENSE DETAIL: FUNCTION 700

Budget for the Year Ending June 30, 2019

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	87,000					87,000
350	Instructional - Other		56,465			14,000	70,465
360	Technical, Specialized and Service		1,403,265			78,000	1,481,265
370	Secretarial, Clerical and Other	43,655					43,655
390	Information Technology						0
	Total Salaries	130,655	1,459,730		0	92,000	1,682,385
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	20,075	243,605				263,680
5-6XX	SERVICES						
510	Professional, Technical and Specialized		11,000				11,000
520	Communications	900	1,800				2,700
540	Travel and Meetings	1,000	3,400				4,400
570	Printing and Binding						0
550	Transportation of Pupils			5,000			5,000
580	Insurance and Bond Premiums		53,200				53,200
590	Maintenance and Repair Services		14,000				14,000
610	Rentals		22,200				22,200
630	Advertising	1,000					1,000
640	Dues and Fees	620					620
650	Professional and Staff Development	4,000	7,500				11,500
680	Information Technology Services	45,000					45,000
	Total Services	52,520	113,100	5,000	0	0	170,620
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies	1,000	551,500				552,500
740	Curricular and Media Materials						0
760	Minor Equipment		45,000				45,000
780	Information Technology Equipment						0
	Total Supplies, Materials & Minor Equipment	1,000	596,500		0	0	597,500
95X-99	TRANSFERS						
960	School Divisions						0
980	Organizations, Individuals and Other Entities						0
999	Recharge						0
	Total Transfers	0	0	0	0	0	0
TOTALS		204,250	2,412,935	5,000	0	92,000	2,714,185

12

OPERATING FUND - EXPENSE DETAIL: FUNCTION 800

Budget for the Year Ending June 30, 2019

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	92,650					92,650
360	Technical, Specialized and Service		2,806,430		20,870		2,827,300
370	Secretarial, Clerical and Other	19,575					19,575
390	Information Technology						0
	Total Salaries	112,225	2,806,430	0	20,870	0	2,939,525
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	17,340	470,425		3,425		491,190
5-6XX	SERVICES						
510	Professional, Technical and Specialized		268,475			131,500	399,975
520	Communications	7,500	9,000				16,500
530	Utility Services		907,700		46,400		954,100
540	Travel and Meetings		12,700				12,700
570	Printing and Binding						0
580	Insurance and Bond Premiums		129,000				129,000
590	Maintenance and Repair Services		124,030	576,800	59,450		760,280
610	Rentals						0
620	Property Taxes		42,000		55,000		97,000
630	Advertising	1,000					1,000
640	Dues and Fees	1,000					1,000
650	Professional and Staff Development	3,200	4,000				7,200
680	Information Technology Services		11,000				11,000
	Total Services	12,700	1,507,905	576,800	160,850	131,500	2,389,755
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies	300	412,000		6,700	10,000	429,000
740	Curricular and Media Materials						0
760	Minor Equipment		134,000			80,800	214,800
780	Information Technology Equipment						0
	Total Supplies, Materials & Minor Equipment	300	546,000	0	6,700	90,800	643,800
960	School Divisions						
999	Recharge						0
TOTALS		142,565	5,330,760	576,800	191,845	222,300	6,464,270

STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS

ENROLMENTS BY PROGRAM	Estimated F.T.E. Enrolment September 30, 2018
REGULAR INSTRUCTION	
English Language - Single Track	2,632.0
Francais - Single Track	-
French Immersion - Single Track	216.0
Dual Track	
- English Language	498.5
- Francais	
- French Immersion	98.0
- Other Bilingual	84.5
Senior Years Technology Education	<u>247.0</u>
TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS	<u><u>3,776.0</u></u>

TRANSPORTATION OF PUPILS	
TRANSPORTED STUDENTS (September 30)	2,495
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	1,050,000
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	1,007,510
LOADED KILOMETERS (For the period ended June 30)	633,810

FULL TIME EQUIVALENT PERSONNEL EMPLOYED

For the 2018/19 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	22.50	1.50	0.30	2.00	4.00	0.50	1.00	1.00	32.80
330	Instructional - Teaching	249.00	42.25	2.70			4.00			297.95
350	Instructional - Other	49.09	117.00				11.04	2.00		179.13
360	Technical, Specialized and Service	2.00	2.00		2.00	2.00		54.30	59.87	122.17
370	Secretarial, Clerical and Other	22.00	2.00	1.00	1.00	8.00		1.00	0.50	35.50
380	Clinician		16.50							16.50
390	Information Technology	9.00				1.00				10.00
TOTALS (excluding Trustees)		353.59	181.25	4.00	5.00	15.00	15.54	58.30	61.37	694.05

510 Clinicians contracted/outsourced/private or employed by other divisions on a Full Time Equivalent basis		0.00
---	--	------

310 TRUSTEES		9.00
--------------	--	------

16

**CALCULATION OF ADMINISTRATION COSTS
AS A PERCENTAGE OF TOTAL EXPENSES**

Administration Costs

Divisional Administration, Function 500	1,974,465
Less: Liability Insurance	60,000
Administration portion of self-funded expenses (see below)	0 *
Trustee election costs	52,660
	<u>1,861,805 (A)</u>

Expense Base

Total Operating Expenses	58,604,418
Plus: Transfers to Capital	373,446
Less: Adult Learning Centres, Function 300	355,465
	<u>58,622,399 (B)</u>

Percentage (A) / (B) 3.18%

Maximum Allowable Percentage 3.18%

Calculation of **Maximum Allowable Percentage**:
 If F.T.E. Enrolment is 5,000 or over = 3.00%
 If F.T.E. Enrolment is 1,000 or less = 3.60%
 If F.T.E. Enrolment is between 1,000 and 5,000, calculated as:
 (3.00% + (5,000 – division enrolment) X 0.0001500%) to a maximum of 3.60%
 4.25% 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⁾	<u>-</u>

Self-Administered Pension Plans

Expenses ⁽¹⁾	
Administration (deducted above)	- *
Other: _____	-
_____	-
	<u>0</u>
Associated Revenue ⁽²⁾	<u>-</u>

(1) Incremental costs of the program.

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