



DIRECTOR'S OFFICE

Briefing Notes

Date: June 2, 2009

Topic: 2008-09 SCHOOL BUDGETS COMPARED TO ACTUAL AND COMMITTED EXPENDITURES FOR THE PERIOD SEPTEMBER 1, 2008 TO MAY 31, 2009

- The Board approved the 2008-09 Revised Budget on December 10, 2008. Included in the Revised Budget Estimates are the School Block Textbooks and Classroom Supplies Budget.
- The attached spreadsheet report provides a listing of School Block Expenditures (Textbooks, Classroom Supplies, Excursions, etc.) by School compared to the approved 2008-09 Revised Budget. Also indicated on the spreadsheet report is the budget utilization percentage as at May 31, 2009 by school.
- In order to assist principals in managing their school budgets, we have utilized a feature in the SAP Financial System known as "fund reservations". This feature allows for certain expenditure types, such as PCard Purchases and Printing and Photocopying charges, to be committed up front and drawn down as respective actual expenditures occur each month. By adopting this method, the "true" available school budget is indicated on-line at all times and principals can be assured that their PCard and Printing and Photocopying charges have been "covered". The available balance by school indicated on the attached spreadsheet, in fact, incorporates the above method. The un-used PCard and Printing and Photocopying Reservation Amounts are indicated for each school under the Commitments column.
- As the SAP financial system is a real-time on-line system, the status is constantly changing as new expenses are incurred. The SAP system pre-checks for available budget before expenditures are processed.
- The PCard and Printing costs for May 31, 2009 have not been posted, as the information was not available at the date this report was prepared.
- For further information please contact Sandra Pessione, Associate Director of Business Services, ext. 2641.