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**2018/19 FRAME BUDGET**

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## OPERATING FUND SCHEDULE OF REVENUE AND EXPENSES

Budget for the Year Ending June 30, 2019

### Revenue

Provincial Government	8,983,382
Federal Government	-
Municipal Government - Property Tax	6,440,472
- Other	-
Other School Divisions	34,900
First Nations	-
Private Organizations and Individuals	-
Other Sources	12,000
	15,470,754

### Expenses

Regular Instruction	9,148,125
Student Support Services	1,796,793
Adult Learning Centres	-
Community Education and Services	15,300
Divisional Administration	578,296
Instructional and Other Support Services	630,863
Transportation of Pupils	1,258,568
Operations and Maintenance	1,631,246
Fiscal	251,563
	15,310,754

Current Year Operating Surplus (Deficit)	160,000
Net Transfers from (to) Capital Fund	(160,000)
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	1,940,874	
Additional Instructional Support for Small Schools	55,782	
Sparsity	326,744	
Curricular Materials	60,432	
Information Technology	62,446	
Library Services	92,662	
Student Services	332,115	
Counselling and Guidance	83,598	
Professional Development	46,331	
Physical Education	19,750	
Occupancy	<u>789,165</u>	3,809,899
Categorical Support		
Transportation	682,204	
Board and Room	-	
Special Needs: Coordinator/Clinician	107,770	
Special Needs: Level 2	210,900	
Special Needs: Level 3	253,560	
Senior Years Technology Education	20,405	
English as an Additional Language	70,400	
Indigenous Academic Achievement (included BSSIP)	47,000	
Indigenous and International Languages	-	
French Language Education	2,500	
Small Schools	107,600	
Enrolment Change	35,388	
Northern Allowance	-	
Early Childhood Development Initiative	15,300	
Literacy and Numeracy	80,576	
Education for Sustainable Development	<u>9,800</u>	1,643,403
Equalization		1,012,492
Additional Equalization		-
Formula Guarantee		718,188
Other Program Support		
School Buildings Support: "D" Projects	74,700	
Technology Education Equipment Replacement	19,300	
Skills Strategy Equipment Enhancement	-	
Other Minor Capital Support	-	
Prior Year Support		
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	<u>-</u>	<u>94,000</u>
		<u>7,277,982</u>



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

Budget for the Year Ending June 30, 2019

<b>Federal Government</b>			
Tuition Fees		-	
Transportation of Pupils		-	
French Language Monitor		-	
English as an Additional Language (Adults)		-	
Other:		-	
	_____		
	_____		
	_____		
	_____		0
<b>Municipal Government</b>			
Special Requirement	7,831,109		
Less: Education Property Tax Credit	(1,065,717)		
Less: Tax Incentive Grant	(324,920)	6,440,472	
Other:		-	6,440,472
	_____	_____	
<b>Other School Divisions</b>			
Tuition Fees		-	
Transfer Fees		29,900	
Residual Fees		-	
Transportation of Pupils		-	
Other:	TMO Consortium Host Division Admin	5,000	
	_____		
	_____		
	_____		34,900
<b>First Nations</b>			
Tuition Fees		-	
Transportation of Pupils		-	
Other:		-	
	_____		
	_____		
	_____		
	_____		0
<b>Private Organizations and Individuals (Includes GBE's)</b>			
Regular Tuition		-	
International Tuition		-	
Continuing Education		-	
Other Tuition:		-	
Food Service		-	
Government Business Enterprises (GBE's)		-	
Other:		-	
	_____		
	_____		
	_____		
	_____		0
<b>Other Sources</b>			
Interest		8,200	
Donations		-	
Other:	sub fees	2,900	
	plug in fees	900	
	_____		
	_____		
	_____		
	_____		
	_____		12,000
<b>TOTAL NON-PROVINCIAL GOVERNMENT REVENUE</b>			<u>6,487,372</u>

**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	7,639,631	1,529,640	-	2,985	358,845	405,599	701,944	702,846		11,341,490	11,044,547
Employees Benefits and Allowances	541,452	113,178	-	50	30,069	39,884	80,602	83,311		888,546	938,610
Services	440,874	105,687	-	5,173	170,482	145,172	108,222	642,289		1,617,899	1,696,076
Supplies, Materials and Minor Equipment	493,507	48,288	-	7,092	18,900	40,208	367,800	202,800		1,178,595	1,222,689
Short Term Loan Interest and Bank Charges									8,000	8,000	8,000
Bad Debt Expense									-	0	0
Transfers	32,661	0	0	0	0	0	0	0	(PAYROLL TAX) 243,563	276,224	278,632
<b>TOTALS</b>	<b>9,148,125</b>	<b>1,796,793</b>	<b>0</b>	<b>15,300</b>	<b>578,296</b>	<b>630,863</b>	<b>1,258,568</b>	<b>1,631,246</b>	<b>251,563</b>	<b>15,310,754</b>	<b>15,188,554</b>

**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							0
330 Instructional - Teaching	700746	6,116,896				85,182	6,902,824
350 Instructional - Other		445,025					445,025
360 Technical, Specialized and Service							0
370 Secretarial, Clerical and Other	291,782						291,782
390 Information Technology							0
Total Salaries	992,528	6,561,921	0	0	0	85,182	7,639,631
4XX EMPLOYEES BENEFITS AND ALLOWANCES	69,444	465,690				6,318	541,452
5-6XX SERVICES							
510 Professional, Technical and Specialized		193,292					193,292
520 Communications	37,217						37,217
540 Travel and Meetings	10,175	12,950				5,000	28,125
560 Tuition		1,000					1,000
570 Printing and Binding							0
580 Insurance and Bond Premiums							0
590 Maintenance and Repair Services		20,850					20,850
610 Rentals		25,900					25,900
630 Advertising	4,000						4,000
640 Dues and Fees		1,000					1,000
650 Professional and Staff Development	3,200						3,200
680 Information Technology Services		126,290					126,290
Total Services	54,592	381,282	0	0	0	5,000	440,874
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT							
710 Supplies		260,657					260,657
740 Curricular and Media Materials	17,879	60,600					78,479
760 Minor Equipment		43,419					43,419
780 Information Technology Equipment		110,952					110,952
Total Supplies, Materials & Minor Equipment	17,879	475,628	0	0	0	0	493,507
95X-99 TRANSFERS							
960 School Divisions		32,661					32,661
980 Organizations, Individuals and Other Entities							0
Total Transfers	0	32,661	0	0	0	0	32,661
<b>TOTALS</b>	<b>1,134,443</b>	<b>7,917,182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96,500</b>	<b>9,148,125</b>

\* 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	
CODE	OBJECT \ PROGRAM	ADMINISTRATION /CO-ORDINATION	CLINICAL AND RELATED SERVICES	SPECIAL PLACEMENT	REGULAR PLACEMENT	RESOURCE SERVICES	COUNSELLING AND GUIDANCE	TOTALS
3XX SALARIES								
320	Executive, Managerial and Supervisory	103,177				641,885		745,062
330	Instructional - Teaching				10,000			10,000
350	Instructional - Other				410,313		99,786	510,099
360	Technical, Specialized and Service							0
370	Secretarial, Clerical and Other	27,671						27,671
380	Clinician		96,172				140,636	236,808
390	Information Technology							0
	Total Salaries	130,848	96,172	0	420,313	641,885	240,422	1,529,640
4XX EMPLOYEES BENEFITS AND ALLOWANCES		8,562	4,576		51,937	30,497	17,606	113,178
5-6XX SERVICES								
510	Professional, Technical and Specialized		44,212		25,750			69,962
520	Communications	1,080	840				1,680	3,600
540	Travel and Meetings	3,200	6,000			3,500	5,000	17,700
560	Tuition							0
570	Printing and Binding							0
580	Insurance and Bond Premiums							0
590	Maintenance and Repair Services	100	100					200
610	Rentals							0
630	Advertising	1,000						1,000
640	Dues and Fees	225						225
650	Professional and Staff Development	3,000	3,000				7,000	13,000
680	Information Technology Services							0
	Total Services	8,605	54,152	0	25,750	3,500	13,680	105,687
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT								
710	Supplies	500	500		38,788		1,000	40,788
740	Curricular and Media Materials		1,000				2,000	3,000
760	Minor Equipment	1,000						1,000
780	Information Technology Equipment	1,000				2,500		3,500
	Total Supplies, Materials & Minor Equipment	2,500	1,500	0	38,788	2,500	3,000	48,288
95X-99 TRANSFERS								
960	School Divisions							0
980	Organizations, Individuals and Other Entities							0
	Total Transfers	0	0	0	0			0
<b>TOTALS</b>		<b>150,515</b>	<b>156,400</b>	<b>0</b>	<b>536,788</b>	<b>678,382</b>	<b>274,708</b>	<b>1,796,793</b>



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 300** 30-Jan-19  
Budget for the Year Ending June 30, 2019

<b>ADULT LEARNING CENTRES</b>		10	20	
CODE	OBJECT \ PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	TOTALS
3XX SALARIES				
320	Executive, Managerial and Supervisory			0
330	Instructional - Teaching			0
350	Instructional - Other			0
360	Technical, Specialized and Service			0
370	Secretarial, Clerical and Other			0
390	Information Technology			0
	Total Salaries	0	0	0
4XX EMPLOYEES BENEFITS AND ALLOWANCES				0
5-6XX SERVICES				
510	Professional, Technical and Specialized			0
520	Communications			0
530	Utility Services			0
540	Travel and Meetings			0
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums			0
590	Maintenance and Repair Services			0
610	Rentals			0
620	Property Taxes			0
630	Advertising			0
640	Dues and Fees			0
650	Professional and Staff Development			0
680	Information Technology Services			0
	Total Services	0	0	0
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT				
710	Supplies			0
740	Curricular and Media Materials			0
760	Minor Equipment			0
780	Information Technology Equipment			0
	Total Supplies, Materials & Minor Equipment	0	0	0
95X-99 TRANSFERS				
960	School Divisions			0
980	Organizations, Individuals and Other Entities			0
999	Recharge			0
	Total Transfers	0	0	0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 400**  
Budget for the Year Ending June 30, 2019

<b>COMMUNITY EDUCATION AND SERVICES</b>		10	20	30	40	
CODE	OBJECT \ PROGRAM	CONTINUING EDUCATION	ENGLISH AS AN ADDITIONAL LANGUAGE FOR ADULTS	COMMUNITY SERVICES AND RECREATION	PRE-KINDERGARTEN EDUCATION	TOTALS
<b>3XX SALARIES</b>						
320	Executive, Managerial and Supervisory					0
330	Instructional - Teaching				1,000	1,000
350	Instructional - Other				1,985	1,985
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other					0
380	Clinician					0
390	Information Technology					0
	Total Salaries	0	0	0	2,985	2,985
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>					50	50
<b>5-6XX SERVICES</b>						
510	Professional, Technical and Specialized				3,558	3,558
520	Communications					0
540	Travel and Meetings				1,615	1,615
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	0	5,173	5,173
<b>7XX SUPPLIES, MATERIALS &amp; MINOR EQUIPMENT</b>						
710	Supplies				5,971	5,971
740	Curricular and Media Materials				1,121	1,121
760	Minor Equipment					0
780	Information Technology Equipment					0
	Total Supplies, Materials & Minor Equipment	0	0	0	7,092	7,092
<b>95X-99 TRANSFERS</b>						
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0	0	0
<b>TOTALS</b>		0	0	0	15,300	15,300

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 500**

Budget for the Year Ending June 30, 2019

<b>DIVISIONAL ADMINISTRATION</b>		10	20	30	50	
		BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	TOTALS
CODE	OBJECT \ PROGRAM					
3XX	SALARIES					
310	Trustees Remuneration	58,581				58,581
320	Executive, Managerial and Supervisory		84,240	99,200		183,440
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other		9,224	107,600		116,824
390	Information Technology					0
	Total Salaries	58,581	93,464	206,800	0	358,845
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	740	5,789	23,540		30,069
5-6XX	SERVICES					
510	Professional, Technical and Specialized	3,000		25,200	26,257	54,457
520	Communications		1,380	7,809		9,189
540	Travel and Meetings	6,506	2,000	2,500		11,006
570	Printing and Binding					0
580	Insurance and Bond Premiums			24,500		24,500
590	Maintenance and Repair Services			350		350
610	Rentals			2,400		2,400
630	Advertising	6,000	1,000	1,400		8,400
640	Dues and Fees	33,000		600		33,600
650	Professional and Staff Development	11,580		4,500	10,500	26,580
680	Information Technology Services					0
	Total Services	60,086	4,380	69,259	36,757	170,482
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT					
710	Supplies	5,000	3,000	4,000		12,000
740	Curricular and Media Materials					0
760	Minor Equipment			2,000		2,000
780	Information Technology Equipment	4,900				4,900
	Total Supplies, Materials & Minor Equipment	9,900	3,000	6,000	0	18,900
95X-99	TRANSFERS					
960	School Divisions					0
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0		0
<b>TOTALS</b>		<b>129,307</b>	<b>106,633</b>	<b>305,599</b>	<b>36,757</b>	<b>578,296</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 600**  
Budget for the Year Ending June 30, 2019

<b>INSTRUCTIONAL AND OTHER SUPPORT SERVICES</b>		05	10	20	30	80	
CODE	OBJECT \ PROGRAM	CURRICULUM CONSULTING & DEVELOPMENT ADMINISTRATION	CURRICULUM CONSULTING & DEVELOPMENT	LIBRARY / MEDIA CENTRE	PROFESSIONAL AND STAFF DEVELOPMENT	OTHER	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory			104,931			104,931
330	Instructional - Teaching				80,482		80,482
350	Instructional - Other			103,833			103,833
360	Technical, Specialized and Service						0
370	Secretarial, Clerical and Other						0
390	Information Technology			116,353			116,353
	Total Salaries	0	0	325,117	80,482	0	405,599
4XX	EMPLOYEES BENEFITS AND ALLOWANCES			35,348	4,536		39,884
5-6XX	SERVICES						
510	Professional, Technical and Specialized			1,500			1,500
520	Communications			3,060			3,060
540	Travel and Meetings			12,000			12,000
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			100			100
640	Dues and Fees			14,500	1,350	500	16,350
650	Professional and Staff Development			3,000	107,362		110,362
680	Information Technology Services			1,800			1,800
	Total Services	0	0	35,960	108,712	500	145,172
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies			2,018		6,635	8,653
740	Curricular and Media Materials			22,914			22,914
760	Minor Equipment			1,000			1,000
780	Information Technology Equipment			7,641			7,641
	Total Supplies, Materials & Minor Equipment	0	0	33,573	0	6,635	40,208
95X-99	TRANSFERS						
960	School Divisions						0
980	Organizations, Individuals and Other Entities						0
	Total Transfers					0	0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>429,998</b>	<b>193,730</b>	<b>7,135</b>	<b>630,863</b>

**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	60,369					60,369
350 Instructional - Other						0
360 Technical, Specialized and Service		629,278				629,278
370 Secretarial, Clerical and Other	12,297					12,297
390 Information Technology						0
Total Salaries	72,666	629,278		0	0	701,944
4XX EMPLOYEES BENEFITS AND ALLOWANCES	9,011	71,591				80,602
5-6XX SERVICES						
510 Professional, Technical and Specialized		6,000				6,000
520 Communications	1,000	4,800				5,800
540 Travel and Meetings	500	4,000				4,500
570 Printing and Binding						0
550 Transportation of Pupils					55,822	55,822
580 Insurance and Bond Premiums		31,000				31,000
590 Maintenance and Repair Services						0
610 Rentals						0
630 Advertising	500					500
640 Dues and Fees	600					600
650 Professional and Staff Development	1,000	3,000				4,000
680 Information Technology Services						0
Total Services	3,600	48,800	0	0	55,822	108,222
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710 Supplies		360,300				360,300
740 Curricular and Media Materials						0
760 Minor Equipment		6,000				6,000
780 Information Technology Equipment		1,500				1,500
Total Supplies, Materials & Minor Equipment	0	367,800		0	0	367,800
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
<b>TOTALS</b>	<b>85,277</b>	<b>1,117,469</b>	<b>0</b>	<b>0</b>	<b>55,822</b>	<b>1,258,568</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 800**  
Budget for the Year Ending June 30, 2019

<b>OPERATIONS AND MAINTENANCE</b>		10	20	50	70	80	
CODE	OBJECT \ PROGRAM	ADMINISTRATION	SCHOOL BUILDINGS MAINTENANCE	SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS	OTHER BUILDINGS	GROUND	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	82,196					82,196
360	Technical, Specialized and Service		584,699		11,357		596,056
370	Secretarial, Clerical and Other	24,594					24,594
390	Information Technology						0
	Total Salaries	106,790	584,699	0	11,357	0	702,846
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	10,452	71,534		1,325		83,311
5-6XX	SERVICES						
510	Professional, Technical and Specialized		82,788	107,276	2,000	27,000	219,064
520	Communications	1,080	1,200				2,280
530	Utility Services		267,259		13,486		280,745
540	Travel and Meetings	1,000	4,000				5,000
570	Printing and Binding						0
580	Insurance and Bond Premiums		77,000		5,600		82,600
590	Maintenance and Repair Services		7,500		5,000	5,000	17,500
610	Rentals						0
620	Property Taxes		14,000		11,000		25,000
630	Advertising	2,000				500	2,500
640	Dues and Fees	600					600
650	Professional and Staff Development	1,000	6,000				7,000
680	Information Technology Services						0
	Total Services	5,680	459,747	107,276	37,086	32,500	642,289
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT						
710	Supplies		122,000	30,000	7,000	14,000	173,000
740	Curricular and Media Materials						0
760	Minor Equipment		24,800			3,000	27,800
780	Information Technology Equipment	500	1,500				2,000
	Total Supplies, Materials & Minor Equipment	500	148,300	30,000	7,000	17,000	202,800
960	School Divisions						
999	Recharge						0
<b>TOTALS</b>		123,422	1,264,280	137,276	56,768	49,500	1,631,246



**STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS**

ENROLMENTS BY PROGRAM	Estimated F.T.E. Enrolment September 30, 2018
<b>REGULAR INSTRUCTION</b>	
English Language - Single Track	998.0
Francais - Single Track	-
French Immersion - Single Track	-
Dual Track	
- English Language	-
- Francais	-
- French Immersion	-
- Other Bilingual	-
Senior Years Technology Education	<u>12.0</u>
<b>TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS</b>	<u><u>1,010.0</u></u>

<b>TRANSPORTATION OF PUPILS</b>	
TRANSPORTED STUDENTS (September 30)	563
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	736,240
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	699,025
LOADED KILOMETERS (For the period ended June 30)	444,503



**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	6.70	1.00			1.60	1.20	0.75	0.95	12.20
330	Instructional - Teaching	72.54	8.04				0.50			81.08
350	Instructional - Other	17.89	17.99				3.64			39.52
360	Technical, Specialized and Service							25.25	15.05	40.30
370	Secretarial, Clerical and Other	7.30	0.60			2.40		0.25	0.50	11.05
380	Clinician		3.00							3.00
390	Information Technology						2.00			2.00
<b>TOTALS (excluding Trustees)</b>		104.43	30.63	0.00	0.00	4.00	7.34	26.25	16.50	189.15

510 Clinicians contracted/outsourced/private or employed by other divisions on a Full Time Equivalent basis		0.50
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310 TRUSTEES		7.00
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**CALCULATION OF ADMINISTRATION COSTS  
AS A PERCENTAGE OF TOTAL EXPENSES**

**Administration Costs**

Divisional Administration, Function 500	578,296
Less: Liability Insurance	24,500
Administration portion of self-funded expenses (see below)	0 *
Trustee election costs	11,400
	<u>542,396 (A)</u>

**Expense Base**

Total Operating Expenses	15,310,754
Plus: Transfers to Capital	160,000
Less: Adult Learning Centres, Function 300	0
	<u>15,470,754 (B)</u>

**Percentage (A) / (B)**

3.51%

**Maximum Allowable Percentage**

3.60%

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 <sup>(1)</sup>

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

Associated Revenue <sup>(2)</sup>

-

**Self-Administered Pension Plans**

Expenses <sup>(1)</sup>

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

Associated Revenue <sup>(2)</sup>

-

(1) Incremental costs of the program.

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