



FINANCE AND AUDIT COMMITTEE PUBLIC MEETING AGENDA

**The Central Okanagan Board of Education acknowledges that this meeting is being held
on the Traditional Territory of the Okanagan People.**

DATE: Wednesday, June 19, 2019
TIME: 4:00 pm
LOCATION: School Board Office
1040 Hollywood Road S.
Kelowna, BC

1. AGENDA

Additions/Amendments/Deletions

2. REPORTS/MATTERS ARISING

2.1 Finance and Audit Committee Public Meeting Report – May 15, 2019
(Attachment)

3. RECOGNITION/PRESENTATIONS/DELEGATIONS

4. PUBLIC QUESTION/COMMENT PERIOD

5. COMMITTEE MEMBERS QUERIES/COMMENTS

6. DISCUSSION/ACTION ITEMS

6.1 2019/2020 Annual Budget Bylaw
(Attachment)

STAFF RECOMMENDATIONS:

THAT: The Finance and Audit Committee recommends to the Board:

THAT: The Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2019/2020 in the amount of \$264,765,096.

THAT: The School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2019/2020 in the amount of \$264,765,096 be read a first, second and third time, passed and adopted on the 26th day of June 2019.

7. DISCUSSION/INFORMATION ITEMS

7.1 Financial Update – International Education Program
(Attachment)

7.2 Travel Expense Rates Form – Per Diem Rates
(Attachment)

8. COMMITTEE CORRESPONDENCE

9. ITEMS REQUIRING SPECIAL MENTION

**10. RECOMMENDATIONS/REFERRALS TO
THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES**

11. ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

- Young Parent Program Report
- School Meals Program Report
- Rental Program Report (Profitability)
- Review of all Joint Use Agreements

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (<i>Action Item</i>)		- Financial Update at September 30th School District No. 23 (Central Okanagan) Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline
January	February	April (1st meeting)
- 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	- Budget Presentation	- Overview of Budget Allocation - Budget Consultation Input Received - Trustee Indemnity for the 2019/2020 Fiscal Year
April (2nd meeting)	May	June
- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations - Financial Report at March 31st	- 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	- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

12. FUTURE FINANCE AND AUDIT 2019 COMMITTEE MEETINGS

September 18, 2019 at 4:00 pm November 20, 2019 at 4:00 pm
October 16, 2019 at 4:00 pm

13. MEDIA QUESTIONS

14. ADJOURNMENT

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: May 15, 2019

CHAIRPERSON: Trustee C. Cacchioni STAFF CONTACT: D. Carmichael, Assistant Secretary-Treasurer

*The Committee Chairperson acknowledged that the meeting was being held
on the Traditional Territory of the Okanagan People.*

In attendance:

Board of Education:

Trustee R. Cacchioni (Chairperson)
Trustee J. Fraser (Committee Member)
Trustee L. Tiede (Committee Member)
Trustee M. Baxter

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
E. Sadlowski, Secretary-Treasurer/CFO
D. Carmichael, Assistant Secretary-Treasurer
V. Dougans, Finance Manager
M. DesRochers, Executive Assistant (*Recorder*)

Regrets:

T. Beaudry, Deputy Superintendent of Schools

Partner Group Representation:

COTA No representative
COPAC Nicole Garcia, Vice-President
COPVPA Mike Dornian, Treasurer
CUPE David Tether, President
DSC No representative

Agenda/Additions/Amendments/Deletions

Amend Discussion/Action Item 6.1 2019/2020 CommunityLINK Allocations into two separate motions.

May 15, 2019 Agenda – approved as amended.

Reports/Matters Arising

April 17, 2019 Committee Report – received as presented.

Recognition/Presentation/Delegation

1. Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year Ended June 30, 2019

Tyler Neels and Kate Cumming of Grant Thornton, presented their audit strategy for the year ending June 30, 2019 and responded to questions. Throughout the audit, policies and procedures are reviewed and recommendations are provided in areas that require follow-up. The audit results will be presented at the September 18, 2019 Finance and Audit Committee Meeting.

Discussion/Action Items

1. 2019/2020 CommunityLINK Allocations

The Assistant Secretary-Treasurer stated that the CommunityLINK funding has remained constant over the years and provides funding to all 60 Boards of Education to support vulnerable students in academic achievement and social functioning. Central Okanagan Public Schools will receive \$1,244,780 for the 2019/2020 school year. The allocations of these funds were outlined. There was a decrease to the Young Parent Program due to a reduced number of students accessing the program.

The Committee requested reports on both the Young Parent Program and the School Meals Program.

Outcomes:

The Committee recommended that the Board of Education approve the recommended CommunityLINK Allocations for 2019/2020, as attached to the Agenda, and as presented at the May 15, 2019 Finance and Audit Committee Meeting.

The Committee also recommended that various provincial Ministries be contacted (Ministry of Education, Ministry of Health, Ministry of Children and Family Development, Ministry of Mental Health and Addictions) to jointly provide additional resources and support for student mental health.

2. Review of Transportation Fees for the 2019/2020 Fiscal Year

The Assistant Secretary-Treasurer provided background on the transportation fees over the past couple of years and recommended an increase to \$225/year (currently \$200/year) to the transportation fees for the 2019/2020 Fiscal Year.

The Committee discussed whether or not charging \$225/year for transportation was sufficient and determined that a slight increase for the 2019/2020 school was appropriate. Further changes may be made once the Transportation Task Force has completed Phase 2 of their review. The Committee requested updates to the chart outlining the funding and costs of transportation prior to this item coming forward to the Board of Education for approval. The Assistant Secretary-Treasurer will update the chart accordingly.

Outcome:

The Committee recommended that the Board of Education set the transportation fee to \$225/year for each bus rider for the period effective July 1, 2019 to June 30, 2020.

3. School Fees for 2019/2020

The Assistant Secretary-Treasurer outlined the school fee schedule for the 2019/2020 school year and stated that the fees for school supplies have not been increased since 2006. It is recommended that the school supplies be increased from \$30/student to \$35/student.

Outcome:

The Committee recommended that the Board of Education approve the school supply fee increase from \$30/student to \$35/student, effective July 1, 2019.

4. Community Rental Program Review for the 2019/2020 Fiscal Year

The Assistant Secretary-Treasurer stated that the profit and non-profit fees have not been increased since 2016 and the preschool and after school fees have not been increased since 2017, and is therefore recommending rental fee increases as follows:

Non Profit (Hourly Rates)					
	24-Jun-09	7-Feb-11	1-Jul-14	1-Jul-16	Proposed 1-Jul-19
Administration Fee	10.00	10.00	10.00	10.00	10.00
Cancellation Fee	5.00	5.00	5.00	5.00	5.00
Weekend & After Hour Surcharge Fee	21.00	21.00	22.00	25.00	30.00
Gym (Middle/Secondary), includes QGE & GPE	42.00	42.00	44.00	47.00	50.00
Gym (Elementary), includes Central	37.00	37.00	39.00	41.00	43.00
HRES	53.00	53.00	56.00	60.00	65.00
Classroom, Cafeteria, Multi-Purpose, Library	32.00	32.00	37.00	37.00	40.00
Playing Field - Youth	2.70	2.70	2.87	3.00	3.25
Playing Field - Adult	5.40	5.40	5.74	6.00	6.25
Parking Lot	5.00	5.00	5.00	5.00	5.00

		Profit (Hourly Rates)				
						Proposed
		24-Jun-09	7-Feb-11	1-Jul-14	1-Jul-16	1-Jul-19
	Administration Fee	10.00	10.00	10.00	10.00	10.00
	Cancellation Fee	5.00	5.00	5.00	5.00	5.00
	Weekend & After Hour Surcharge Fee	21.00	21.00	22.00	25.00	30.00
Gym (Middle/Secondary), includes QGE & GPE		168.00	168.00	176.00	185.00	190.00
	Gym (Elementary), includes Central	148.00	148.00	155.00	165.00	170.00
	HRES	212.00	212.00	223.00	235.00	240.00
Classroom, Cafeteria, Multi-Purpose, Library		128.00	128.00	134.00	140.00	145.00
	Playing Field - Youth	22.00	22.00	22.00	25.00	27.00
	Playing Field - Adult	22.00	22.00	22.00	25.00	27.00
	Parking Lot	22.00	22.00	22.00	25.00	27.00
	Custodial Hourly Rate	27.00	30.00	31.50	35.00	35.00
	Weekend 4 Hr Minimum	108.00	120.00	126.00	140.00	140.00

PRESCHOOL RATES		
	Monthly	% Change
2010 & previous	300	
2011	315	5%
2015	330	5%
2017	338	2%
Proposed 2020	355	5%

AFTER SCHOOL RATES		
	Monthly	% Change
2010 & previous	500	
2011	525	5%
2015	550	5%
2017	565	3%
Proposed 2020	593	5%

The Superintendent of Schools/CEO requested that the Assistant Secretary-Treasurer provide a report on how profitable the District's rental program is at a future Finance and Audit Committee Meeting.

The Committee Chair requested that staff schedule a review of all Joint Use Agreements over the next year or two.

Outcome:

The Committee recommended that the Board of Education set the community rental rates, as attached to the Agenda, and as presented at the May 15, 2019 Finance and Audit Committee Meeting, effective July 1, 2019.

Discussion/Information Items

1. Travel Expense Rates Form (updated to be effective July 1, 2019)

The Assistant Secretary-Treasurer stated that after a provincial analysis, the travel expense rates have been increased effective July 1, 2019. A cap has been added when employees submit receipts for meals in order to align with the per diem amounts.

The Committee discussed whether or not employees should be able to claim meals via receipts and per diems or just per diems. The Superintendent of Schools/CEO requested that the Finance Department bring back the per diem piece for further discussion.

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

Future Public Board Meeting:

- 2019/2020 CommunityLINK Allocations (Action Item)
- Review of Transportation Fees for the 2019/2020 Fiscal Year (Action Item)
- School Fees for 2019/2020 (Action Item)
- Community Rental Program Review for the 2019/2020 Fiscal Year (Action Item)

Items for Future Finance and Audit Committee Meetings

June 19, 2019 Public Finance and Audit Committee Meeting:

- Travel Expense Rates Form (updated to be effective July 1, 2019) (Information Item)

Future Public Finance and Audit Committee Meetings

- Young Parent Program Report
- School Meals Program Report
- Rental Program Report (Profitability)
- Review of all Joint Use Agreements

September	October	November
- Presentation: Audited Financial Statements for the Fiscal Year - Audited Financial Statements for the Fiscal Year (Action Item)	- Financial Update at September 30th	- School District No. 23 (Central Okanagan) Budget Development Principles - School District No. 23 (Central Okanagan) Budget Development Timeline
January	February	April (1st meeting)
- Amended Annual Budget for the Fiscal Year - Ministry Recalculation Allocation – School District No. 23 and Provincial - Financial Update at December 31st - Budget Survey development	- Budget Presentation	- Overview of Budget Allocation - Budget Consultation Input Received - Trustee Indemnity for the 2019/2020 Fiscal Year
April (2nd meeting)	May	June
- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations - Financial Update at March 31st	- 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 - Review of Policy 425 and Regulations 425R - Student Fees	- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year - Policy 161 –Accumulated Operating Surplus

Meeting Schedule

June 19, 2019 at 4:00 pm

September 18, 2019 at 4:00 pm

November 20, 2019 at 4:00 pm

October 16, 2019 at 4:00 pm

Questions – Please Contact:

Trustee Rolli Cacchioni, Chairperson

Phone: 250-765-3419

email: Rolli.Cacchioni@sd23.bc.ca

Eileen Sadlowski, Secretary-Treasurer/CFO

Phone: 250-470-3224

email: Eileen.Sadlowski@sd23.bc.ca

Delta Carmichael, Assistant Secretary-Treasurer

Phone: 250-470-3233

email: Delta.Carmichael@sd23.bc.ca

Rolli Cacchioni, Chairperson



Memorandum

Date: June 13, 2019
To: Finance and Audit Committee
From: Delta Carmichael, Assistant Secretary Treasurer

Action: 2019/2020 Annual Budget Bylaw

1.0 ISSUE STATEMENT

Approval of 2019/2020 Annual Budget is required prior to June 30, 2019.

2.0 RELEVANT BOARD MOTION/DIRECTION

See Appendix B.

3.0 BACKGROUND

Following the consultation and deliberation cycle as outlined in the budget timeline, recommendations were made for adjustments to the 2019/2020 Annual Budget. These recommendations have been reflected in the attached Annual Budget Bylaw (Appendix A).

4.0 POINTS FOR CONSIDERATION

- a) The annual budget is based on projected enrolments of 22,829 school age FTE and 400 International Student FTE.
- b) Surplus carryforwards from the current year are not finalized until after June 30, however, in order to provide for more accurate planning, some of the carryforwards have been estimated and form a portion of this budget.
- c) Any adjustments that are required for these surpluses will be made with the Amended Annual Budget in February 2020.
- d) There is an expected surplus from general underspending in 2018/2019 of approximately \$6,100,000 (see Appendix D for details). Once the unrestricted portion of the surplus is finalized it will be available to deal with emergent issues in the fall or to carry forward to the 2019/2020 budget year.
- e) Similar to prior years, it is expected that other program surpluses will be carry forwarded to supplement next year's budget.
- f) The transportation fee was set at \$225/year for each bus rider for the period effective July 1, 2019 to June 30, 2020 resulting in a slight increase to the annual budget over the prior year.
- g) Adjustment decreases were made to anticipated budget allocations totaling \$400,000;
- h) Adjustment increases to existing budgets totaling \$315,656. This included the addition of one (1) FTE CUPE staff, two (2) FTE administration staff and one (1) FTE teaching staff.
- i) The Annual Budget Bylaw for \$264,765,096 is due for submission to the Ministry of Education by June 30, 2019.

5.0 OPTIONS FOR ACTION:

1. Approve the Budget Bylaw as presented.
2. Make recommendations for adjustments to the budget.

6.0 ASSISTANT SECRETARY-TREASURER'S COMMENTS

The Annual Budget Bylaw as presented is recommended based on the current fiscal situation. Priority is being given to maintaining the integrity of the educational program in classrooms and to the achievement of our goals and strategic priorities.

7.0. STAFF RECOMMENDATIONS:

THAT: The Finance and Audit Committee recommends to the Board:

THAT: the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2019/2020 in the amount of \$ 264,765,096.

THAT: The School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2019/2020 in the amount of \$ 264,765,096 be read a first, second and third time, passed and adopted on the 19th day of June 2019.

8.0 APPENDICES

- A. 2019/2020 Annual Budget Bylaw
- B. 2019/2020 Summary of Budget Decisions
- C. 2019/2020 Projected Teacher Staffing
- D. 2019-2020 Estimated Surplus Appropriation Analysis

Annual Budget

School District No. 23 (Central Okanagan)

June 30, 2020

School District No. 23 (Central Okanagan)

June 30, 2020

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	13

*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 23 (Central Okanagan) Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$264,765,096 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 26th DAY OF JUNE, 2019;

READ A SECOND TIME THE 26th DAY OF JUNE, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF JUNE, 2019;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 23 (Central Okanagan) Annual Budget Bylaw 2019/2020, adopted by the Board the 26th DAY OF JUNE, 2019.

Secretary Treasurer

School District No. 23 (Central Okanagan)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget	2019 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	23,145,100	22,670,000
Adult	27,750	28,625
Total Ministry Operating Grant Funded FTE's	23,172,850	22,698,625
Revenues	\$	\$
Provincial Grants		
Ministry of Education	229,898,819	221,170,349
Other	818,926	604,928
Tuition	5,800,000	5,600,000
Other Revenue	10,475,000	10,482,995
Rentals and Leases	575,000	575,000
Investment Income	576,000	890,500
Amortization of Deferred Capital Revenue	8,340,880	8,192,707
Total Revenue	256,484,625	247,516,479
Expenses		
Instruction	212,119,543	204,622,137
District Administration	6,364,152	6,173,486
Operations and Maintenance	37,003,314	36,637,336
Transportation and Housing	4,128,837	4,043,149
Total Expense	259,615,846	251,476,108
Net Revenue (Expense)	(3,131,221)	(3,959,629)
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,501,300	4,239,028
Budgeted Surplus (Deficit), for the year	370,079	279,399
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	370,079	279,399
Budgeted Surplus (Deficit), for the year	370,079	279,399

School District No. 23 (Central Okanagan)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget	2019 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	223,994,977	215,422,067
Operating - Tangible Capital Assets Purchased	1,195,486	1,395,928
Special Purpose Funds - Total Expense	22,425,818	23,461,041
Special Purpose Funds - Tangible Capital Assets Purchased	815,351	815,351
Capital Fund - Total Expense	13,195,051	12,593,000
Capital Fund - Tangible Capital Assets Purchased from Local Capital	3,138,413	2,378,413
Total Budget Bylaw Amount	264,765,096	256,065,800

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

DRAFT

School District No. 23 (Central Okanagan)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
Surplus (Deficit) for the year	(3,131,221)	(3,959,629)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,010,837)	(2,211,279)
From Local Capital	(3,138,413)	(2,378,413)
From Deferred Capital Revenue	(25,000,000)	(25,000,000)
Total Acquisition of Tangible Capital Assets	(30,149,250)	(29,589,692)
Amortization of Tangible Capital Assets	13,195,051	12,593,000
Total Effect of change in Tangible Capital Assets	(16,954,199)	(16,996,692)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(20,085,420)	(20,956,321)

School District No. 23 (Central Okanagan)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	213,958,650	204,194,457
Other	818,926	604,928
Tuition	5,800,000	5,600,000
Other Revenue	3,175,000	3,182,995
Rentals and Leases	575,000	575,000
Investment Income	500,000	800,000
Total Revenue	224,827,576	214,957,380
Expenses		
Instruction	189,693,725	181,161,096
District Administration	6,364,152	6,173,486
Operations and Maintenance	23,808,263	24,044,336
Transportation and Housing	4,128,837	4,043,149
Total Expense	223,994,977	215,422,067
Net Revenue (Expense)	832,599	(464,687)
Budgeted Prior Year Surplus Appropriation	3,501,300	4,239,028
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,195,486)	(1,395,928)
Local Capital	(3,138,413)	(2,378,413)
Total Net Transfers	(4,333,899)	(3,774,341)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 23 (Central Okanagan)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	211,331,831	203,079,126
DISC/LEA Recovery	(1,050,000)	(1,057,995)
Other Ministry of Education Grants		
Pay Equity	1,238,323	1,238,323
Funding for Graduated Adults	15,000	15,000
Transportation Supplement	600,000	600,000
Carbon Tax Grant	120,000	120,003
Employer Health Tax	1,703,496	
Shared Energy Manager		200,000
Total Provincial Grants - Ministry of Education	213,958,650	204,194,457
Provincial Grants - Other	818,926	604,928
Tuition		
International and Out of Province Students	5,800,000	5,600,000
Total Tuition	5,800,000	5,600,000
Other Revenues		
Other School District/Education Authorities	525,000	525,000
LEA/Direct Funding from First Nations	1,050,000	1,057,995
Miscellaneous		
Transportation Fees	900,000	900,000
Wage Recoveries	300,000	300,000
Miscellaneous	400,000	400,000
Total Other Revenue	3,175,000	3,182,995
Rentals and Leases	575,000	575,000
Investment Income	500,000	800,000
Total Operating Revenue	224,827,576	214,957,380

School District No. 23 (Central Okanagan)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
Salaries		
Teachers	99,853,091	97,405,418
Principals and Vice Principals	12,295,968	11,302,073
Educational Assistants	15,892,633	14,479,605
Support Staff	21,459,288	20,838,024
Other Professionals	3,263,864	3,042,586
Substitutes	7,097,464	6,665,887
Total Salaries	159,862,308	153,733,593
Employee Benefits	41,443,515	38,521,514
Total Salaries and Benefits	201,305,823	192,255,107
Services and Supplies		
Services	5,566,131	5,289,439
Student Transportation	368,459	391,335
Professional Development and Travel	2,091,355	1,992,673
Rentals and Leases	635,000	1,317,000
Dues and Fees	428,000	396,500
Insurance	604,500	610,000
Supplies	9,155,709	9,468,674
Utilities	3,840,000	3,701,339
Total Services and Supplies	22,689,154	23,166,960
Total Operating Expense	223,994,977	215,422,067

School District No. 23 (Central Okanagan)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	79,836,440	1,367,551	248,705	1,382,763		6,381,464	89,216,923
1.03 Career Programs	642,998		35,000	426,748		8,500	1,113,246
1.07 Library Services	2,595,351	219,232		1,336,659	94,875	14,286	4,260,403
1.08 Counselling	2,863,993					10,000	2,873,993
1.10 Special Education	11,798,088	840,933	13,400,820	755,180		450,000	27,245,021
1.30 English Language Learning	1,151,981			46,192		5,000	1,203,173
1.31 Aboriginal Education	553,620	250,467	2,208,108	53,347		10,000	3,075,542
1.41 School Administration		8,799,940		3,365,305		35,714	12,200,959
1.62 International and Out of Province Students	410,620	202,195		72,525	268,848	7,500	961,688
Total Function 1	99,853,091	11,680,318	15,892,633	7,438,719	363,723	6,922,464	142,150,948
4 District Administration							
4.11 Educational Administration		332,715		114,529	600,331	127,000	1,174,575
4.40 School District Governance					152,327		152,327
4.41 Business Administration		282,935		896,690	1,192,351	48,000	2,419,976
Total Function 4	-	615,650	-	1,011,219	1,945,009	175,000	3,746,878
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				293,724	537,283		831,007
5.50 Maintenance Operations				9,721,378	159,653		9,881,031
5.52 Maintenance of Grounds				817,477			817,477
5.56 Utilities				195,960	91,924		287,884
Total Function 5	-	-	-	11,028,539	788,860	-	11,817,399
7 Transportation and Housing							
7.41 Transportation and Housing Administration				56,347	166,272		222,619
7.70 Student Transportation				1,924,464			1,924,464
Total Function 7	-	-	-	1,980,811	166,272	-	2,147,083
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	99,853,091	12,295,968	15,892,633	21,459,288	3,263,864	7,097,464	159,862,308

School District No. 23 (Central Okanagan)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries \$	Employee Benefits \$	Total Salaries and Benefits \$	Services and Supplies \$	2020 Annual Budget \$	2019 Annual Budget \$
1 Instruction						
1.02 Regular Instruction	89,216,923	23,318,268	112,535,191	7,130,902	119,666,093	118,240,666
1.03 Career Programs	1,113,246	268,967	1,382,213	541,360	1,923,573	1,642,294
1.07 Library Services	4,260,403	1,077,017	5,337,420	504,064	5,841,484	4,985,265
1.08 Counselling	2,873,993	687,358	3,561,351	5,000	3,566,351	3,626,153
1.10 Special Education	27,245,021	6,974,766	34,219,787	963,244	35,183,031	31,393,977
1.30 English Language Learning	1,203,173	289,871	1,493,044	36,850	1,529,894	998,192
1.31 Aboriginal Education	3,075,542	841,373	3,916,915	454,077	4,370,992	3,630,120
1.41 School Administration	12,200,959	2,645,713	14,846,672	127,209	14,973,881	14,363,199
1.62 International and Out of Province Students	961,688	223,760	1,185,448	1,452,978	2,638,426	2,281,230
Total Function 1	142,150,948	36,327,093	178,478,041	11,215,684	189,693,725	181,161,096
4 District Administration						
4.11 Educational Administration	1,174,575	311,279	1,485,854	339,700	1,825,554	1,784,485
4.40 School District Governance	152,327	3,047	155,374	157,084	312,458	309,007
4.41 Business Administration	2,419,976	622,501	3,042,477	1,183,663	4,226,140	4,079,994
Total Function 4	3,746,878	936,827	4,683,705	1,680,447	6,364,152	6,173,486
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	831,007	219,501	1,050,508	450,000	1,500,508	1,440,173
5.50 Maintenance Operations	9,881,031	2,927,613	12,808,644	3,088,000	15,896,644	16,191,490
5.52 Maintenance of Grounds	817,477	196,468	1,013,945	503,500	1,517,445	1,410,262
5.56 Utilities	287,884	37,759	325,643	4,568,023	4,893,666	5,002,411
Total Function 5	11,817,399	3,381,341	15,198,740	8,609,523	23,808,263	24,044,336
7 Transportation and Housing						
7.41 Transportation and Housing Administration	222,619	57,909	280,528	30,500	311,028	325,578
7.70 Student Transportation	1,924,464	740,345	2,664,809	1,153,000	3,817,809	3,717,571
Total Function 7	2,147,083	798,254	2,945,337	1,183,500	4,128,837	4,043,149
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	159,862,308	41,443,515	201,305,823	22,689,154	223,994,977	215,422,067

School District No. 23 (Central Okanagan)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	15,940,169	16,975,892
Other Revenue	7,300,000	7,300,000
Investment Income	1,000	500
Total Revenue	23,241,169	24,276,392
Expenses		
Instruction	22,425,818	23,461,041
Total Expense	22,425,818	23,461,041
Net Revenue (Expense)	815,351	815,351
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(815,351)	(815,351)
Total Net Transfers	(815,351)	(815,351)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 23 (Central Okanagan)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

Schedule 3A

Deferred Revenue, beginning of year

Add: Restricted Grants
Provincial Grants - Ministry of Education
Other
Investment Income

Less: Allocated to Revenue
Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education
Other Revenue
Investment Income

Expenses

Salaries
Teachers
Educational Assistants
Support Staff
Substitutes

Employee Benefits
Services and Supplies

Net Revenue (Expense) before Interfund Transfers

Interfund Transfers

Tangible Capital Assets Purchased

Net Revenue (Expense)

Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
\$	\$	\$	\$	\$	\$	\$	\$	\$
		30,000	3,362,383				25,000	
785,351	793,018			256,000	75,950	308,871	1,244,780	616,135
785,351	793,018	30,000	7,300,000	256,000	75,950	308,871	1,000	616,135
-	-	-	3,362,383	-	-	-	-	-
785,351	793,018	30,000	7,300,000	256,000	75,950	308,871	1,269,780	616,135
785,351	793,018	30,000	7,300,000	256,000	75,950	308,871	1,000	616,135
	614,742			174,278	39,920	79,839	43,342	120,000
-	614,742	-	-	174,278	39,920	79,839	43,342	407,972
-	793,018	-	7,300,000	256,000	75,950	308,871	1,217,036	88,163
785,351	-	30,000	-	-	-	-	-	-
(785,351)	-	(30,000)	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

School District No. 23 (Central Okanagan)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Classroom Enhancement Fund - Staffing	PRP	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year			3,417,383
Add: Restricted Grants			
Provincial Grants - Ministry of Education	11,624,494	180,570	15,885,169
Other			7,300,000
Investment Income			1,000
	11,624,494	180,570	23,186,169
Less: Allocated to Revenue	11,624,494	180,570	23,241,169
Deferred Revenue, end of year	-	-	3,362,383
Revenues			
Provincial Grants - Ministry of Education	11,624,494	180,570	15,940,169
Other Revenue			7,300,000
Investment Income			1,000
	11,624,494	180,570	23,241,169
Expenses			
Salaries			
Teachers	9,329,487	79,839	9,572,427
Educational Assistants			789,020
Support Staff			120,000
Substitutes			407,972
	9,329,487	79,839	10,889,419
Employee Benefits	2,295,007	19,161	2,595,178
Services and Supplies		81,570	8,941,221
	11,624,494	180,570	22,425,818
Net Revenue (Expense) before Interfund Transfers	-	-	815,351
Interfund Transfers			
Tangible Capital Assets Purchased			(815,351)
	-	-	(815,351)
Net Revenue (Expense)	-	-	-

School District No. 23 (Central Okanagan)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget			2019 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		75,000	75,000	90,000
Amortization of Deferred Capital Revenue	8,340,880		8,340,880	8,192,707
Total Revenue	8,340,880	75,000	8,415,880	8,282,707
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	13,195,051		13,195,051	12,593,000
Total Expense	13,195,051	-	13,195,051	12,593,000
Net Revenue (Expense)	(4,854,171)	75,000	(4,779,171)	(4,310,293)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,010,837		2,010,837	2,211,279
Local Capital		3,138,413	3,138,413	2,378,413
Total Net Transfers	2,010,837	3,138,413	5,149,250	4,589,692
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	3,138,413	(3,138,413)	-	
Total Other Adjustments to Fund Balances	3,138,413	(3,138,413)	-	
Budgeted Surplus (Deficit), for the year	295,079	75,000	370,079	279,399

Net Budget Position at Public Budget Presentation **\$ 183,291**

Adjustments Subsequent to Public Budget Presentation

Changes Include:

- Reduction in NGN Savings Estimate	(30,484)	
- Additional Enrolment Resource Costs	(16,936)	
- Reduction of Discretionary Budgets	100,000	
- Reduction of Benefits Costs	58,580	
- Addition of 1.0 FTE French Immersion Teacher	(103,795)	
- Increased Portable Needs	<u>(275,000)</u>	(267,635)

Reduction of Expenses

Elimination of General Inflation	<u>400,000</u>	<u>400,000</u>
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Total 2019/2020 Net Budget Position **\$ 315,656**

Recommended Budget Adjustments

- COTA's Budget Reduction	7,500	
- Additional Purchasing Dept Driver	(61,177)	
- Transportation & Custodial Managers (2.0 FTE)	(160,000)	
- Additional Collaborative Learning Services Teacher (1.0 FTE)	<u>(101,979)</u>	<u>(315,656)</u>

2019/2020 Net Budget **\$ -**

School District #23 (Central Okanagan)
Teacher FTE Analysis
June 30, 2020

	Projected				
Description	2020	2019	2018	2017	2016
Regular Instruction	1,021.9402	1,029.7940	1,003.2010	988.3860	975.1960
Career Programs	7.5783	9.0830	8.8930	8.7740	7.8380
Library Services	32.2568	31.7850	23.4700	22.8500	23.4780
Counselling	35.8721	35.2520	18.4070	30.8680	28.7070
Special Education	148.3707	141.2000	137.0350	120.1530	121.1310
ELL/Int'l Ed.	19.5719	16.9230	9.2440	6.0780	5.0800
Aboriginal Education	7.2000	7.4000	6.3710	6.3710	6.8210
Learning Improvement Fund	0.0000	0.0000	0.0000	31.3430	32.2570
Classroom Enhancement Fund	158.710	146.8991	140.7100	0.0000	0.0000
Total	1,431.4999	1,418.3361	1,347.3310	1,214.8230	1,200.5080

School District No. 23 (Central Okanagan)
Surplus Appropriation Analysis
5 Year Period from 2014 to 2019

Description	Est 2019	2018	2017	2016	2015
Internally Restricted					
School Budgets	473,386	1,080,305	1,471,330	587,977	1,081,577
Operating Budget	2,519,656	2,917,346	2,610,224	3,015,599	3,759,996
IT Security Initiative	0	100,000	0	0	0
Aboriginal Program	157,672	402,302	252,237	255,768	97,154
Distributed Learning	0	0	0	171,380	184,681
Trustee Travel	32,786	33,928	30,200	20,723	10,085
<u>Speciality Grants</u>					
- Active Kids Grant	0	0	20,699	0	0
- CUPE Training	150,000	164,119	177,563	184,788	202,415
- International field trip	0	23,400	0	0	0
- Shared Energy Manager	167,800	82,205	161,269	0	0
- Student Learning Grant	0	0	745,060	0	0
- Trades Grant	0	27,075	142,532	0	0
- WCB - CORE Audit Funds	0	39,000	54,000	0	0
Total Internally Restricted	3,501,300	4,869,680	5,665,114	4,236,235	5,335,908
Unrestricted Surplus	2,583,798	2,519,656	2,233,445	1,327,224	1,016,700
Totals	6,085,098	7,389,336	7,898,559	5,563,459	6,352,608



Memorandum

Date: June 13, 2019
To: Finance and Audit Committee
From: Dr. Rick Oliver, Assistant Superintendent
Information: **Financial Update – International Education Program**

1.0 RELEVANT BOARD MOTION/DIRECTION

Staff provide an annual financial update for the International Education Program.

2.0 BACKGROUND

The International Education Program has reported in a number of different formats over the years including program updates, marketing strategy, program reviews and financial updates. The Board of Education have requested a financial update for the International Education Program to be presented to the Finance and Audit Committee in the Spring of each year.

3.0 INFORMATION STATEMENT

- The program continues to meet the mandate to generate revenue for the District with significant funds transferred to schools and the District. The program has contributed in excess of \$27 million to the operation of the School District in the past 12 years. The budget financial targets were met even though student numbers were slightly down from the previous year. See Appendix A for actual dollar values.
- We continue to see significant numbers of students coming to us as a result of our ongoing marketing efforts. For the current year, the program fell short of the District target of 400 FTE, reaching 379 FTE for the year. There were a couple of difficulties with student recruitment over the past year, namely the change in government in Mexico and the political tensions that continue between Canada and China.
- The program continues to attract students from a large number of countries and jurisdictions with 527 students coming from: Germany, Mexico, Ukraine, Australia, Myanmar, Switzerland, Korea, Argentina, Peru, Spain, Chile, Japan, France, Brazil, China, Macau, Hong Kong, Thailand, Italy, Netherlands, Belgium, Turkey, Philippines, Columbia, Slovakia, United Kingdom, Finland, Indonesia, South Africa, United States, Taiwan, Portugal, Denmark, Malaysia, Vietnam, and Austria in the 2018/2019 school year. This diversity supports the secondary objectives for the program of creating cultural awareness and enhancing diversity in our schools.

- The funding distributed to schools continues to enhance the student experience for all of our students including those who have recently arrived to Canada and our community. Secondary Principals have asserted that the schools would not be able to offer the number of options or the level of support that they do without the funding that is received through the International Education Program. At middle and elementary schools the additional funds create additional opportunities for field studies and activities for all students as funds are shared between schools and host classrooms. Funding from the International Education Program has also enabled the District to provide additional language support and interpreters to assist all schools with students and families.
- The program continues to build on an excellent reputation. The reviews from students and the support from agents suggest that the program is well positioned to meet the financial and enrolment growth targets set by the District for the 2019/2020 school year. The 400 student target will be maintained for the foreseeable future in order to normalize structures and supports after a period of significant growth.

4.0 ASSISTANT SUPERINTENDENT'S COMMENTS

The Central Okanagan International Education Program continues to be popular with consultants from around the world which has resulted in them sending more than 525 students to us. The influx of foreign students enriches the School District both culturally and financially. The students in our program come from 36 countries and jurisdictions which provides real opportunities for our local students to learn about other cultures and the world around us. The financial contribution to schools and the District provide additional support and opportunities to our students. We continue to leverage the International Education Program staff and services to support all of our schools and some of our most vulnerable students.

5.0 NEXT STEP

The Finance Committee accept the report as presented and add it as an information item on a future Public Board Meeting Agenda.

6.0 APPENDIX

A. Financial Summary of the International Education Program

Appendix A

School District No. 23 (Central Okanagan)							
Summary of International Education Program							
As At June 30, 2019							
				Projected	Budgeted	12 Year	Budgeted
	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019	Cumulative	2019-2020
FTE	328	375	402	379	400	3,097	400
Tuition and Fees	4,386,925	5,168,270	5,886,182	5,424,331	5,600,000	42,365,273	5,800,000
Total Revenue	4,386,925	5,168,270	5,886,182	5,424,331	5,600,000	42,365,273	5,800,000
Wages & Benefits	454,526	530,403	551,596	548,703	612,960	5,218,846	676,279
Commissions-Int Ed	416,181	554,296	628,837	560,000	650,000	4,215,121	650,000
Services & Supplies	532,208	752,699	770,384	739,041	767,040	5,844,275	775,729
Total Expenses	1,402,915	1,837,398	1,950,817	1,847,744	2,030,000	15,278,242	2,102,008
Net Income (Loss)	2,984,010	3,330,872	3,935,366	3,576,587	3,570,000	27,087,031	3,697,992
Distributed to Schools	1,636,803	1,879,318	2,371,075	2,256,056	2,370,359	14,486,185	2,374,383
Distributed to District	1,347,207	1,451,554	1,564,290	1,320,531	1,199,641	12,600,846	1,323,609
Total	2,984,010	3,330,872	3,935,366	3,576,587	3,570,000	27,087,031	3,697,992



Memorandum

Date: June 13, 2019
To: Finance and Audit Committee
From: Delta Carmichael, Assistant Secretary-Treasurer

Information Item: Travel Expense Rates Form – Per Diem Rates

1.0 RELEVANT BOARD MOTION/DIRECTION

None.

2.0 BACKGROUND

On a regular basis, the travel expense rates are reviewed by the Finance Department for reasonableness and consistency and to ensure the rates are aligned with other organizations and levels of government.

3.0 INFORMATION STATEMENT

With respect to per diem meal rates and in order to provide relevant, comparable information to the Board, staff conducted an informal survey of districts and reviewed rates across all districts as well as rates from the Ministry of Education, Canada Revenue Agency and the BCSTA. The results of this review is illustrated below.

Item	Current SD23	Proposed SD23	MOE	CRA	BCSTA	Prov Ave
Breakfast	10.00	15.00	19.00	20.50	11.00	12.04
Lunch	17.00	20.00	19.67	20.10	17.00	16.90
Dinner	23.00	30.00	27.83	50.65	25.00	25.24
Total	50.00	65.00	66.50	91.25	53.00	54.18

4.0 ASSISTANT SECRETARY-TREASURER'S COMMENTS

The proposed per diem meal rates above are aligned with the Ministry of Education rates and more accurately reflect the actual costs being incurred. Many districts plan to review their per diem meal rates in the coming year to better align their rates with actual expenditures.

5.0 APPENDIX

A. Travel Expense Rates Form

SCHOOL DISTRICT #23 (CENTRAL OKANAGAN)

EXPLANATION OF REIMBURSEMENT RATES FOR TRAVEL CLAIMS EFFECTIVE JULY 1, 2019

Meals:

Effective July 1, 2019, meals will only be reimbursed based on the following per diem amounts. Alcohol will not be reimbursed and should not be on receipts submitted for reimbursement. These per diem rates are in line with the Ministry of Education rates.

Per Diem Rates:

- Breakfast	\$15.00
- Lunch	\$20.00
- Dinner	\$30.00

Mileage:

The per kilometer reimbursement rate is \$0.58 effective January 1, 2019. As per board policy, SD#23's reimbursement rate corresponds to the BCSTA & CRA rates.

Transportation Assistance

Effective July 1, 2019, the per kilometer reimbursement rate is \$0.35. The maximum annual amount per family is \$625. As per board policy, SD#23's reimbursement rate corresponds to the BCSTA & CRA rates.

Travel:

Actual receipts for travel must be submitted (not just the Visa/MC or Debit receipt) for reimbursement.

For vehicle travel, the Board has set the following reimbursement amounts at their December 8th, 2004 annual meeting:

Fraser Valley	\$275.00
Vancouver Island	\$420.00
Vancouver and Lower Mainland	\$325.00

This amount is intended to cover all vehicle travel costs to the above locations. These amounts include tolls and ferries but do not include travel within the designated city/town. Kilometers within a designated city/town, for business purposes, may be claimed on the appropriate form (Mileage (Per KM) Claim Form). As well, taxi, skytrain, train etc. costs can also be reimbursed on the appropriate form (Expense Form or Travel Expenditures Request Form).
