



The SCSBC SCHOOL BUDGET TEMPLATE

A Tool to Manage
Our Vision

The *SCSBC School Budget Template* is based on a progressive step-by-step process and a detailed set of assumptions for all revenue and expense categories. The expenses are segregated for instructional, administration, development and promotion, transportation, special education, facilities, capital and financing categories. It is a highly interactive, 24-page linked spreadsheet program, which takes into consideration all aspects of school operations.

The Budget Template is intuitive, and specific to British Columbia independent schools. It includes flexibility of reporting and segregation of transportation, special needs and preschool, and allocation tools for elementary, middle and high school. The budget template is user friendly and does not require more than basic Excel experience.

Mostly Preparation

- Instruction
- Assumptions
- Preparation Schedule
- Budget Request Form
- Data Input
- Tuition Schedule
- Salary Grid

The Budget Summary

- Budget

Students, Staff & Tuition Scale

- Enrolment Revenue
- Other Revenue
- Staffing
- Salary Calculator

Expense Detail

- Professional Development
- Education
- Administration
- Facilities
- Finance
- Capital
- Development

Department Summaries & Statistics

- Special Education Summary
- Transportation Summary
- Preschool Summary
- Statistics
- Graphs

Model Financial Statements

- Restricted Fund Method
- Deferral Method



School/Contact: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

List Price:

- \$500.00 CDN + shipping and handling
- SCSBC Members - \$250 (50% off list price)
- CSI/CSC Members - \$350 (30% off list price)

Send orders to:

- SCSBC, 7600 Glover Road, Langley BC V2Y 1Y1
- Phone: 604-888-6366 Fax: 604-888.2791
- Email: scsbc@twu.ca Website: www.scsbc.ca