



CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

**Finance and Audit Committee Meeting
Public Meeting**

**Wednesday, May 19, 2021, 4:00 pm
Via Zoom**

Board of Education: Trustee L. Tiede, Chairperson
Trustee C. Desrosiers, Committee Member
Trustee J. Fraser, Committee Member
Trustee M. Baxter

Staff: Delta Carmichael, Assistant Secretary-Treasurer
Ryan Stierman, Secretary-Treasurer/CFO
Val Dougans, Finance Manager
Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools
Al Lalonde, Assistant Superintendent
Raquel Steen, Assistant Superintendent
Michelle DesRochers, Executive Assistant (recorder)

Partner Groups: Susan Bauhart, COTA President
Teri Wishlow, CUPE Vice-President
Michael Dornian, COPVPA Treasurer

There were no representatives from the COPAC or District Student Council.

**The Central Okanagan Board of Education acknowledged that this meeting was being held
the unceded, Traditional Territory of the Okanagan People.**

AGENDA

May 19, 2021 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - April 21, 2021

April 21, 2021 Committee Report - received as distributed.

PRESENTATION

Report to the Finance and Audit Committee - Initial Communication on Audit Planning for the Year Ended June 30, 2021

In attendance: Tyler Neels, Grant Thornton LLP
Kate Cumming, Grant Thornton LLP

Tyler Neels and Kate Cumming of Grant Thornton LLP, presented a high-level review of the audit engagement and proposed audit strategy for the upcoming audit of the financial statements of the District for the year ended June 30, 2021. Also discussed was the COVID-19 financial reporting impacts as well as the audit plan and risk assessment, including processes and deliverables. It was also reported that the Office of the Auditor General (OAG) has included School District No. 23 (Central Okanagan) in the extended sample of school districts in the province which involves Grant Thornton LLP to gather additional financial information on behalf of the OAG. The Grant Thornton representatives responded to questions.

Depending on the COVID-19 Health Orders, the audit will either be completed remotely, on site, or a hybrid of both remotely and on site.

The audit results will be presented at the September 22, 2021 Finance and Audit Committee Meeting. Final financial statements are due to the Ministry of Education by September 30, 2021.

The Committee Chairperson thanked the representatives from Grant Thornton LLP for their presentation.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions or comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

There were no Committee member queries/comments.

DISCUSSION/ACTION ITEMS

2021/2022 CommunityLINK Allocations

The Assistant Secretary-Treasurer presented the recommended allocations for the 2021/2022 CommunityLINK funding. Central Okanagan Public Schools will receive \$1,258,789 for the 2021/2022 school year. The school meals program will receive over 61.6% of the funding. It is recommended that the remaining funds be distributed to continue to maintain and support District programs such as the Young Parent Program at KSS, mental health initiatives, and Health Promoting Schools initiatives.

Al Lalonde, Assistant Superintendent, and the Assistant Secretary-Treasurer responded to questions.

Outcome:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education approve the recommended CommunityLINK Allocations for 2021/2022, as attached to the Agenda, and as presented at the May 19, 2021 Finance and Audit Committee Meeting.

DISCUSSION/INFORMATION ITEMS

Financial Update - International Education Program

The Assistant Secretary-Treasurer reviewed the financial update of the International Education Program for the 2020/2021 school year, as attached to the agenda.

Raquel Steen, Assistant Superintendent, and the Assistant Secretary-Treasurer responded to questions.

ITEMS REQUIRING SPECIAL MENTION

- Committee members stated that the District should not be relying on revenues from the International Education Program to add supports and programs for students. If supports and programs are needed, the District should advocate for additional funding from the Provincial government.

RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

Future Public Board Meeting:

- CommunityLINK Allocations for 2021/2022 (*Action Item*)
- Report to the Finance and Audit Committee - Initial Communication on Audit Planning for the Year Ended June 30, 2021 (*Information Item*)
- Financial Update - International Education Program (*Information Item*)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

September

- Presentation: Audited Financial Statements for the Fiscal Year
- Audited Financial Statements for the Fiscal year (*Action Item*)

October

- Financial Update at September 30th

November

- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline

January

- Amended Annual Budget for the Fiscal Year
- Ministry Recalculation Allocation – School District No. 23 and Provincial
- Financial Update at December 31st
- Budget Survey development
- Annual Review of Committee's Mandate, Purpose and Function

February

- Budget Presentation
- School Fees Summary

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2021/2022 Fiscal Year

April (2nd Meeting)

- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations
- Financial Report at March 31st

May

- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year
- Annual CommunityLINK Allocations
- Financial Update - International Education Program

June

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

All meetings start at 4:00 pm.

June 16, 2021

September 22, 2021, October 20, 2021, November 17, 2021

MEDIA QUESTIONS

There were no media questions submitted.

ADJOURNMENT

The meeting adjourned at 5:15 pm.

Questions - Please Contact:

Trustee Lee-Ann Tiede, Chairperson at 250-763-4650 or Lee-Ann.Tiede@sd23.bc.ca

Delta Carmichael, Assistant Secretary-Treasurer at 250-470-3233 or Delta.Carmichael@sd23.bc.ca

Lee-Ann Tiede, Chairperson