



Medicine Hat Catholic Board of Education

Third
Quarter
Report

May 31

2018

This document includes the financial update for Medicine Hat Catholic Board of Education for the period of September 1, 2017 to May 31, 2018 and explanatory notes of the update. This information has not been audited.

Report to the
Board of
Trustees
June 12, 2018

**Medicine Hat Catholic Board of Education
Third Quarter Report
Executive Summary**

Medicine Hat Catholic Board of Education ('MHCBE') has budgeted expenditures of \$32.7 million and provides public education services to the citizens of the City of Medicine Hat, Redcliff, Dunmore and the rural areas.

MHCBE was established in 1911 and has proudly served our communities for over 106 years. MHCBE serves 2547 students and children from ECS to grade twelve plus many more children in our community preschools. MHCBE provides high quality learning experiences for students through a broad range of educational programs in nine schools.

MHCBE believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Administrative Procedure 500 – Annual Division Budget*, the Board directs that the Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within budgetary limits established for the departments and schools. *Policy 2 – Role of the Board* indicated that the board shall receive fiscal accountability reports to ensure the fiscal management of the division. The executive summary presents highlights of MHCBE financial operations for the period September 1, 2017 until May 31, 2018 to provide fiscal accountability within the established guidelines.

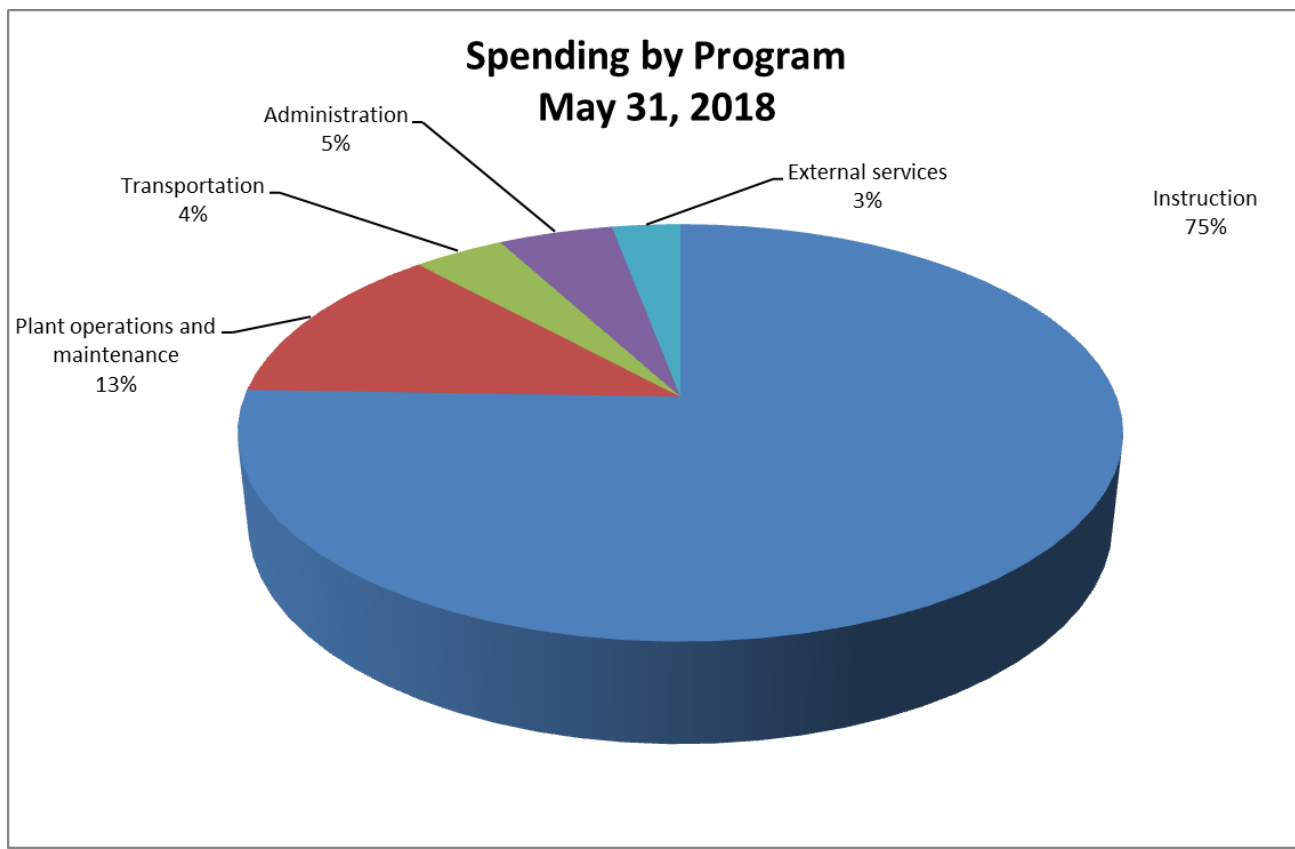
Budget

The fall budget update for the 2017-2018 school year reflects changes to the district budget as of September 30th, 2017. Revenue in the revised budget increased \$0.43 million, or 1.4% over the operating budget developed in June 2017. This increase is due to mainly increased student enrollment on September 30th of 15 students from the operating budget, as well as the Classroom Improvement Fund and the Nutrition Program.

Expenditures in the revised budget increased by \$0.75 million over the operating budget due to increase staffing hired in the fall and school based needs. An additional 0.65 full time equivalent teacher were hired and 2.5 learning assistants. The Classroom Improvement Fund and the Nutrition Program were other major contributors the increased expenditures.

Operations

For the nine-months ended May 31, 2018, \$25.2 million of revenues have been recorded which is 78.4% of budget. Revenues are generally on target. Expenditures are \$25.6 million as of May 31, 2018 which is 78.2% of the budget. Expenditures are generally on target.



Forecasted Operations To Year End

At May 31, 2018, forecasted revenues and expenditures have been adjusted for the following (italics represent changes from the May 2018 projection):

Revenue

1. *The revenue of the district has improved on by \$249,000 mainly cause by the following:*
 - a. Number of PUF children increased from the budgeted forecast of 110 to 145 resulting in an increase of nearly \$100,000
 - b. Small Schools by Necessity grant improved by \$129,000 as the government now recognizes three of the four small schools as being necessary as opposed to two of four earlier.
 - c. IMR decreased by \$37,000 based on expected capitalization. The effect of this is neutral as the expense decreases on an equal basis.
 - d. Supported Amortization decreased by \$105,000 based on a recalculation of the current year actual will be. The effect of this is neutral as the expense decreases on an equal basis.
 - e. Investment Income expected to be \$17,000 better than expected based on actual interest earned.
 - f. *School Generated Funds Fundraising improved \$86,000 and fees by \$16,000.*

Expenditures

2. Overall the expenditures decreased \$327,000

a. Instruction expenditures decreased \$272,000

i. Instructional Staffing

1. Expected spending decreased \$77,000

- a. Certificated staffing costs were lower by \$74,000
- b. Certificated benefits lower by \$145,000
- c. Uncertificated Staffing lower by \$22,000
- d. Uncertificated benefits lower by \$74,000
- e. ERIP \$215,000
- f. St. Thomas Moving Expenses and other SJPII School start up.

ii. Religious Ed

1. Trend is an overall savings of \$13,000 mainly in staffing areas.

iii. School Budgets

1. Overall savings of \$176,000, however this area was not examined in detail as any savings or overrun would be absorbed by the schools reserve, unless there is board direction to claw-back funding from the schools.
2. Request from St. Michael's to use \$6,300 from their restricted reserve.

iv. SGF

1. Overall savings of \$87,000 however this area was not examined in detail as any savings or overrun would be absorbed by the schools reserve, unless there is board direction to claw-back funding from the schools.

v. Technology

1. Overall savings of \$103,000
2. \$53,000 on savings from not hiring IT Director
3. \$49,000 savings on other areas, mainly with repairs and maintenance

vi. Learning Services

1. Over budget by \$113,000
2. Uncertificated salaries is the major driver as there are more FTE than budgeted.

vii. Communities Coming Together

1. No material impact

viii. PUF

1. Over budget by \$60,000
2. Mainly on contracted services

ix. Early Education

1. Under-budget by \$26,000

b. Plant Operations and Maintenance

- i. Over budget by \$75,000
- ii. Custodial salaries higher than budget by \$35,000

- iii. Repairs and Maintenance and Utilities needed adjusted based on realized utilizations - \$31,000
- c. Transportation
 - i. Over budget by \$67,000
 - ii. The parent provided contracts were under estimated in the spring and fall budgets.
- d. Board and System Admin
 - i. Overall Savings of \$15,000
 - ii. Legal costs were \$26,000 over budget
 - iii. Savings in other areas such has public relations, contracted services professional development, repairs and maintenance, Dues and Fees

Detailed analysis has occurred in each budget area and was briefed to the trustees in the May 2018 board meeting.

It is felt that the services remaining from the year can be funded through the forecast.

Senior Administration, in conjunction with the schools and departments will continue to monitor the forecast.

Capital Expenditures

The Board approved the IMR plan in January 2018, subject to new ministry guidelines. There is now \$1.02 million of IMR activity included in the budget (up from \$0.49 million) with \$436,625 to be expensed (down from 0.49 million) and \$0.93 million to be capitalized. These figures are adjusted based on the closure of St. Thomas.

It was announced on January 27, 2014 that Monsignor McCoy High School was approved for a modernization and is complete. The commitments for the effects of the modernization have not been included in the budget.

Construction continues for St. John Paul II School. No allowance for impacts of the school have been included in the budget nor forecast.

Budget 2018-2019

The Ministry of Education announced the 2018-19 budget in the Spring of 2018. The operating budget was approved by the trustees on May 29, 2018 with a deficit of \$59,000 and an increase to net assets of \$245,000.

Summary Comments

Operating expenditures would indicate that spending is occurring for the benefit of today's students while not compromising opportunities for future operations of the District.

Financial Position

As at August 31st, 2017 MHCBE had an available accumulated surplus from operations (Net of investment in capital assets and capital reserve) of \$0.94 million. Of this amount, \$1.1 million

was restricted for school generated funds and prior year school surpluses and other departments. The Unrestricted Reserve is in a deficit position of \$0.20 million.

The Board approved a deficit of \$0.52 million. This would result in a decrease to the ASO of \$0.22 million.

The 3rd Quarter Forecast increases the expected ASO balance by \$353,000.

Accumulated Operating Surplus is represented by unrestricted surplus and operating reserves, which together make up the accumulated surplus from operations, and total capital reserves.

Unrestricted surplus are funds that are not designated for a specific purpose. Operating reserves are funds that have been designated for a specific program of the District.

Capital reserves are funds that have been set aside for future replacement of District assets that are not supported by the Province or external contributions. The MHCBE will be looking to develop a process in the budget development to annually contribute the budgeted amount of amortization on unsupported assets into the capital reserve fund, as per the approved budget, to fund future asset replacement.

Medicine Hat Catholic Board of Education
Summary of Net Assets and Reserve Budget
2017-18 - 3rd Quarter

	2017-18			2017-18 Closing Balance	Change in Balance
	2017-18 Opening Balance	Transfers In	Transfers Out		
Unrestricted Net Assets					
Unrestricted	(200,179)			161,769	361,948
2017-18 Revenue over Expenses	51,477	51,477			
Unsupported Amortization from Investment in Capital Assets	322,649	322,649			
Board Funded Tangible Capital Asset Additions - to ICA	(241,000)		241,000		
Transfer to Capital Reserve - Child Care Modular Capital Reserve	(6,500)		6,500		
Transfer to Capital Reserve - Amortization of Capital Assets	-		-		
Transfer to Restricted Reserve - Working Capital	-		-		
School Generated Fund Balances	54,031	54,031			
International Student Surplus - Restricted	(6,100)		6,100		
Learning Services Balancing	(1,599)		1,599		
Future Projects	19,372	19,372			
Reduction of School Reserves	29,136	29,136			
School and Department use of Restricted Reserve	140,482	140,482			
Restricted Reserves					
Working Capital (5-days = \$656,463)	-	-	-	-	
Department Reserves					
School Based	291,360		169,618	121,742	
School Generated Funds	740,777		54,031	686,746	
Learning Services	(1,599)	1,599	-	(0)	
International Student Program	-	6,100	-	6,100	
External Services - Preschool	-			-	
Future Projects	19,372		19,372	0	
Band	39,121		-	39,121	
Board and System - Future Software	-		-	-	
O&M Equipment	55,416			55,416	
Total Operating Reserves	1,144,448	7,699	243,021	909,126	(235,322)
Total Accumulated Surplus from Operations	944,268	624,846	498,220	1,070,894	126,626
Capital Reserves					
Child Care Modular	39,000	6,500		45,500	6,500
Amortization from Capital Assets	-	-	-	-	-
Accumulated Operating Surplus less Investment in Capital Assets	983,268	631,346	498,220	1,116,394	133,126

**Medicine Hat Catholic Board of Education
Statement of Operations
for the nine-months ended May 31, 2018**

	Prior Year	Budget Information		Actual Results	Forecast	Variances		Change in Forecast
	2016-17 Actuals	2017-18 Operating Budget June 2017	Fall Budget Update November 2017	Actual nine-months February 28, 2018	Forecasted to August 31, 2018	% Expended Fall Budget	% Expended Forecast	
REVENUES								
Alberta Education plus Property Taxes	29,580,944	29,339,084	30,125,192	23,355,273	30,256,320	78%	77%	131,128
Other - Government of Alberta	266,970	278,678	287,232	217,090	287,232	76%	76%	-
Other Alberta School Authorities	165,342	138,000	138,000	106,619	138,000	77%	77%	-
Fees	752,076	713,056	538,823	549,891	549,891	102%	100%	11,068
Other Sales and Services	954,660	943,475	826,988	693,439	827,123	84%	84%	135
Investment Income	71,766	25,000	25,000	38,428	42,012	154%	91%	17,012
Gifts and Donations	197,613	107,274	125,933	73,875	129,933	59%	57%	4,000
Rental of Facilities	23,043	19,140	17,640	13,896	17,640	79%	79%	-
Fundraising	131,883	200,532	112,719	198,797	198,797	176%	100%	86,078
Other Revenue	17,649	13,000	13,000	1,635	13,000	13%	13%	-
Total Revenues	32,161,946	31,777,239	32,210,527	25,248,943	32,459,948	78.4%	77.8%	249,421
EXPENSES								
Instruction	25,500,223	24,641,308	24,785,655	19,334,522	24,513,754	78%	79%	(271,901)
Plant operations and maintenance	3,774,212	4,176,143	4,419,680	3,224,558	4,338,607	73%	74%	(81,073)
Transportation	1,154,804	1,136,048	1,136,048	1,010,285	1,202,632	89%	84%	66,584
Administration	1,541,547	1,572,194	1,642,632	1,266,947	1,627,575	77%	78%	(15,057)
External services	388,266	456,529	751,924	755,981	725,903	101%	104%	(26,021)
Total Expenses	32,359,052	31,982,222	32,735,939	25,592,293	32,408,471	78.2%	79.0%	(327,468)
Operating Surplus (Deficit)	(197,106)	(204,983)	(525,412)	(343,350)	51,477			576,889
Accumulated Surplus from Operations at Beginning	1,055,277	1,292,124	944,268		944,268			-
Add: Capital Revenue Recognized - Unsupport	361,005	337,732	322,649		322,649			-
less: Transfer to Capital Reserve	(6,500)	(6,500)	(6,500)		(6,500)			-
less: Capitalization of Expenses	(268,408)	-	(17,725)		(241,000)			(223,275)
Accumulated Surplus from Operations at end of Period	944,268	1,418,373	717,280		1,070,894			353,614
AOS as a percent of expenditures	2.9%	4.4%	2.2%		3.3%			
Change to ASO	(111,009)	126,249	(226,988)		126,626			
3rd Quarter Change to ASO					353,614			
ASO Change from Previous Quarter					221,365			

Medicine Hat Catholic Board of Education
Notes to the Statement of Operations
For the six-months ended February 28, 2018

About The Statement

This statement includes four main areas:

- The first area in Purple are the actuals from 2016-17
- The second area highlighted in blue is budget Information. The first budget information is the official operating budget which was approved by the Board of Trustees in June 2017. The second column of budget information is the fall budget update that has been revised after September 30th enrollment counts and is used as the management control budget for the fiscal year.
- The third area highlighted in pink is the actual results for the period.
- The fourth area highlighted in yellow is the forecast. This information is the forecasted revenue and expenditures to August 31, 2018. The forecast will be changed each quarter based on best estimates given current and past financial information. Rationale will be provided when the forecast has been changed from the original budget.
- The fifth area highlighted in green is the variance area. This area provides information on the percent received/expended as compared to the September 30th operating budget and the percent received/ expended as compared to the updated forecast information.
- The sixth area in orange is the change in the forecast from the Fall Budget Update.

REVENUES

Alberta Education

Grants have been received as generally expected at the second quarter. Not all grants are received evenly throughout the year and there are some timing issues related to clearing of priority school conflicts. IMR funding will be recognized as expenditures are incurred which is depressing the percentage utilization.

Other Government of Alberta

This revenue mostly relates to the Community Coming Together Funding from Alberta Health Services. As we bill AHS based on activity, there is a delay in revenue recognition.

Other Alberta School Authorities

Reflects the funding received from CAPE for Maintenance of the former St. Louis School and is recognized as we receive the funding from CAPE.

Fees

Reflects funds collected by schools for school fees and remitted to Catholic Education Centre and tuition collected for foreign students. Fees that are collected for school generated activities are also included. Most fees and tuition fees are collected at the beginning of the school year, while school activity fees are collected throughout the school year; therefore the amount collected is 82% at the second quarter.

Other Sales and Services

Mainly includes certain SGF activities. This is expected to increase through the year and we will continue to monitor. This also includes preschool fees, band fees and transportation fees. This is generally on target with a 10-month school year.

Investment Income

Interest earned on cash reserves.

Gifts and donations

Gifts and donations that have been received for school generated activities. The timing of the donations may be a factor with regards to when they will be recognized. Generally on target however the nature of the activity limits the forecasting ability.

Rental of Facilities

Funds charged for use of facility space for the preschool modulars and from other facility rentals. September and October have been received and December will be paid with January.

Fundraising

Funds raised for the benefit of school generated activities that are co-curricular in nature. Fundraising may include a-thons, and fundraising sales. Significant amounts of fundraising happen within the schools and would be recognized prior to year end. We will watch this area and the recognition of the revenue is nearly that of the budget. The Forecast has been adjusted to match the amounts actually received.

Overall, revenues are consistent with the forecast, at 77.8% as at May 31, 2018.

EXPENSES

Expenditures are reported as a total for each functional area within the District. For further information on types of expenditures and spending in these functional areas please see the *Schedule of Program Operations* that follows in this document.

Instruction

Instructional expenditures represent expenditures from early education to grade 12, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, First Nations Metis and Inuit programming, and Student Health Initiative.

A breakdown of spending in these instructional programs may be found in the *Schedule of Instructional Program Expenditures* later in this report.

Instructional expenditures were generally on target at 50.0% at the end of the second quarter. Further analysis will occur before the third quarter to confirm the forecast.

Plant Operations and Maintenance

Plant operations and maintenance expenditures represent spending on operating and maintaining the District's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance and Infrastructure Maintenance and Renewal (IMR) projects.

Transportation

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school (1.2 km for elementary schools even though students between 1.2 km and 2.4 km are unfunded). These costs include the contracted operation of buses and a contracted bus with the City of Medicine Hat. Certain costs not yet incurred include the parent funded arrangements for coded pre-schoolers. Costs also included provision of specialized bussing needs for students with disabilities. The expenditure flow is typically a 10-month contract.

Administration

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent.

External Services

An external service represents costs that are outside regular provincially mandated instruction and operations. For the District, the community preschools are considered an external service as it does not fit the mandate of the instruction requirements as well as the before and after school care programming.

The preschool expense stream is typically over 10-months. We will continue to monitor and work with the early education program to ensure this area is monitored.

Overall, expenditures are close to 79.0% of forecasted figures at the end of the third quarter.

SCHEDULES OF PROGRAM EXPENDITURES

Medicine Hat Catholic Board of Education YTD Actuals Compared to Fall Budget Update Budget Allocation by Programs Q3 at May 31, 2018

Q3 2017-18 YTD ACTUALS AT MAY 31, 2018								
Category	Instruction	POM	TSPN	Board and System	External Services	Capital	Total	%age
1. Certificated Salaries	10,195,509	-	-	221,813	231,231	-	10,648,552	42%
2. Certificated Benefits	2,279,469	-	-	28,948	22,351	-	2,330,769	9%
3. Non-Certificated Salaries	3,410,071	866,133	12,109	532,659	399,149	-	5,220,121	20%
4. Non-Certificated Benefits	723,279	224,960	2,756	123,123	54,675	-	1,128,794	4%
5. Services, Contracts & Supplies	1,848,591	853,543	995,420	349,088	26,020	271,298	4,343,960	17%
6. SGF	867,906	-	-	-	22,555	-	890,461	3%
6. Amortization of Supported Assets	-	-	-	-	-	763,846	763,846	3%
7. Amortization of Unsupported Assets	9,698	-	-	1,078	-	244,778	255,554	1%
8. Supported Interest on Debt	-	-	-	-	-	-	-	0%
9a. Unsupported Interest on Debt	-	-	-	237	-	-	237	0%
9b. Other Interest & Finance Charges	-	-	-	10,001	-	-	10,001	0%
10. Losses on Disposal of Tangible Capital	-	-	-	-	-	-	-	0%
Total Expenditures	19,334,522	1,944,636	1,010,285	1,266,947	755,981	1,279,922	25,592,293	79%
Add: Capitalized Assets	241,046	-	-	-	-	259,995	501,041	
Adjusted Total Expenditures	19,575,568	1,944,636	1,010,285	1,266,947	755,981	1,539,917	26,093,334	
Total as a % of Total Expenditures	75.0%	7.5%	3.9%	4.9%	2.9%	5.9%	100.0%	
2017-18 Q3 Projection								
Category	Instruction	POM	TSPN	Board and System	External Services	Capital	Total	%age
1. Certificated Salaries	13,043,334	-	-	295,750	338,419	-	13,677,503	42%
2. Certificated Benefits	2,972,813	-	-	38,330	34,526	-	3,045,669	9%
3. Non-Certificated Salaries	3,842,059	1,115,162	16,145	705,160	270,454	-	5,948,980	18%
4. Non-Certificated Benefits	937,251	292,575	3,767	163,958	55,840	-	1,453,391	4%
5. Services, Contracts & Supplies	2,632,359	1,133,957	1,182,719	414,641	26,664	452,081	5,842,422	18%
6. SGF	1,074,146	-	-	-	-	-	1,074,146	3%
6. Amortization of Supported Assets	-	-	-	-	-	1,018,461	1,018,461	3%
7. Amortization of Unsupported Assets	12,930	-	-	1,437	-	326,371	340,738	1%
8. Supported Interest on Debt	-	-	-	-	-	-	-	0%
9a. Unsupported Interest on Debt	-	-	-	-	-	-	-	0%
9b. Other Interest & Finance Charges	(1,140)	-	-	8,300	-	-	7,160	0%
10. Losses on Disposal of Tangible Capital	-	-	-	-	-	-	-	
Total Expenditures	24,513,754	2,541,694	1,202,632	1,627,575	725,903	1,796,913	32,408,470	100%
Percentage of Total	75.6%	7.8%	3.7%	5.0%	2.2%	5.5%	100.0%	
VARIANCE - \$								
Category	Instruction	POM	TSPN	Board and System	External Services	Capital	Total	
1. Certificated Salaries	(2,847,826)	-	-	(73,938)	(107,188)	-	(3,028,952)	
2. Certificated Benefits	(693,344)	-	-	(9,381)	(12,174)	-	(714,900)	
3. Non-Certificated Salaries	(431,988)	(249,029)	(4,036)	(172,501)	128,695	-	(728,859)	
4. Non-Certificated Benefits	(213,972)	(67,614)	(1,011)	(40,834)	(1,166)	-	(324,598)	
5. Services, Contracts & Supplies	(783,769)	(280,414)	(187,299)	(65,553)	(644)	(180,783)	(1,498,462)	
6. SGF	(206,240)	-	-	-	22,555	-	(183,685)	
6. Amortization of Supported Assets	-	-	-	-	-	(254,615)	(254,615)	
7. Amortization of Unsupported Assets	(3,233)	-	-	(359)	-	(81,593)	(85,184)	
8. Supported Interest on Debt	-	-	-	-	-	-	-	
9a. Unsupported Interest on Debt	-	-	-	237	-	-	237	
9b. Other Interest & Finance Charges	1,140	-	-	1,701	-	-	2,841	
10. Losses on Disposal of Tangible Capital	-	-	-	-	-	-	-	
Total Expenditures	(5,179,232)	(597,058)	(192,346)	(360,628)	30,078	(516,991)	(6,816,177)	
Percent change	76.0%	8.8%	2.8%	5.3%	-0.4%	7.6%	100.0%	
Variance Between Total Exp w/ Capital Assets Compared to Fall Budget Update	(4,938,186)	(597,058)	(192,346)	(360,628)	30,078	(256,996)	(6,315,137)	
VARIANCE - %								
Category	Instruction	POM	TSPN	Board and System	External Services	Capital	Total	
1. Certificated Salaries	78.2%	0.0%	0.0%	75.0%	68.3%	0.0%	77.9%	
2. Certificated Benefits	76.7%	0.0%	0.0%	75.5%	64.7%	0.0%	76.5%	
3. Non-Certificated Salaries	88.8%	77.7%	0.0%	75.5%	147.6%	0.0%	87.7%	
4. Non-Certificated Benefits	77.2%	76.9%	0.0%	75.1%	97.9%	0.0%	77.7%	
5. Services, Contracts & Supplies	70.2%	75.3%	84.2%	84.2%	97.6%	60.0%	74.4%	
6. SGF	80.8%	0.0%	0.0%	0.0%	0.0%	0.0%	82.9%	
6. Amortization of Supported Assets	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	75.0%	
7. Amortization of Unsupported Assets	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	
8. Supported Interest on Debt	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
9a. Unsupported Interest on Debt	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
9b. Other Interest & Finance Charges	0.0%	0.0%	0.0%	120.5%	0.0%	0.0%	139.7%	
10. Losses on Disposal of Tangible Capital	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Total Expenditures	78.9%	76.5%	84.0%	77.8%	104.1%	71.2%	79.0%	
Percent change	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

**Medicine Hat Catholic Board of Education
YTD Actuals Compared to Fall Budget Update
Budget Allocation by Program - Instruction
Q3 at May 31, 2018**

Q3 2017-18 YTD ACTUALS AT MAY 31, 2018									
Category	Instructional Pool	Instructional Staffing	REC*	SBDM	SGF	Technology	Student Services	Total	%age
1. Certificated Salaries	27,056	9,259,461	94,597	315,338	-	-	499,057	10,195,509	53%
2. Certificated Benefits	259	2,185,490	8,920	30,263	-	-	54,537	2,279,469	12%
3. Non-Certificated Salaries	3,894	521,752	7,344	292,343	-	127,917	2,456,820	3,410,071	18%
4. Non-Certificated Benefits	93	135,437	2,083	55,750	-	27,476	502,442	723,279	4%
5. Services, Contracts & Supplies	151,327	12,335	48,816	661,484	-	256,401	718,227	1,848,591	10%
6. SGF	-	-	-	-	867,906	-	-	867,906	4%
6. Amortization of Supported Assets	-	-	-	-	-	-	-	-	0%
7. Amortization of Unsupported Asse	-	-	-	9,698	-	-	-	9,698	0%
8. Supported Interest on Debt	-	-	-	-	-	-	-	-	0%
9 a. Unsupported Interest on Debt	-	-	-	-	-	-	-	-	0%
9 b. Other Interest & Finance Charges	-	-	-	-	-	-	-	-	0%
10. Losses on Disposal of Tangible Ca	-	-	-	-	-	-	-	-	0%
Total	182,629	12,114,475	161,760	1,364,875	867,906	411,794	4,231,082	19,334,522	100%
Add: Capitalized Assets	215,929	-	-	17,504	-	7,612	-	241,046	
Adjusted Total Expenditures	398,558	12,114,475	161,760	1,382,380	867,906	419,407	4,231,082	19,575,568	
Total Expenditures	2.0%	61.9%	0.8%	7.1%	4.4%	2.1%	21.6%	100.0%	
2017-18 Q3 Projection									
Category	Instructional Pool	Instructional Staffing	REC*	SBDM	SGF	Technology	Student Services	Total	%age
1. Certificated Salaries	38,335	12,052,739	124,616	175,360	-	-	652,284	13,043,334	53%
2. Certificated Benefits	247	2,873,024	11,961	16,406	-	-	71,175	2,972,813	12%
3. Non-Certificated Salaries	770	677,897	9,792	95,547	-	178,854	2,879,199	3,842,059	16%
4. Non-Certificated Benefits	-	173,902	2,752	97,547	-	-	39,855	623,196	4%
5. Services, Contracts & Supplies	166,789	20,587	51,347	1,204,954	-	339,944	848,739	2,632,359	11%
6. SGF	-	-	-	-	1,074,146	-	-	1,074,146	4%
6. Amortization of Supported Assets	-	-	-	-	-	-	-	-	0%
7. Amortization of Unsupported Asse	-	-	-	12,930	-	-	-	12,930	0%
8. Supported Interest on Debt	-	-	-	-	-	-	-	-	0%
9 a. Unsupported Interest on Debt	-	-	-	-	-	-	-	-	0%
9 b. Other Interest & Finance Charges	-	-	-	-	-	-	(1,140)	(1,140)	0%
10. Losses on Disposal of Tangible Ca	-	-	-	-	-	-	-	-	0%
Total Expenditures	206,141	15,798,149	200,467	1,602,744	1,074,146	558,652	5,073,454	24,514,894	100%
Add: Capitalized Assets									
Adjusted Total Expenditures	206,141								
Percentage of Total	#DIV/0!	64.4%	0.8%	6.5%	4.4%	2.3%	20.7%	100.0%	
VARIANCE - %									
Category	Instructional Pool	Instructional Staffing	REC	SBDM	SGF	Technology	Student Services	Total	%age
1. Certificated Salaries	(11,279)	(2,793,278)	(30,019)	139,977	-	-	(153,228)	(2,847,826)	
2. Certificated Benefits	12	(687,534)	(3,041)	13,857	-	-	(16,638)	(693,344)	
3. Non-Certificated Salaries	3,124	(156,145)	(2,448)	196,796	-	(50,936)	(422,379)	(431,988)	
4. Non-Certificated Benefits	93	(38,466)	(669)	(41,797)	-	(12,379)	(120,754)	(213,972)	
5. Services, Contracts & Supplies	(15,462)	(8,252)	(2,531)	(543,469)	-	(83,543)	(130,512)	(783,769)	
6. SGF	-	-	-	-	(206,240)	-	-	(206,240)	
6. Amortization of Supported Assets	-	-	-	-	-	-	-	-	
7. Amortization of Unsupported Asse	-	-	-	(3,233)	-	-	-	(3,233)	
8. Supported Interest on Debt	-	-	-	-	-	-	-	-	
9 a. Unsupported Interest on Debt	-	-	-	-	-	-	-	-	
9 b. Other Interest & Finance Charges	-	-	-	-	-	-	1,140	1,140	
10. Losses on Disposal of Tangible Capital Assets	-	-	-	-	-	-	-	-	
Total	(23,512)	(3,683,675)	(38,707)	(237,869)	(206,240)	(146,858)	(842,371)	(5,179,232)	100%
Percent change	0.5%	71.1%	0.7%	4.6%	4.0%	2.8%	16.3%	100.0%	
Variance Between Total Exp w/ Capital Assets Compared to Fall Budget Update	192,417	(3,683,675)	(38,707)	(220,364)	(206,240)	(139,246)	(842,371)	(4,938,186)	
VARIANCE - %									
Category	Instructional Pool	Instructional Staffing	REC	SBDM	SGF	Technology	Student Services	Total	%age
1. Certificated Salaries	70.6%	76.8%	75.9%	179.8%	0.0%	0.0%	76.5%	78.2%	
2. Certificated Benefits	0.0%	76.1%	74.6%	184.5%	0.0%	0.0%	76.6%	76.7%	
3. Non-Certificated Salaries	0.0%	77.0%	75.0%	306.0%	0.0%	71.5%	85.3%	88.8%	
4. Non-Certificated Benefits	0.0%	77.9%	75.7%	57.2%	0.0%	68.9%	80.6%	77.2%	
5. Services, Contracts & Supplies	90.7%	0.0%	95.1%	54.9%	0.0%	75.4%	84.6%	70.2%	
6. SGF	0.0%	0.0%	0.0%	0.0%	80.8%	0.0%	0.0%	80.8%	
6. Amortization of Supported Assets	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
7. Amortization of Unsupported Asse	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
8. Supported Interest on Debt	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
9 a. Unsupported Interest on Debt	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
9 b. Other Interest & Finance Charges	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
10. Losses on Disposal of Tangible Capital Assets									
Total	88.6%	76.7%	80.7%	85.2%	80.8%	73.7%	83.4%	78.9%	100%
Percent change	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

**Medicine Hat Catholic Board of Education
YTD Actuals Compared to Fall Budget Update
Budget Allocation by Program - Student Services
Q3 at May 31, 2018**

Q3 2017-18 YTD ACTUALS AT MAY 31, 2018						
Category	Learning Services	CCT	PUF	Early Ed	Total	%age
1. Certificated Salaries	407,278	-	91,778	231,231	730,287	15%
2. Certificated Benefits	45,773	-	8,764	22,351	76,888	2%
3. Non-Certificated Salaries	1,210,024	166,284	1,080,512	229,648	2,686,468	56%
4. Non-Certificated Benefits	245,799	29,669	226,974	45,558	547,999	11%
5. Services, Contracts & Supplies	71,480	36,662	610,085	26,020	744,247	16%
6. SGF	-	-	-	-	-	0%
6. Amortization of Supported Assets	-	-	-	-	-	0%
7. Amortization of Unsupported	-	-	-	-	-	0%
8. Supported Interest on Debt	-	-	-	-	-	0%
9 a. Unsupported Interest on Debt	-	-	-	-	-	0%
9 b. Other Interest & Finance Charges	-	-	-	-	-	0%
10. Losses on Disposal of Tangible Assets	-	-	-	-	-	0%
Total Expenditures	1,980,354	232,615	2,018,113	554,808	4,785,891	100%
Add: Capitalized Assets						
Adjusted Total Expenditures	1,980,354	232,615	2,018,113	554,808	4,785,891	
Total as a % of Total Expenditures	41.4%	4.9%	42.2%	11.6%	100.0%	
2017-18 Q3 Projection						
Category	Learning Services	CCT	PUF	Early Ed	Total	%age
1. Certificated Salaries	530,158	-	122,127	338,419	990,703	17%
2. Certificated Benefits	59,343	-	11,833	34,526	105,701	2%
3. Non-Certificated Salaries	1,425,315	195,314	1,258,570	270,454	3,149,653	54%
4. Non-Certificated Benefits	299,930	35,192	288,074	55,840	679,036	12%
5. Services, Contracts & Supplies	79,388	45,282	724,069	26,664	875,403	15%
6. SGF	-	-	-	-	-	0%
6. Amortization of Supported Assets	-	-	-	-	-	0%
7. Amortization of Unsupported	-	-	-	-	-	0%
8. Supported Interest on Debt	-	-	-	-	-	0%
9 a. Unsupported Interest on Debt	-	-	-	-	-	0%
9 b. Other Interest & Finance Charges	-	-	(1,140)	-	-	0%
10. Losses on Disposal of Tangible Assets	-	-	-	-	-	0%
Total Expenditures	2,394,133	275,788	2,403,533	725,903	5,800,497	100%
Percentage of Total	41.3%	4.8%	41.4%	12.5%	100.0%	
VARIANCE - \$						
Category	Learning Services	CCT	PUF	Early Ed	Total	%age
1. Certificated Salaries	(122,880)	-	(30,348)	(107,188)	(260,416)	
2. Certificated Benefits	(13,569)	-	(3,069)	(12,174)	(28,813)	
3. Non-Certificated Salaries	(215,291)	(29,030)	(178,058)	(40,805)	(463,185)	
4. Non-Certificated Benefits	(54,131)	(5,523)	(61,100)	(10,283)	(131,037)	
5. Services, Contracts & Supplies	(7,908)	(8,620)	(113,984)	(644)	(131,156)	
6. SGF	-	-	-	-	-	
6. Amortization of Supported Assets	-	-	-	-	-	
7. Amortization of Unsupported	-	-	-	-	-	
8. Supported Interest on Debt	-	-	-	-	-	
9 a. Unsupported Interest on Debt	-	-	-	-	-	
9 b. Other Interest & Finance Charges	-	-	1,140	-	1,140	
10. Losses on Disposal of Tangible Assets	-	-	-	-	-	
Total Expenditures	(413,779)	(43,173)	(385,420)	(171,095)	(1,013,466)	100%
Percent change	40.8%	4.3%	38.0%	16.9%	100.0%	
VARIANCE - %						
Category	Learning Services	CCT	PUF	Early Ed	Total	%age
1. Certificated Salaries	76.8%	0.0%	75.2%	68.3%	73.7%	
2. Certificated Benefits	77.1%	0.0%	74.1%	64.7%	72.7%	
3. Non-Certificated Salaries	84.9%	85.1%	85.9%	84.9%	85.3%	
4. Non-Certificated Benefits	82.0%	84.3%	78.8%	81.6%	80.7%	
5. Services, Contracts & Supplies	90.0%	81.0%	84.3%	97.6%	85.0%	
6. SGF	0.0%	0.0%	0.0%	0.0%	0.0%	
6. Amortization of Supported Assets	0.0%	0.0%	0.0%	0.0%	0.0%	
7. Amortization of Unsupported	0.0%	0.0%	0.0%	0.0%	0.0%	
8. Supported Interest on Debt	0.0%	0.0%	0.0%	0.0%	0.0%	
9 a. Unsupported Interest on Debt	0.0%	0.0%	0.0%	0.0%	0.0%	
9 b. Other Interest & Finance Charges	0.0%	0.0%	0.0%	0.0%	0.0%	
10. Losses on Disposal of Tangible Assets	0.0%	0.0%	0.0%	0.0%	0.0%	
Total Expenditures	82.7%	84.3%	84.0%	76.4%	82.5%	100%
Percent change	0.0%	0.0%	0.0%	0.0%	0.0%	

**Medicine Hat Catholic Board of Education
Notes to the Schedules of Program Operations
For the nine-months ended May 31, 2018**

About The Statement

The Schedule of Program Operations shows the type of expenditure by each functional area of the District and the expenditures in these areas for the fiscal period and as compared to the Fall Budget. The expenditures are noted as a total for each functional area on the previous statement, the *Statement of Operations*. The percentage expended by each functional area as well as by type of expenditure is also provided to gauge expenditures for the fiscal period reported.

Certificated Salaries and Benefits

Certificated salaries and benefits are 77.9% and 76.5% respectively for the quarter ended. This is generally consistent with the time period and with the recognition that benefit costs will escalate in the start of the calendar year.

Non-Certificated Salaries and Benefits

Utilization of Non-certificated Salaries and Benefits are at 87.7% for salaries and 77.7% for Benefits. Benefits are generally left on for 12-months for staff with assignments to return to. Overall we seem to be trending lower than anticipated and we will be monitoring the staffing in the hourly support staff.

Services, Contracts and Supplies

Services, Contracts and Supplies are at 74.4%, however there are some front-end loading of expenses and most school based expenses are on a 10-month cycle. We will continue monitoring this area. POM tends to have a larger 4th quarter expenditure.

School Generated Funds

SGF is under instruction and while a service, contract and supply, it is identified internally as a separate category for management purposes. At the end of the third quarter 82.9% of the SGF expenditure is recognized as of the end of the quarter. Timing may be a significant factor and the budget process of spending is being assessed.

Amortization of Capital Assets

The amortization of capital assets reflects the September 30th budget.