

Greater Essex County District School Board

Regulation: Budget Control

Reference No: R-BA-19

Budget Development

The Greater Essex County District School Board believes that it has a responsibility to ensure the effective stewardship of public funds to meet the Board's Strategic Plan and through well planned budgeting and forecasting activities.

In accordance with the Budget Control Policy, the budget plan for each year will provide revenues and expenses as specified within Ministry of Education funding guidelines. Salaries will be summarized by employee role (e.g. teacher, support staff, principals, secretaries etc.). Budget holders will have responsibility for projecting non-wage related expenses.

The final budget document is representative of the reporting that is required in the Ministry of Education's "Education Financial Information System" ("EFIS"). The annual budget document is presented publicly to Trustees, along with a comprehensive memo explaining each budget line and the year-over-year changes in the budget.

Variance Analysis

Enrolment, contract negotiations, macro-economic trends, Ministry directives and other circumstances often produce in-year variances between budget estimates and actual revenues and expenses. Interim financial reporting allows the board to track variances and communicate them to budget holders and Trustees.

Monthly Variance Analysis

The Business Department reviews year-to-date expenditures compared to budget and compares results to the prior year's figures. This analysis is reviewed by the Manager of Financial Services and the Superintendent of Business. Variances are investigated and explained within the analysis, and if necessary, adjusting entries are made when issues are identified.

Quarterly Variance Analysis

The Business Department performs an analysis of year-to-date expenditures compared to the Revised Estimates submission that is filed with the Ministry of Education, annually in December. Accompanying this analysis is a comprehensive memo that explains changes in the Revised Estimates submission to the Original Budget submission, the impact of the surplus or deficit on the overall financial position of the Board, an analysis of the expenses to date, and any additional funding provided by the Ministry with explanations as to how that funding is to be spent. The quarterly report is provided to Trustees publicly as part of the Standing Committee on Operations and Finance.