




1. The Superintendent’s responsibility is to advise the Board of Trustees through the Board Planning Committee as to the financial position of the District on a monthly basis.
2. In this regard, the Superintendent shall direct the Treasurer to prepare and submit to the Board Planning Committee a monthly report that contains the following:
 - a. Enrolment Information
 - i. Total Enrolment
 - ii. Funded Enrolment
 - iii. Home Education Students
 - iv. Severe Disabilities
 - v. Enhanced ESL Students
 - vi. ESL students
 - b. Alberta Education Funding
 - c. Revenue Expense Summary
 - d. Schools and departments outside 3% projected deficit as at August 31st
 - e. Schools and departments outside 7% projected surplus as at August 31st
 - f. Summary report of each school and departement indicated in 2.d and 2.e indicating reasons for deficit or surplus and plans for moving back to acceptable surplus or deficit.
 - g. Capital Reserve
 - h. Major School Construction

The Board Planning Committee shall review the monthly report at a regular planning meeting.

Reference: Board Governance Policy EL 7,8,9 ECS Board Staff Relations 2 ECS District Organizational Bylaw 18.1 School Act Section 147	Approved: 
	Date Approved: November 6, 2006
Cross-reference: AP 101, 102, 114	Date(s) Revised: