

**TABLE OF CONTENTS**  
**2019/20 FRAME BUDGET**

	<b>PAGE</b>
EXPENDITURE DEFINITIONS	i
<b>OPERATING FUND</b>	
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, 2020

**Revenue**

Provincial Government	8,779,000
Federal Government	-
Municipal Government - Property Tax	6,623,119
- Other	-
Other School Divisions	44,000
First Nations	-
Private Organizations and Individuals	-
Other Sources	14,800
	15,460,919

**Expenses**

Regular Instruction	9,317,424
Student Support Services	1,859,757
Adult Learning Centres	-
Community Education and Services	14,790
Divisional Administration	550,264
Instructional and Other Support Services	610,322
Transportation of Pupils	1,255,022
Operations and Maintenance	1,580,735
Fiscal	257,255
	15,445,569

Current Year Operating Surplus (Deficit)	15,350
Net Transfers from (to) Capital Fund	(90,000)
Net Current Year Surplus (Deficit)	(74,650)

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

Budget for the Year Ending June 30, 2020

**Funding of Schools Program**

Base Support		
Instructional	1,972,285	
Additional Instructional Support for Small Schools	42,705	
Sparsity	332,415	
Curricular Materials	61,410	
Information Technology	63,457	
Library Services	94,162	
Student Services	339,367	
Counselling and Guidance	84,951	
Professional Development	47,081	
Physical Education	19,000	
Occupancy	<u>790,020</u>	3,846,853
Categorical Support		
Transportation	660,209	
Board and Room	-	
Special Needs: Coordinator/Clinician	109,515	
Special Needs: Level 2	210,900	
Special Needs: Level 3	253,560	
Senior Years Technology Education	33,935	
English as an Additional Language	65,000	
Indigenous Academic Achievement (included BSSIP)	47,000	
Indigenous and International Languages	-	
French Language Education	2,160	
Small Schools	108,058	
Enrolment Change	47,792	
Northern Allowance	-	
Early Childhood Development Initiative	14,790	
Literacy and Numeracy	81,880	
Education for Sustainable Development	<u>9,800</u>	1,644,599
Equalization		1,040,401
Additional Equalization		-
Formula Guarantee		506,595
Other Program Support		
School Buildings Support: "D" Projects	75,060	
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>94,360</u>
		<u><u>7,132,808</u></u>



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

Budget for the Year Ending June 30, 2020

**Federal Government**

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

**Municipal Government**

Special Requirement	7,987,453	
Less: Education Property Tax Credit	(1,045,902)	
Less: Tax Incentive Grant	(318,432)	6,623,119
Other:	-	6,623,119
_____		

**Other School Divisions**

Tuition Fees	-	
Transfer Fees	39,000	
Residual Fees	-	
Transportation of Pupils	-	
Other: TMO - Host Division Clerical Fees	5,000	
_____		
_____		
		44,000

**First Nations**

Tuition Fees	-	
Transportation of Pupils	-	
Other:	-	
_____		
_____		
_____		
		0

**Private Organizations and Individuals (Includes GBE's)**

Regular Tuition	-	
International Tuition	-	
Continuing Education	-	
Other Tuition:	-	
Food Service	-	
Government Business Enterprises (GBE's)	-	
Other:	-	
_____		
_____		
_____		
_____		
		0

**Other Sources**

Interest	11,000	
Donations	-	
Other: User Fees, Sub Fees - Other Organizations	3,800	
_____		
_____		
_____		
_____		
		14,800

<b>TOTAL NON-PROVINCIAL GOVERNMENT REVENUE</b>		<u>14,800</u>	<u>6,681,919</u>
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**OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT**

Budget for the Year Ending June 30, 2020

FUNCTION OBJECT	100	200	300	400	500	600	700	800	900	2020	2019
	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	7,790,405	1,669,324	-	-	352,740	392,702	670,435	706,055		11,581,661	11,341,490
Employees Benefits and Allowances	567,264	123,228	-	-	30,258	41,541	72,957	83,904		919,152	888,546
Services	420,140	57,705	-	8,200	153,766	133,743	114,130	588,139		1,475,823	1,617,899
Supplies, Materials and Minor Equipment	504,531	9,500	-	6,590	13,500	42,336	397,500	202,637		1,176,594	1,178,595
Short Term Loan Interest and Bank Charges									8,000	8,000	8,000
Bad Debt Expense									-	0	0
Transfers	35,084	0	0	0	0	0	0	0	(PAYROLL TAX) 249,255	284,339	276,224
<b>TOTALS</b>	<b>9,317,424</b>	<b>1,859,757</b>	<b>0</b>	<b>14,790</b>	<b>550,264</b>	<b>610,322</b>	<b>1,255,022</b>	<b>1,580,735</b>	<b>257,255</b>	<b>15,445,569</b>	<b>15,310,754</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 100**

Budget for the Year Ending June 30, 2020

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		697,130						697,130
330 Instructional - Teaching			6,281,395				85,182	6,366,577
350 Instructional - Other			445,431					445,431
360 Technical, Specialized and Service								0
370 Secretarial, Clerical and Other		281,267						281,267
390 Information Technology								0
Total Salaries		978,397	6,726,826	0	0	0	85,182	7,790,405
4XX EMPLOYEES BENEFITS AND ALLOWANCES		68,096	492,850				6,318	567,264
5-6XX SERVICES								
510 Professional, Technical and Specialized			185,395					185,395
520 Communications		37,311						37,311
540 Travel and Meetings		5,377	5,317				5,000	15,694
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		2,700						2,700
680 Information Technology Services			126,290					126,290
Total Services		49,388	365,752	0	0	0	5,000	420,140
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT								
710 Supplies			271,176					271,176
740 Curricular and Media Materials		15,106	62,430					77,536
760 Minor Equipment			44,051					44,051
780 Information Technology Equipment			111,768					111,768
Total Supplies, Materials & Minor Equipment		15,106	489,425	0	0	0	0	504,531
95X-99 TRANSFERS								
960 School Divisions			35,084					35,084
980 Organizations, Individuals and Other Entities								0
Total Transfers		0	35,084	0	0	0	0	35,084
<b>TOTALS</b>		<b>1,110,987</b>	<b>8,109,937</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96,500</b>	<b>9,317,424</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, 2020

<b>STUDENT SUPPORT SERVICES</b>		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	103,177						103,177
330	Instructional - Teaching				10,000	659,615		669,615
350	Instructional - Other				432,614		117,913	550,527
360	Technical, Specialized and Service							0
370	Secretarial, Clerical and Other	27,879						27,879
380	Clinician		171,196				146,930	318,126
390	Information Technology							0
	Total Salaries	131,056	171,196	0	442,614	659,615	264,843	1,669,324
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	7,751	8,150		47,759	38,267	21,301	123,228
5-6XX	SERVICES							
510	Professional, Technical and Specialized		1,500		25,750			27,250
520	Communications	1,080	1,080				1,920	4,080
540	Travel and Meetings	2,500	6,000			3,500	5,000	17,000
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	2,000	2,250				3,700	7,950
680	Information Technology Services							0
	Total Services	6,905	10,930	0	25,750	3,500	10,620	57,705
7XX	SUPPLIES, MATERIALS & MINOR EQUIPMENT							
710	Supplies	500	500				1,000	2,000
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	0	2,500	3,000	9,500
95X-99	TRANSFERS							
960	School Divisions							0
980	Organizations, Individuals and Other Entities							0
	Total Transfers	0	0	0	0			0
<b>TOTALS</b>		148,212	191,776	0	516,123	703,882	299,764	1,859,757



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 300** 02-Mar-20  
 Budget for the Year Ending June 30, 2020

<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, 2020

<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					0
350	Instructional - Other					0
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other					0
380	Clinician					0
390	Information Technology					0
	Total Salaries	0	0	0	0	0
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>						
<b>5-6XX SERVICES</b>						
510	Professional, Technical and Specialized				7,000	7,000
520	Communications					0
540	Travel and Meetings				1,200	1,200
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	8,200	8,200
<b>7XX SUPPLIES, MATERIALS &amp; MINOR EQUIPMENT</b>						
710	Supplies				5,090	5,090
740	Curricular and Media Materials				1,500	1,500
760	Minor Equipment					0
780	Information Technology Equipment					0
	Total Supplies, Materials & Minor Equipment	0	0	0	6,590	6,590
<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	14,790	14,790

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

Budget for the Year Ending June 30, 2020

DIVISIONAL ADMINISTRATION		10	20	30	50	
CODE	OBJECT \ PROGRAM	BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	TOTALS
<b>3XX SALARIES</b>						
310	Trustees Remuneration	59,998				59,998
320	Executive, Managerial and Supervisory		88,300	90,180		178,480
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other		9,293	104,969		114,262
390	Information Technology					0
	Total Salaries	59,998	97,593	195,149	0	352,740
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>						
		1,223	6,285	22,750		30,258
<b>5-6XX SERVICES</b>						
510	Professional, Technical and Specialized			25,200	18,585	43,785
520	Communications		1,380	7,874		9,254
540	Travel and Meetings	5,897	1,500	2,000		9,397
570	Printing and Binding					0
580	Insurance and Bond Premiums			24,500		24,500
590	Maintenance and Repair Services			700		700
610	Rentals			3,500		3,500
630	Advertising	2,000		1,000		3,000
640	Dues and Fees	33,000		550		33,550
650	Professional and Staff Development	11,580		4,500	10,000	26,080
680	Information Technology Services					0
	Total Services	52,477	2,880	69,824	28,585	153,766
<b>7XX SUPPLIES, MATERIALS &amp; MINOR EQUIPMENT</b>						
710	Supplies	5,000	2,500	3,500		11,000
740	Curricular and Media Materials					0
760	Minor Equipment			1,500		1,500
780	Information Technology Equipment	1,000				1,000
	Total Supplies, Materials & Minor Equipment	6,000	2,500	5,000	0	13,500
<b>95X-99 TRANSFERS</b>						
960	School Divisions					0
980	Organizations, Individuals and Other Entities					0
999	Recharge					0
	Total Transfers	0	0	0		0
<b>TOTALS</b>		<b>119,698</b>	<b>109,258</b>	<b>292,723</b>	<b>28,585</b>	<b>550,264</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 600**  
Budget for the Year Ending June 30, 2020

INSTRUCTIONAL AND OTHER SUPPORT SERVICES		05	10	20	30	80	
CODE	OBJECT \ PROGRAM	CURRICULUM CONSULTING & DEVELOPMENT ADMINISTRATION	CURRICULUM CONSULTING & DEVELOPMENT	LIBRARY / MEDIA CENTRE	PROFESSIONAL AND STAFF DEVELOPMENT	OTHER	TOTALS
<b>3XX SALARIES</b>							
320	Executive, Managerial and Supervisory			87,503			87,503
330	Instructional - Teaching				63,995		63,995
350	Instructional - Other			105,519			105,519
360	Technical, Specialized and Service						0
370	Secretarial, Clerical and Other						0
390	Information Technology			135,685			135,685
	Total Salaries	0	0	328,707	63,995	0	392,702
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>							
<b>5-6XX SERVICES</b>							
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			16,000	1,350	500	17,850
650	Professional and Staff Development			2,500	94,933		97,433
680	Information Technology Services			1,800			1,800
	Total Services	0	0	36,960	96,283	500	133,743
<b>7XX SUPPLIES, MATERIALS &amp; MINOR EQUIPMENT</b>							
710	Supplies			2,072		8,042	10,114
740	Curricular and Media Materials			23,411			23,411
760	Minor Equipment			1,000			1,000
780	Information Technology Equipment			7,811			7,811
	Total Supplies, Materials & Minor Equipment	0	0	34,294	0	8,042	42,336
<b>95X-99 TRANSFERS</b>							
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>434,810</b>	<b>166,970</b>	<b>8,542</b>	<b>610,322</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 700**

Budget for the Year Ending June 30, 2020

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
<b>3XX SALARIES</b>							
320	Executive, Managerial and Supervisory	65,832					65,832
350	Instructional - Other						0
360	Technical, Specialized and Service		592,214				592,214
370	Secretarial, Clerical and Other	12,389					12,389
390	Information Technology						0
	Total Salaries	78,221	592,214		0	0	670,435
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>							
		9,454	63,503				72,957
<b>5-6XX SERVICES</b>							
510	Professional, Technical and Specialized		6,000				6,000
520	Communications	1,000	4,835				5,835
540	Travel and Meetings	500	5,000				5,500
570	Printing and Binding						0
550	Transportation of Pupils					59,895	59,895
580	Insurance and Bond Premiums		32,500				32,500
590	Maintenance and Repair Services						0
610	Rentals						0
630	Advertising	500					500
640	Dues and Fees	600					600
650	Professional and Staff Development	800	2,500				3,300
680	Information Technology Services						0
	Total Services	3,400	50,835	0	0	59,895	114,130
<b>7XX SUPPLIES, MATERIALS &amp; MINOR EQUIPMENT</b>							
710	Supplies		390,000				390,000
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	397,500		0	0	397,500
<b>95X-99 TRANSFERS</b>							
960	School Divisions						0
980	Organizations, Individuals and Other Entities						0
999	Recharge		(59,895)			59,895	0
	Total Transfers	0	(59,895)	0	0	59,895	0
<b>TOTALS</b>		91,075	1,044,157	0	0	119,790	1,255,022

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 800**  
Budget for the Year Ending June 30, 2020

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	88,965					88,965
360	Technical, Specialized and Service		580,836		11,475		592,311
370	Secretarial, Clerical and Other	24,779					24,779
390	Information Technology						0
	Total Salaries	113,744	580,836	0	11,475	0	706,055
4XX EMPLOYEES BENEFITS AND ALLOWANCES							
		10,842	71,725		1,337		83,904
5-6XX SERVICES							
510	Professional, Technical and Specialized		44,740	79,637	2,000	27,000	153,377
520	Communications	1,080	1,200				2,280
530	Utility Services		280,622		14,160		294,782
540	Travel and Meetings	1,000	2,000				3,000
570	Printing and Binding						0
580	Insurance and Bond Premiums		82,200		5,600		87,800
590	Maintenance and Repair Services		2,500		5,000	5,000	12,500
610	Rentals						0
620	Property Taxes		14,000		13,000		27,000
630	Advertising	2,000				500	2,500
640	Dues and Fees	600					600
650	Professional and Staff Development	800	3,500				4,300
680	Information Technology Services						0
	Total Services	5,480	430,762	79,637	39,760	32,500	588,139
7XX SUPPLIES, MATERIALS & MINOR EQUIPMENT							
710	Supplies		127,000	39,637	7,000	14,000	187,637
740	Curricular and Media Materials						0
760	Minor Equipment		10,000			3,000	13,000
780	Information Technology Equipment	500	1,500				2,000
	Total Supplies, Materials & Minor Equipment	500	138,500	39,637	7,000	17,000	202,637
960	School Divisions						
999	Recharge						0
<b>TOTALS</b>		130,566	1,221,823	119,274	59,572	49,500	1,580,735



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

ENROLMENTS BY PROGRAM	Estimated F.T.E. Enrolment September 30, 2019
<b>REGULAR INSTRUCTION</b>	
English Language - Single Track	1,040.5
Francais - Single Track	-
French Immersion - Single Track	-
Dual Track	
- English Language	-
- Francais	-
- French Immersion	-
- Other Bilingual	0.0
Senior Years Technology Education	<u>12.0</u>
<b>TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS</b>	<u><u>1,052.5</u></u>

<b>TRANSPORTATION OF PUPILS</b>	
TRANSPORTED STUDENTS (September 30)	539
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	734,122
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	531,549
LOADED KILOMETERS (For the period ended June 30)	440,743



**FULL TIME EQUIVALENT PERSONNEL EMPLOYED**

For the 2019/20 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	6.65	1.00			1.50	1.20	0.80	1.00	12.15
330	Instructional - Teaching	71.78	7.40				0.50			79.68
350	Instructional - Other	18.32	20.30				3.64			42.26
360	Technical, Specialized and Service							25.25	13.05	38.30
370	Secretarial, Clerical and Other	6.88	0.60			2.40		0.25	0.50	10.63
380	Clinician		3.75							3.75
390	Information Technology						2.00			2.00
<b>TOTALS (excluding Trustees)</b>		103.63	33.05	0.00	0.00	3.90	7.34	26.30	14.55	188.76

510 Clinicians contracted/outsourced/private or employed by other divisions on a Full Time Equivalent basis		
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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	550,264
Less: Liability Insurance	21,508
Administration portion of self-funded expenses (see below)	0 *
Trustee election costs	-
	<u>528,756 (A)</u>

**Expense Base**

Total Operating Expenses	15,445,569
Plus: Transfers to Capital	90,000
Less: Adult Learning Centres, Function 300	0
	<u>15,535,569 (B)</u>

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

3.40%

**% increase in 2019/20 Special Requirement**

2.00% Limit Met

**Maximum Allowable Percentage**

3.52%

Special Requirement Limit	Met	Exceeded
If FTE Enrolment is 5,000 or over	2.70%	2.40%
If FTE Enrolment is 1,000 or less	3.53%	3.42%
If FTE enrolment is between 1,000 and 5,000	3.52%	3.41%
Northern Division	4.25%	4.25%
If FTE enrolment is between 1,000 and 5,000:		
2% Special Requirement limit met - To a maximum of 3.53%	2.94% + (5,000 - enrolment) x 0.0001475%	
2% Special Requirement limit exceeded - To a maximum of 3.42%	2.85% + (5,000 - enrolment) x 0.0001425%	

**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>	<u>-</u>

**Self-Administered Pension Plans**

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

(1) Incremental costs of the program.

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