

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: January 21, 2009

CHAIRPERSON: Trustee G. Given STAFF CONTACT: L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance

Attendees:

Trustee G. Given (Chairperson)
Trustee G. Scanlan (Committee Member)
Trustee J. Watson (Committee Member)
Trustee M. Baxter
Trustee R. Cacchioni

Staff:
L. Paul, Secretary-Treasurer
E. Sadlowski, Director of Finance
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC No representative
COTA Tom Potts, President
COPVPA No representative
CUPE No representative
DSC No representative

Discussion/Action Items

1. Review of Policy 735 – Corporate Advertising and Sponsorship

Referred from the Planning and Facilities Committee to the Coordinating Committee – November 19, 2008

Referred from the Coordinating Committee to the Finance and Legal Committee – December 2, 2008 (attachment)

The Director of Finance confirmed that the review of Policy 735 – Corporate Advertising and Sponsorship originated from a Planning and Facilities Committee meeting on November 19, 2008. The discussions at the Planning and Facilities Committee on November 19, 2008 pertained to a request from a school to install a plaque within the school to thank the various individuals and companies that contributed funds for the installation of their new adventure playground. A discussion on corporate sponsorship and the indication on the plaque for gold/silver/bronze donations prompted the request for a review of Policy 735. The Committee discussed the current parameters of corporate sponsorship. The Committee agreed that there seemed to be a discrepancy at the school level between the definition of donation and corporate sponsorship. The Policy does not provide a separate category for one time donations, but includes sponsorship. The Secretary-Treasurer advised that sponsorship is ongoing and usually is associated with commercial commitments. A donation usually applies to a one time offer for a specific item and is likely funds received from families of the students or one time local business donations. Policy could be modified to define these categories separately, hence providing the opportunity for discrete recognition plaques. The Committee also discussed the Policy referring to exclusive contracts being entered into at the school level (item 9 in Policy 735). The current process is that once the existing exclusive contracts have expired, schools are not able to enter into exclusive contracts. The Committee discussed providing a letter to partner groups requesting feedback on the contents of Policy 735 and comments on the discussions which have taken place at this Committee meeting.

Outcome:

Policy 735 – Corporate Advertising and Sponsorship be forwarded to the General Affairs Committee with the recommendation that a letter be forwarded to partner groups requesting feedback on the contents of Policy 735 – Corporate Advertising and Sponsorship and taking into consideration the comments of the Finance and Legal Committee on January 21, 2009.

Information Items

1. Ministry of Education

December Enrolment and Funding Information for 2008-09

(attachment)

The Director of Finance reviewed the December Enrolment and Funding Information for 2008-09 as issued by the Ministry of Education. This information indicates an increase in enrolment of 39 over last year's enrolment figures. The Superintendent previously has indicated an increase in approximately 100 in enrolment over last year. The difference in figures is the 39 is full-time equivalent and the 100 refers to head count. This increase in enrolment along with other adjustments equates to a \$3.9 million increase in funding over 2007-2008. The final Amended Annual Budget will be brought forward to the Finance and Legal Committee meeting in February.

The Director of Finance provided to the Committee information on the Ministry of Education – Funding Distribution. The total Ministry funding for the entire Province in the Fall of 2008 was \$4,467,000,000. The District information indicates that 77% of our funding is tied to enrolment figures. The Committee discussed the differences in the proportionate share of special funding portions as compared to other School Districts such as Richmond.

2. Trustee Personal Travel Budget

Review of Carry Forward from Year to Year

(attachment)

The Director of Finance is providing information on the Trustee Travel Allocations 2008/2009 in response to a request from a Trustee. There are three forms of trustee travel expenses. In-District expenses which includes mileage to and from various Board/Committee meetings, Out of District which are expenses to cover travel and accommodation to attend Board directed conferences, and personal travel to enable trustees to attend conferences or professional development of their choice. Each trustee is allocated 1/7 of the personal travel budget. This amount is pro-rated in the year of trustee elections. The current annual allocation is \$1,500.00. Trustees are able to carry forward up to \$2,000.00 of unused funds each year. If a trustee attends a conference/professional development through personal travel, a report is provided to the Board upon return. The allocation for all trustee travel is reviewed annually by the Director of Finance.

Committee Correspondence

**1. Ministry of Education – Resource Management Division
2008/09 Amended Annual Operating Budget Instructions**

(attachment)

The Committee reviewed the letter.

2. Auditor General of British Columbia

Appointment of Auditors for Government Organizations and Trust Funds

(attachment)

In response to a trustee request for clarification, the Director of Finance advised that the School District is an entity under the Provincial Government and the Auditor General is the auditor for the Provincial Government. The Auditor General in their audit of the Provincial Government rely upon the audit prepared by the School District's auditors. On occasion, the Auditor General will become involved with the audit of the School District to ensure proper procedures are followed. The Auditor

General requires confidence in the financial statements prepared by the School District's auditors in order to ensure their information is accurate.

Items Requiring Special Mention

1. Finance Presentation to Partner Groups, School Planning Councils and General Public

Date: Monday, February 2, 2009

Time: 6:30 p.m.

Location: Hollywood Road Education Services – Room 2

The Director of Finance confirmed that letters have been forwarded to School Planning Councils inviting them to the Finance presentation. The letters to partner groups will be forwarded shortly.

The Director of Finance provided to the Committee a draft of the 2009/2010 Budget Consultation brochure for review. The brochure will be provided as a hand-out and also available on the School District website. The estimate budget shortfall will be stated as \$2 million.

2. Times for Future Finance and Legal Committee Meetings

The Committee discussed the alternating 1:00 p.m. and 6:30 p.m. commencement times for Finance and Legal Committee meetings. It is difficult for partner groups to attend meetings during the daytime. The partner group in attendance were asked for comments. Tom Potts, President of COTA, indicated that he is the COTA representative to the Finance and Legal Committee as the two other table officers have part-time assignments with COTA and would therefore sometimes be unable to attend during the day, but does welcome the option of some daytime meetings. The Chairperson will request feedback from other trustees at the next Public Board Meeting.

Recommendations/Referrals to the Board/Coordinating Committee/Other Committees

General Affairs Committee

- Review of Policy 735 - Corporate Advertising and Sponsorship

Items for Future Finance and Legal Committee Meetings

- Draft New Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity – *Future*
- District Credit Cards

Meeting Schedule

Wednesday, February 18, 2009 at 6:30 p.m.

Wednesday, April 1, 2009 at 1:00 p.m.

Wednesday, April 15, 2009 at 6:30 p.m.

Wednesday, May 20, 2009 at 1:00 p.m.

Wednesday, June 17, 2009 at 6:30 p.m.

Questions – Please Contact:

Gail Given, Chairperson

Larry Paul, Secretary-Treasurer

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Gail Given, Chairperson