

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: Oct. 18/06

CHAIRPERSON: Trustee A. Hunt-Binkley STAFF CONTACT: L. Paul  
E. Sadlowski

### **Attendees:**

Trustee A. Hunt-Binkley (Chairperson)	Staff:
Trustee R. Cacchioni (Committee member)	L. Paul, Secretary-Treasurer
Trustee C. Wiebe (Committee member – arrived at 6:35)	E. Sadlowski, Director of Finance
Trustee M. Baxter	M. Essler, Executive Assistant (Recorder)
Trustee G. Scanlan (Acting Committee member)	

### **Partner Group Representation:**

COPAC	Deb Butler, Executive Member	COTA	No Representative
COPVPA	Scott McLean, Past President	CUPE	Robbie Borden, Secretary-Treasurer
DSC	No Representative		

### **Minutes**

*Note: Detailed Minutes of the Committee meetings are available upon request. To obtain copies of Minutes of the Finance and Legal Services Committee Meetings, please phone the office of the Secretary-Treasurer at 470-3216.*

The Committee adopted the Minutes of the September 12, 2006 meeting.

### **Action Items:**

#### **Review 2006/2007 Budget Timeline/Cycle/Process**

Eileen Sadlowski, Director of Finance, indicated that the 2006/2007 Budget Timeline/Cycle/Process follows the same timeline as 2005/2006. The Committee discussed the public presentation process and if it was necessary for Trustees to review the presentation incamera prior to Public Finance Committee meeting. The Committee concurred that the Public Finance Committee Meeting of January 17, 2006 scheduled for the presentation to the public, partner groups and School Planning Councils, should commence at 6:30 p.m.

#### **Outcome:**

**The Director of Finance confirmed she will make the amendments discussed and bring back the 2006/2007 Budget Timeline/Cycle/Process to the next Finance and Legal Committee for final approval.**

The Committee discussed the contents of the budget input letter to be sent by the Superintendent to the partner groups and School Planning Councils. Robbie Borden, Secretary-Treasurer for CUPE, indicated the possibility of including an area to indicate other ways of generating revenue for the School District. The Committee reviewed the budget information/input document prepared by the Minister of Finance of the Provincial Government.

#### **Outcome:**

**The Director of Finance will bring forward to the next Finance and Legal Committee a preliminary draft of the budget input document for the Committee's review.**

**Review of September 30, 2006 Financial Statements**

The Director of Finance reviewed the September 30, 2006 Financial Statements in detail. The Director of Finance provided a review on the change in format of reporting investment income. The Committee discussed the reporting of the Business Company and International Education. The Director of Finance confirmed that the billing for the Business Company had not yet been done.

**Outcome:**

**THAT: The September 30, 2006 Financial Statements be forwarded to the Board as an information item.**

**CARRIED**

**Information Items**

**Purchasing Policy**

The Director of Finance provided to Committee members a memo entitled Purchasing Procedures Review with attachments of various purchasing policies at similar school districts in British Columbia.

**Outcome:**

**By consensus, the Committee agreed that the item Discussion on Purchasing Policy be added to the next Finance and Legal Committee Agenda.**

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

Public Board Meeting - Review of September 30, 2006 Financial Statements

**Items for Future Agenda**

Presentation by Robbie Borden on operations of Central Stores  
Review 2006/2007 Budget Timeline/Cycle/Process  
Draft of Budget Input document  
Discussion on Purchasing Policy

Next Committee Meeting Date: Nov. 15/06 at 1:00 p.m. Location: Operations Facilities

Questions: Please Contact: Trustee Anna Hunt-Binkley Phone: (250) 766-5690