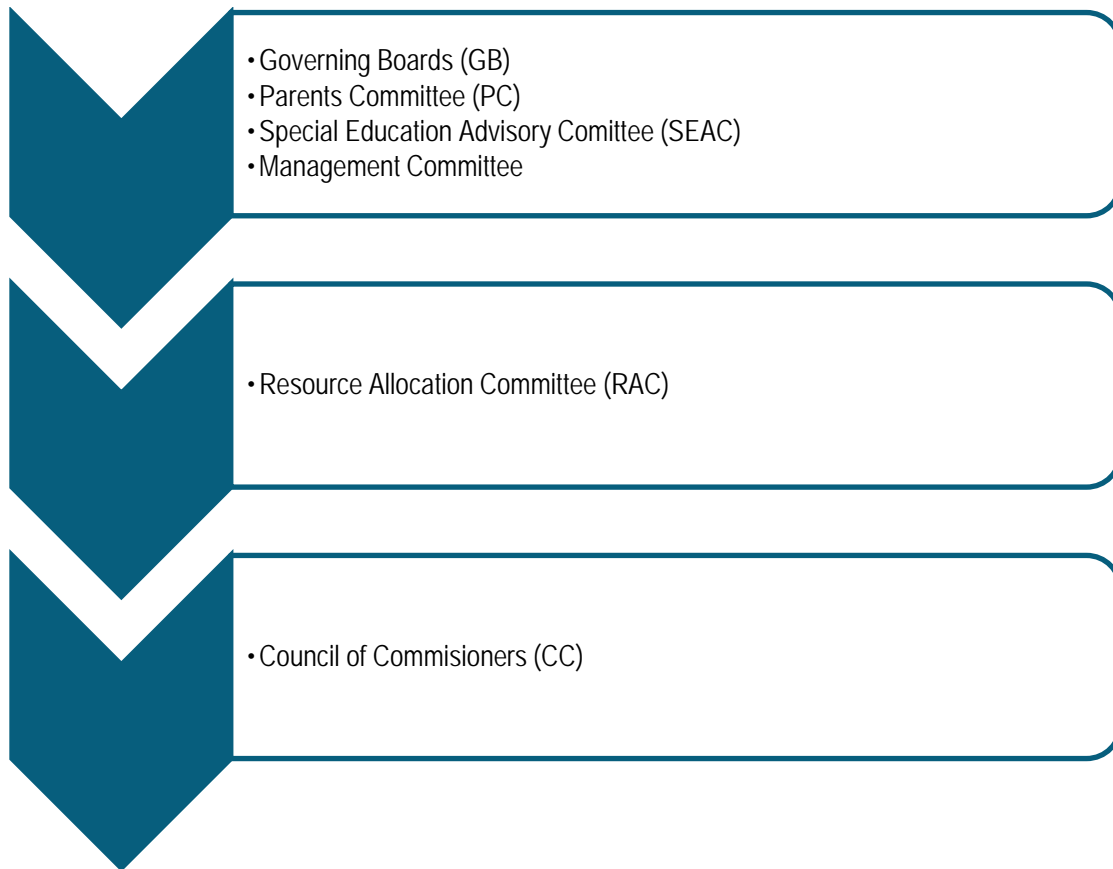


The allocation of resources of the Sir Wilfrid Laurier School Board (SWLSB) operates within the framework of various established laws, regulations and documents which pertain to the financial resources of School Boards, schools and centres, including:

- Education Act (CQLR, chapter 1-13.3)
- Provincial and local collective agreements
- SWLSB policies
- Ministère de l'Éducation du Québec (MEQ) budget parametres

The allocation of resources



The budget consultation process for the following school year usually begins in December or at the beginning of January. It takes the form of a survey distributed to schools' and centres' Governing Boards and the Parents Committee (E.A. Section 275).

At the end of the annual budget consultation period, the Resource Allocation Committee analyzes the results of the consultations and makes recommendations to the Council of Commissioners.

Prior to making recommendations to the Council of Commissioners, the RAC establishes a consultation process to ensure objectives and principles governing the annual allocation of revenues, in accordance with section 275 and 275.1. Criteria are developed to determine the amounts allocated and how student services are to be distributed in accordance with section 261

In addition to student services, the committee may also submit distribution of other professional services to the consultation process (E.A. Section 193.3).

Following the Council of Commissioners' acceptance of said recommendations, and considering the recommendations retained by the Council of Commissioners, the budget building process is officially launched at the end of March.

The SWLSB annual budget contains three general sources of revenues and twelve categories of expenses as per Appendix B, section 7.1.

As per section 459.5 of the Education Act, the Minister prepares a guide for the School Boards on good management practices, in particular with respect to decentralization, that considers such factors as the number of students and the size of territory, and ensures it is distributed.

As per section 276 of the Education Act, every School Board is responsible for approving the budget of its schools, vocational training centres and adult education centres.

The budget of an educational institution is without effect until it is approved by the School Board.

Before adopting its budget, every School Board gives a public notice of at least 15 days of the date, time and place of the sitting of the Council of Commissioners when the

The budget is presented a minimum of three times during the school year to the respective stakeholders that are responsible to approve it, namely the Governing Board (schools and centres) and the Council of Commissioners (School Board).

Budget presentations and updates are presented at Governing Boards and at the Council of Commissioners as per the following recommendation:

Presentation of Prior Year Results and Revised Initial Budget
(following Sept. 30 enrolment numbers)

Mid-term update

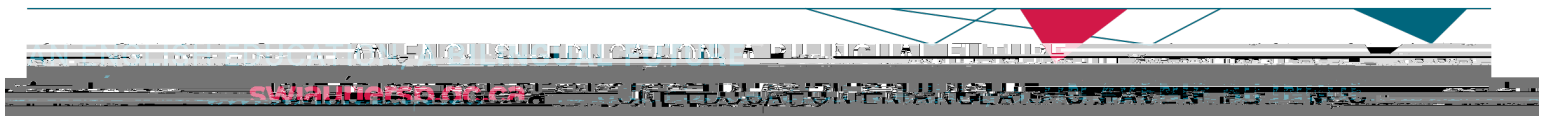
Initial Budget in preparation for the next school year and current year update

Each budget presentation includes an update on the protected and dedicated measures allocated directly to schools/centres.

School operation



A standard su



Dedicated and protected measures are targeted funds with criteria specified by the MEQ and directly allocated to schools.

See Appw [(a)-10.5 (nd)]T.

Dedicated measures and protected measures are allocated based on recommendations by the Resource Allocation Committee.

Before the allocation to the schools and centres is transferred, 3% of total dedicated and protected measures will be withheld centrally in order to cover unforeseen long-term leaves of personnel hired with these funds.

When a replacement is required, the procedures should be respected and Human Resources and Financial Resources should be notified.

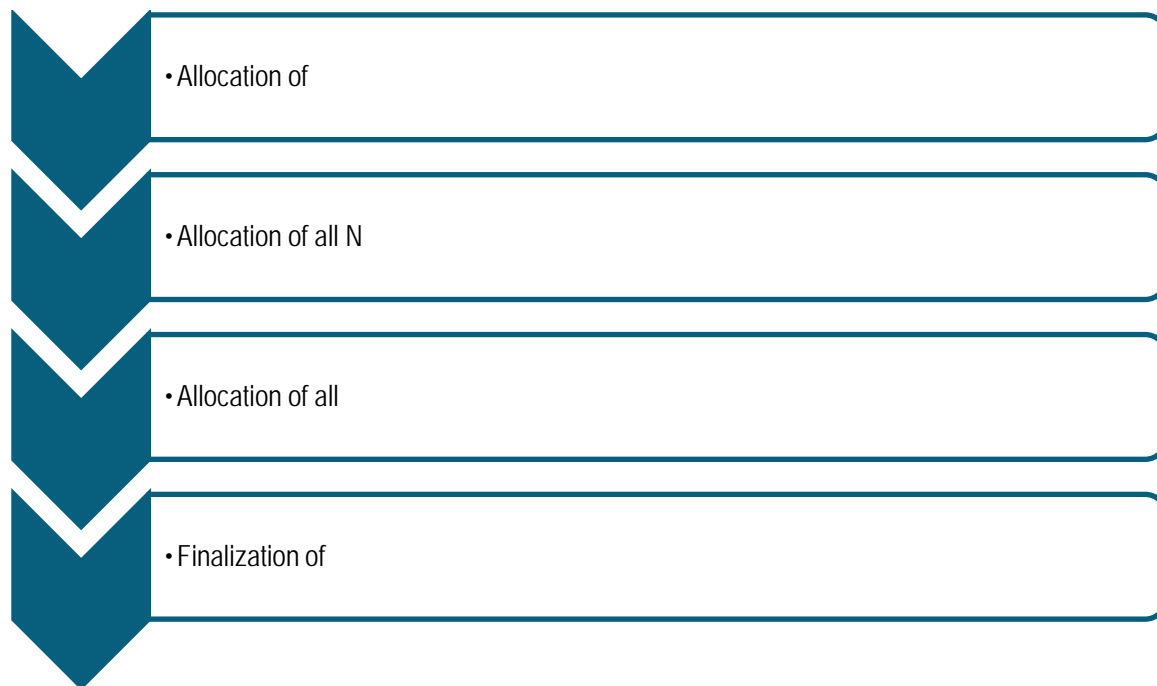
School surpluses or deficits resulting from the allocations below, as well as accumulated school surpluses or deficits from prior years, will be carried forward to the following year based on the current school year (ending June 30) balances as follows:

	0%	100%
	0%	100%
	0%	100%
	100%	100%
	0%	100%
	0%	100%
	100%	100%

Concerning the Education Act, Section 110.4 the policy affirms that concerning Sections 80 to 82 and 93 to 95, procedures are adapted as required and apply to the Governing Board of a centre.

Concerning the Education Act, Section 110.13, the policy affirms that concerning Sections 96.20 to 96.26, procedures are adapted as required and apply to the Director of a centre.

The amounts reserved by the School Board necessary to administer the services extended to it by law include, but are not limited to:



An amount may be determined by the School Board to reduce its deficit, when applicable.

In addition, debt may be assigned to the School Board by the Ministry of Finance. The School Board is responsible for a portion of long-term debt assumed from the Ministry.

The costs related to general administration of the School Board include but are not limited to:

- General Directorate, Statutory Committees, Executive Committee and the Council of Commissioners.
- Pedagogical services and support for students with special needs (psychologists, in-school professional services, and support to EHDAA students)
- Centralized Human Resources (teachers, management, support staff, maintenance staff)
- Financial Resources (accounts payable, receivables, school tax collection)
- Material Resources (purchasing, building maintenance and renovations, safety, energy)
- Transportation (school buses, bus passes)
- Information Technology (computer equipment and support, telecommunications and network)
- School Organization (services to schools and centres, registrations, International Student Program)
- Corporate Expenses (legal fees, auditing fees, employee assistance program, communications)
- School and Centre Administrators (salaries, associated fringe benefits, professional development and representation costs). Refer to Appendix D, sections 9.1 and 9.2
- In-School Support Staff (secretaries, school organizational technicians, student supervisors, document technicians) refer to Appendix D for each category.
- GST and PST rebates granted to School Boards on the sales tax paid for the purchase of goods and services.

In order to expedite the decentralization of funds by the School Board to the school budget, budget allocations will be based on prior-year student enrolment. Allocation method is detailed in Appendix B.

Budget allocations for the MEQ-MSSS facilities will be based on prior-year enrolment as recognized by the Ministry of Education and the Ministry of Health and Social Services.

In developing the final budget of a school, the Principal must take into consideration the priorities established by the Governing Board of the school or centre.

School budgets are based upon annual parameters to allow administration the required flexibility to obtain maximum use of the budget.

Some budgeted items can be transferable, where permitted. It is the responsibility of the school to inform Financial Resources of such changes.

Should a school be in a budget deficit at the end of a school year, a recovery plan will be required and submitted to the Director General for approval.

Allocations for Adult and Vocational sectors are based on the parameters provided by the MEQ. The budget of the adult and vocational sectors is decentralized and include salaries as well as costs of building operation, energy and maintenance.

Allocation of Directors for Adult and Vocational Education is based on group hours on an annual basis.

Support staff are employed by the centres based on the needs required to provide the services to students.

Operating and capital subsidies include specific MEQ grants, the adult and vocational share of local needs financing, and recurring adjustments from diminished expenses and salaries imposed by the MEQ.

The budget submitted by the Centres' Governing Boards or Centres' Directors must include all sources of revenues to which the Centre has access, including centre fees, resale materials, activities financed by the MEQ and other sources.

Balances surpluses or deficits will be carried forward to the following year based on June 30 balances as follows:

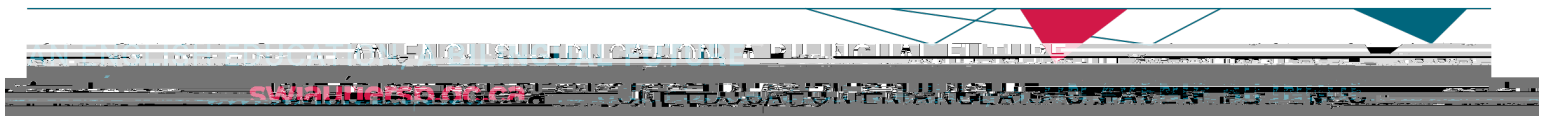
	0%	100%
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The present appendix is an example of how the School Board establishes its budget of revenues and expenses. (Percentages are examples and may differ from one school year to another.)



MEQ

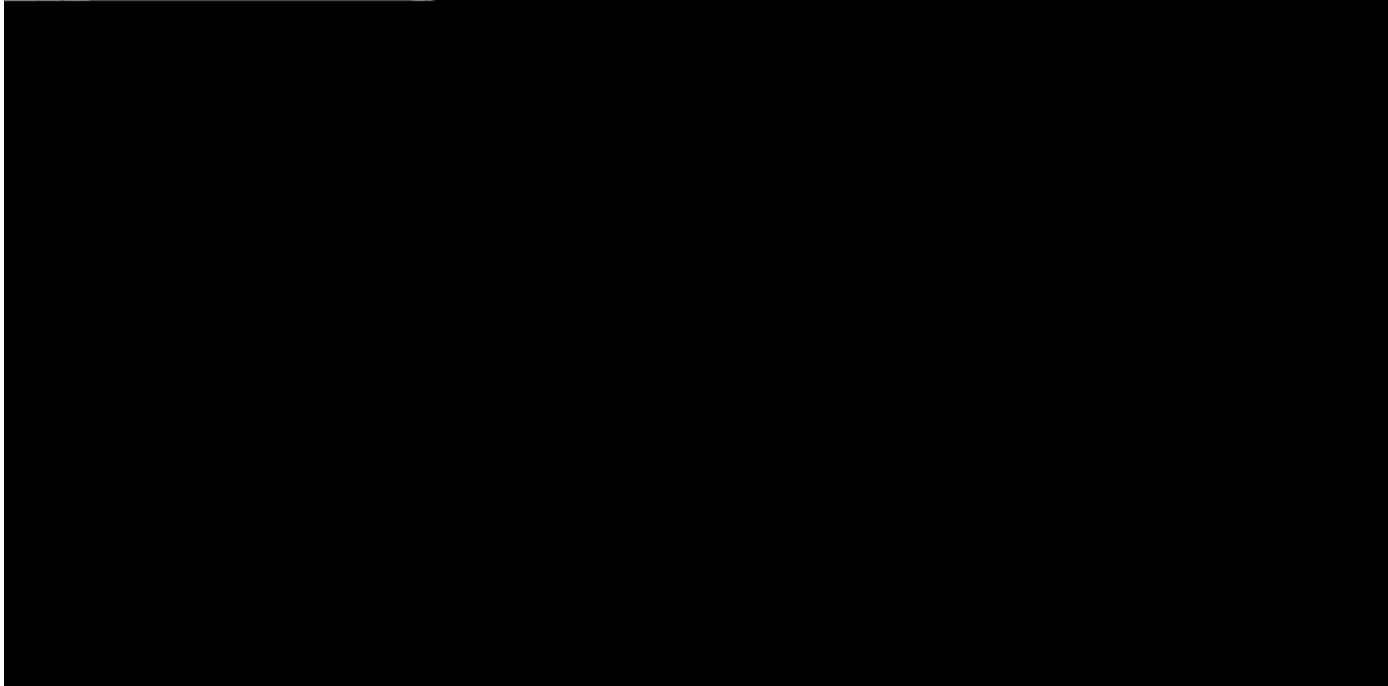






GOVERNING BOARD REPORT AS OF 31/03/2021
SCHOOL YEAR 2020-2021

CHILDREN'S SERVICES	0,00	10.770,00	2.449,80	8.320,19	KINDERGARTEN
SUPERVISION					
CHILDREN'S SERVICES	40,00	760,00	233,14	526,86	SOCIAL COORDINATOR





SCHOOL OPERATIONS

REVENUES		Budget	Actuals	Balance
Uncollected				
Lunch-time supervision	-3-23230-984	128,240.00	105,560.00	(22,680.00)
Allocation from School Board	-3-12010-015	35,255.75	35,255.75	0.00
Workbooks	-3-12010-311	10,000.00	16,727.01	6,727.01
Ressale	-3-12010-982 (11200)	0.00	0.00	0.00
Student activities	-3-12010-983	0.00	0.00	0.00
Consumables	-3-12010-989 (21200,11200)	712.00	12,378.92	(11,666.92)
Agendas	-3-23230-984	0.00	0.00	0.00
Daycares	-3-36xxxx-9xx	0.00	34,658.00	34,658.00
Rentals	-3-631xx-9xx (632xx)	0.00	0.00	0.00
Self financed	-3-79100-9xx	0.00	0.00	0.00
Other Revenue (Not Budgeted)	-3-105 (952,975,995,989) *	0.00	0.00	0.00
SCHOOL OPERATIONS SUBTOTAL		188,373.75	188,373.75	1,961.98

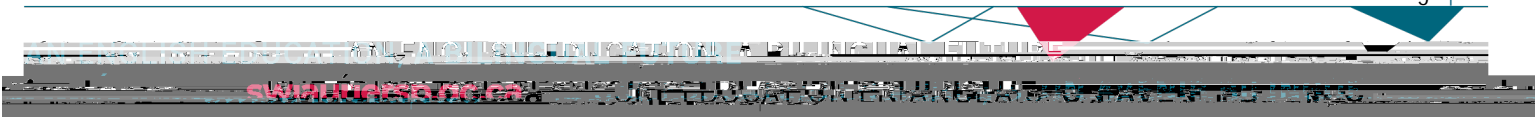
OTHER ALLOCATIONS (MEASURES)	BUDGET CODES	BUDGET	ACTUALS	BALANCE
**see Appendix A for		594,368.00	81,525.48	312,842.52
OTHER ALLOCATIONS (MEASURES) SUBTOTAL				312,842.52

CAPITAL	BUDGET CODES	BUDGET	ACTUALS	BALANCE
Capital- Per student cap	-7-68800-410	5,273.92	0.00	5,273.92
Capital- Current year allocation	-7-68800-xxx (exclude 410)	3,311.00	53.61	3,257.39
Capital - Digital Resources	-7-22223-xxx	1,530.00	1,325.66	204.34
CAPITAL SUBTOTAL		10,114.92	1,379.27	8,735.65

SCHOOL DESIGNATED FUNDS	BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES				
School designated funds current year	-2-79000-9xx	0.00	68.00	68.00
EXPENSES				
School designated funds carry forward	-2-79000-410	23,816.51	0.00	23,816.51
School designated funds expenses		22,020.24	7,906.15	15,896.38
SCHOOL DESIGNATED FUNDS SUBTOTAL				15,896.38

2020-2021

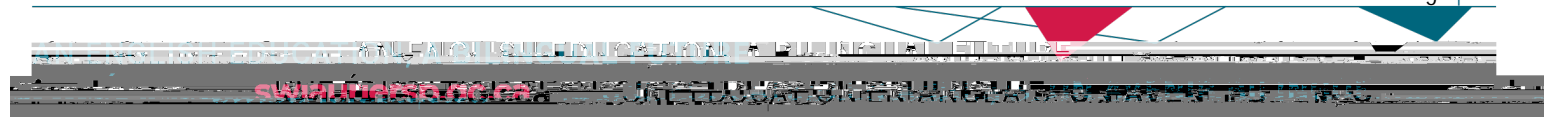
* Other Revenue (Not Budgeted)- includes xxx-5-51130-xxx, xxx-5-63100-9xx, xxx-5-79000-9xx, xxx-5-632xx-9xx,





		To increase the attendance and success in the vocational education.	DOC C	
		To increase the attendance and success in the adult education.	DOC C	
		Funding for new or current professional resources to support FGA students with special needs.	DOC C	
		To provide professional resources to support Adult Ed students with special needs.	DOC C	
		To allow teacher release time to develop pedagogical numerical leadership	DOC C	
		To relaunch school trips in cultural milieu	DOC C	

To support Voc Ed services with academic competencies DOC C



	\$350	\$0.75
	\$350	\$0.75
	\$750	\$0.75
	\$1,000	\$0.75
This allocation cannot be transferred.		

Ste-Agathe Academy is considered part of Secondary (Laurentians and Lanaudière)

Based on MEQ Parameters

Capital allocation as follows:

Elementary Schools: Base \$500 + \$9.50 as per weighted enrolment

High schools: Base \$1,000 + \$9.50 as per weighted enrolment

The projected enrolment or weighted enrolment (depending on the staffing category of employment)



Combined elementary/secondary school

** The VP allocation maintained for one more year

*** Schools closely monitored for growth or decrease in population



Every school has one in-school Secretary. (For staffing, Ste-Agathe Academy is considered a secondary school).

Allocation for secretaries will be based on the weighted enrolment and building factor. Schools with two buildings are allocated one full-time school secretary and one full-time secretary.

0	200	1.00	-
201	350	1.00	0.29
351	500	1.00	0.50
501	650	1.00	0.71
651	+	1.00	1.00
Schools with two buildings		1.00	1.00

0 ref530.76 490

0	149	1.00
150	299	1.00
300	499	1.00
500	599	1.00
600	799	1.00
800	999	1.50
1,000	1,200	1.75
1,201	1,699	2.00

0	14	0.00
15	19	0.25
20	24	0.50
25	30	0.75
	31+	1.00