



# BUSINESS ADMINISTRATION

## BUDGETS 205

### Rationale

In order to ensure good fiscal practice, all schools of the CISVA will have an annual budget.

### Policy

CISVA schools will produce a preliminary and final budget to the Board of Directors annually. Tuition fees and parish subsidy must be elements in annual budgets of the schools. Education Committees will submit their preliminary yearly budgets, on the prescribed Budget form to the Board of Directors by May 1st each year. Education Committees will submit their final yearly budgets, on the prescribed Budget form, to the Board of Directors by October 15th.

### Procedure

The following Budget form will be used by CISVA schools:

#### CATHOLIC SCHOOL

Estimated no. of Q.P. pupils on Sept. 30, XXXXX	0
Estimated 50% of Public School Grant	\$ .00

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(1) REVENUE:			
Operating Grants:			
Govt. Grant (#QP x 50% district \$)	.00		
ALL other grants (French)	.00		.00
Student Fees			.00
Parish Subsidy (Fundraising)			.00
Parish Subsidy (Other)			.00
Interest Income (rec'd from Supt. Office re: Govt. Grant)			.00
Interest Income (from Local school investments)			.00
Other Income _____			.00
 TOTAL REVENUE			 .00
 (11) EXPENSES:			
1. OPERATING EXPENSES:			
(a) Administration			
Salaries	.00		
Benefits (CPP, UIC, Benefit Premium)	.00		.00
Postage, Stationary, Printing			.00
Telephone & Equipment Rental			.00
Superintendent Office Levy			.00
Sundry Expenses (WCB, audit, etc.)			.00
Other Admin. _____			.00
Total Administration Expenses			.00
 (b) Instructional			
Teacher Salaries	.00		
Teacher Benefits (CPP, UIC, Ben, etc)	.00		.00
Teaching Supplies			.00
Conferences & Workshops			.00
Other Instruct _____			.00
Total Instructional Expenses			.00



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(c)	Operations & Maintenance		
	Janitorial Salary (or contract amount)	.00	
	Janitor benefits (CPP, UIC, Ben, etc)	<u>.00</u>	.00
	Janitorial Supplies		.00
	Utilities (garbage, hydro, water, etc)		.00
	Repairs & maintenance		.00
	Net Bussing Expense		.00
	Insurance		.00
	Other Op/Main _____		<u>.00</u>
	Total operations Expense		.00
	 TOTAL OPERATING EXPENSES		 .00
2.	OTHER EXPENSES:		
	Capital Equipment _____	.00	
	Other Expenses _____	<u>.00</u>	.00
	 TOTAL OTHER EXPENSES		 .00
	 TOTAL EXPENSES		 .00
	 NET PROFIT/(LOSS) FOR SCHOOL YEAR XXXX-XX		 \$.00

Reference:	Approved: Board of Directors
	Date Approved: Pre - 1996
Cross-reference:	Date(s) Revised: