Commission scolaire English-Montréal
English Montreal School Board

2015/16 BUDGET PREPARATION

DESCRIPTION

Provides the description for the various elements included in this workbook.
When completing these forms , please enter only numbers, the $ format will be automatic.
Click on the tab at the bottom of this workbook to get access to the following :

1) COVER PAGE

This page is optional. Any covering page format will be acceptable. In the absence of a Governing Board, your budget may be adopted by your Regional Director.

2) BUDGET FORMS

Page 1: Funds 1,4 and 5 : Board Based Funds & Donation Funds (Funds 1, 4 & 5)

An item entitled " Special Internal Event " was added to reflect the new policy (Max. $2/FTE student)
Fund 4 & 5 budget balances are transferable from 1 year to the next. As such, an estimated balance at the end of 2014/15 is expected for each type of budget.

Page 2 : School Based Funds (Funds 3 & 8)

Fund 3 and 8 budget balances are transferable from 1 year to the next. Therefore, an estimated balance for each fund at the end of the 2014/15 is also expected.

Page 3 & 4 : Special Funds (Funds 6 & 7)

Please note that not all special funds are transferable to the next year.
Not all budgets listed in this schedule are applicable to all schools.

3) SCHOOL FEE BREAKDOWN

Page 5 : School Activities Fee Breakdown. **This page should be prepared first.**

Under the heading "Less possible uncollectible amount", a positive number is expected.
The total fees calculated from this page should be carried over to page 2 of the forms.

Page 6: Lunch Supervision Fees.

4) SUMMARY

This page is automatically filled in by Excel. You do not need to complete it.
(It is only required for consolidation at the Board's level)

Commission scolaire English-Montréal
English Montreal School Board

2015/16 BUDGET

SCHOOL NAME : Royal West Academy

SCHOOL CODE : 111

PRINCIPAL : Mr. Tony Pita

Attached please find the 2015/16 budget that was adopted by the school's Governing Board on : 23-Nov-15

Principal's Signature : _____ **Date :** 23-Nov-15

Governing Board Chair's Signature : _____ **Date :** 23-Nov-15

SCHOOL NAME : Royal West Academy

SCHOOL CODE : 111

BOARD BASED FUNDS & DONATIONS (FUNDS 1, 4 & 5)

			PER CAPITA	DECENTRALIZED CARETAKING BG	OTHERS	DONATIONS	MAO	OTHERS	OTHERS
			-5-1XXXX-	-5-6XXXX-	SPECIFY	-4-XXXXX-	7-13000	SPECIFY	SPECIFY
	2015/16 ALLOCATION		$89,610	$37,014		$30,000	$4,370		
	2014/15 EST. BALANCE		$8,289	$1,211	$0				
(A)	**TOTAL FOR 2015/16**		$97,899	$38,225	$0	$30,000	$4,370		
	SALARIES & BENEFITS	1&2XX							
	TRAVELS/REPRESENTATION	3XX							
	SPECIAL INTERNAL EVENTS	305	$3,000						
	MATERIALS/SUPPLIES	4XX	$48,789	$17,208					
	SERVICES/CONTRACTS	5XX	$9,000	$21,017					
	EQUIPMENT/FURNITURE	7XX	$30,049			$29,000	$4,370		
	OTHER EXPENSES	8XX	$7,061			$1,000			
(B)	**TOTAL 2015/16 EXPENSES**		$97,899	$38,225	$0	$30,000	$4,370	$0	$0
(C)=(A)-(B)	**2015/16 ENDING BALANCE**		$0	$0	$0	$0	$0	$0	$0

SCHOOL NAME : Royal West Academy

SCHOOL CODE : 111

SCHOOL BASED FUNDS (FUND 3 & 8)

			SCHOOL FEES/ACTIVITY	OPTIONAL FIELD TRIPS	GOVERNING BOARD	OTHER COMMITTEES	LUNCH SUPERVISION	OTHERS	*S.P.F. FUND 8*
			-3-1X000-	-3-1X000-	-3-51300-	-3-270X0-	-3-23230-	SPECIFY	*- 8 - TOTAL -*
	2015/16 REVENUES		$283,375		$250				$500,000
	2014/15 EST. BALANCE		$25,346						
(A)	**TOTAL REVENUES**	9XX	$308,721	$0	$250	$0	$0	$0	$500,000
	SALARIES & BENEFITS	895-6	$65,000						
	TRAVELS/REPRESENTATION	3XX	$5,000						$2,100
	SPECIAL INTERNAL EVENTS	305	$3,000						$30,900
	MATERIALS/SUPPLIES	4XX	$127,000						$90,000
	SERVICES/CONTRACTS	5XX	$15,000						
	EQUIPMENT/FURNITURE	7XX	$25,346						
	OTHER EXPENSES	8XX	$68,375		$250				$377,000
(B)	**TOTAL 2015/16 EXPENSES**		$308,721	$0	$250	$0	$0	$0	$500,000
(C)=(A)-(B)	**2015/16 ENDING BALANCE**		$0	$0	$0	$0	$0	$0	$0

SCHOOL NAME : Royal West Academy

SCHOOL CODE : 111

SPECIAL FUNDS (FUNDS 6&7)

			CANADA CLAUSE RESOURCE (Support For FSL)	ICOR	SUPPORT TO SPECIAL NEEDS STUDENTS SA 30204	NANS	C.A.P.	JOINING FORCES	OTHERS
			-6-24300-	-6-2448X-	-6-23424-	-6-24530-	-6-32800-	-6-24521-	SPECIFY
	2015/16 ALLOCATION				$16,470			$4,000	
	2014/15 EST. BALANCE		$2,485	**$0**	-$34				
(A)	**TOTAL FOR 2015/16**		$2,485	$0	$16,436	$0	$0	$4,000	$0
	SALARIES & BENEFITS	1&2XX	$2,485		$11,000			$4,000	
	TRAVELS/REPRESENTATION	3XX							
	MATERIALS/SUPPLIES	4XX			$400				
	SERVICES/CONTRACTS	5XX			$4,900				
	EQUIPMENT/FURNITURE	7XX							
	OTHER EXPENSES	8XX			$136				
(B)	**TOTAL 2015/16 EXPENSES**		$2,485	$0	$16,436	$0	$0	$4,000	$0
(C)=(A)-(B)	**2015/16 ENDING BALANCE**		$0	$0	$0	$0	$0	$0	$0

SCHOOL NAME: Royal West Academy

SCHOOL CODE: 111

SPECIAL FUNDS (FUNDS 6&7)

			SA 30260 SECONDARY SCHOOL WELLNESS PROGRAM	Reading in Schools	PRACTICUM -6-73000- and	NTIC	OTHERS	OTHERS	OTHERS
			-6-23227-	-6-22112-	-6-73001-	7-22250	SPECIFY	SPECIFY	SPECIFY
	2015/16 REVENUES		$21,846	$11,247		$22,337			
	2014/15 EST. BALANCE		-$88	$265	$1,467				
(A)	**TOTAL REVENUES**		**$21,758**	**$11,512**	**$1,467**	**$22,337**	**$0**	**$0**	**$0**
	SALARIES & BENEFITS	1&2XX	$6,000		$1,467				
	TRAVELS/REPRESENTATION	3XX							
	MATERIALS/SUPPLIES	4XX	$1,000	$11,512					
	SERVICES/CONTRACTS	5XX	$2,200						
	EQUIPMENT/FURNITURE	7XX	$5,412			$22,337			
	OTHER EXPENSES	8XX	$7,146						
(B)	**TOTAL 2015/16 EXPENSES**		**$21,758**	**$11,512**	**$1,467**	**$22,337**	**$0**	**$0**	**$0**
(C)=(A)-(B)	**2015/16 ENDING BALANCE**		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

E.M.S.B.

2015/16 BUDGET

SCHOOL NAME: **Royal West Academy**

SCHOOL CODE: **111**

2015/16 SCHOOL ACTIVITIES FEE BREAKDOWN (3-13000 OR 3-15310)

PER STUDENT

	BASIC FEES		TOTAL	___	SEC. 1	2	3	4	5
	WORKBOOKS / EXERCISE BOOKS	983	N/A		$80.00	$80.00	$80.00	$80.00	$80.00
	PHOTOCOPIES	983	N/A		$30.00	$30.00	$30.00	$30.00	$30.00
	AGENDA	984	N/A		$4.00	$4.00	$4.00	$4.00	$4.00
	Consumable Supplies	984	N/A		$51.00	$51.00	$51.00	$51.00	$51.00
		984	N/A						
		984	N/A						
		984	N/A						
	TOTAL $ PER STUDENT		N/A		$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00
	NUMBER OF STUDENTS		875		175	175	185	160	180
(A)	**TOTAL BASIC FEES**		$ 144,375.00		$ 28,875.00	$ 28,875.00	$ 30,525.00	$ 26,400.00	$ 29,700.00
	ACTIVITY FEES		TOTAL	___	SEC. 1	2	3	4	5
	ECA Program	986	N/A		$160.00	$160.00	$160.00	$160.00	$160.00
		986	N/A						
		986	N/A						
	TOTAL $ PER STUDENT		N/A		$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00
	NUMBER OF STUDENTS		875		175	175	185	160	180
(B)	**TOTAL ACTIVITY FEES**		$ 140,000.00		$ 28,000.00	$ 28,000.00	$ 29,600.00	$ 25,600.00	$ 28,800.00
(C)=(A)+(B)	**TOTAL SCHOOL FEES**		$ 284,375.00						
(D)	**LESS POSSIBLE UNCOLLECTIBLE AMOUNT :**		$1,000.00						
(E)=(C)-(D)	**NET ANTICIPATED FEES FROM PARENTS**		$ 283,375.00	**(Please carry this over to page 2 of the BUDGET FORMS)**					

SCHOOL NAME: Royal West Academy

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2015/16 LUNCH SUPERVISION FEE BREAKDOWN (3-23230)

			TOTAL		1	2	3	4	5
	LUNCH SUPERVISION FEES / STUDENT	986	N/A						
	NUMBER OF STUDENTS								
(A)	**SUB-TOTAL 1**								

	LUNCH SUPERVISION FEES / FAMILY	986	N/A						
	NUMBER OF FAMILIES								
(B)	**SUB-TOTAL 2**								

(C)=(A)+(B)	**TOTAL LUNCH SUPERVISION FEES**		
(D)	**LESS : POSSIBLE UNCOLLECTIBLE AMOUNT :**		
(E)=(C)-(D)	**NET LUNCH SUPERVISION FEES**		**(Please carry this over to page 2 of the BUDGET FORMS)**

E.M.S.B.

2015/16 BUDGET

111 Royal West Academy Mr. Tony Pita

BOARD BASED FUNDS (FUNDS 1,4 & 5)		-5-1XXXX-	-5-6XXXX-	SPECIFY	-4-XXXXX-	7-13000	SPECIFY	SPECIFY	Total (F1,4,5)
NY BUDGET	2015/16 ALLOCATION	89,610	37,014		30,000	4,370			160,994
CY ROLL	2014/15 EST. BALANCE	8,289	1,211	0					9,500
(A)	TOTAL FOR 2015/16	97,899	38,225	0	30,000	4,370			170,494
(B)	TOTAL 2015/16 EXPENSES	97,899	38,225	0	30,000	4,370	0	0	170,494
(C)=(A)-(B)	2015/16 ENDING BALANCE	-0	-0	-0	-0	-0	-0	-0	-0

SCHOOL BASED FUNDS (FUND 3 & 8)		-3-1X000-	-3-1X000-	-3-51300-	-3-270X0-	-3-23230-	SPECIFY	N.A.	Total F3&8	FUND 8
NY BUDGET	2015/16 ALLOCATION	283,375		250				N.A.	283,625	500,000
CY ROLL	2014/15 EST. BALANCE	25,346						N.A.	25,346	
(A)	TOTAL FOR 2015/16	308,721	0	250	0	0	0	N.A.	308,971	500,000
(B)	TOTAL 2015/16 EXPENSES	308,721	0	250	0	0	0	N.A.	308,971	500,000
(C)=(A)-(B)	2015/16 ENDING BALANCE	0	0	0	0	0	0	N.A.	0	0

SPECIAL FUNDS (FUNDS 6&7)		-6-24300-	-6-2448X-	-6-23424-	-6-24530-	-6-32800-	-6-24521-	SPECIFY	Total F6(A)
NY BUDGET	2015/16 ALLOCATION			16,470			4,000		20,470
CY ROLL	2014/15 EST. BALANCE	2,485	0	-34					2,451
(A)	TOTAL FOR 2015/16	2,485	0	16,436	0	0	4,000	0	22,921
(B)	TOTAL 2015/16 EXPENSES	2,485	0	16,436	0	0	4,000	0	22,921
(C)=(A)-(B)	2015/16 ENDING BALANCE	0	0	0	0	0	0	0	0

SPECIAL FUNDS (FUNDS 6&7)		-6-23227-	-6-22112-	-6-73001-	7-22250	SPECIFY	SPECIFY	SPECIFY	Total F6(B)	Total F6
NY BUDGET	2015/16 ALLOCATION	21,846	11,247		22,337				55,430	75,900
CY ROLL	2014/15 EST. BALANCE	-88	265	1,467					1,644	4,095
(A)	TOTAL FOR 2015/16	21,758	11,512	1,467	22,337	0	0	0	57,074	79,995
(B)	TOTAL 2015/16 EXPENSES	21,758	11,512	1,467	22,337	0	0	0	57,074	79,995
(C)=(A)-(B)	2015/16 ENDING BALANCE	0	0	0	0	0	0	0	0	0

GRAND TOTAL				GRAND TOTAL					G. TOTAL	Inc. F8
NY BUDGET	2015/16 ALLOCATION	394,831	48,261	16,720	52,337	4,370	4,000		520,519	1,020,519
CY ROLL	2014/15 EST. BALANCE	36,032	1,476	1,433					38,941	38,941
(A)	TOTAL FOR 2015/16	430,863	49,737	18,153	52,337	4,370	4,000	0	559,460	1,059,460
(B)	TOTAL 2015/16 EXPENSES	430,863	49,737	18,153	52,337	4,370	4,000	0	559,460	1,059,460
(C)=(A)-(B)	2015/16 ENDING BALANCE	0	0	0	0	0	0	0	0	0