



CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

**Finance and Audit Committee Meeting
Public Meeting**

**Wednesday, January 19, 2022, 4:00 pm
Via Zoom**

Board of Education: Trustee J. Fraser, Chair
Trustee W. Broughton, Committee Member
Trustee C. Desrosiers, 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 (*arrived at 4:02 pm*)
Michelle DesRochers, Executive Assistant (recorder)

Absent: Terry Beaudry, Deputy Superintendent of Schools

Partner Groups: Susan Bauhart, COTA President
Deannie Zahara, COPAC Member-at-Large
Teri Wishlow, CUPE Vice-President
Mike Dornian, COPVPA Treasurer

There was no representative from the 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

January 19, 2022 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - November 17, 2021

November 17, 2022 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions or comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

4:02 pm: The Superintendent of Schools/CEO joined the meeting.

The CUPE Vice-President requested a list of all retired staff that have been brought back and the costs associated. She also inquired about the deficits in the custodial department and expressed disappointment that custodians are not being replaced when absent.

The Secretary-Treasurer/CFO stated that custodial salaries are trending at approximately \$300,000 over budget. The District is required to work within the dollars the provincial government provides and is reviewing the dollars to ensure it's being spent accordingly. He acknowledged the challenges within the custodial department.

DISCUSSION/ACTION ITEMS

2021/2022 Amended Annual Budget Bylaw

The Committee Chair stated that each February, the Board submits an Amended Annual Budget reflecting updated revenues and expenses based on actual student enrolment and actual expenditure patterns. The Amended Annual Budget includes Operating, Special Purpose and Capital Funds. The deadline to submit the Amended Annual Budget to the Ministry of Education is February 28, 2022.

The Assistant Secretary-Treasurer presented the 2021/2022 Amended Annual Budget, highlighting the numerous factors for the \$8.708 million increase to the budget over the 2021/2022 Annual Budget presented in June 2021. These factors include, but aren't limited to, an increase in student enrolment by 345 Full-Time Equivalent (FTE) students (\$3.289 million), a 40 FTE International student increase (\$580,000 in tuition revenue), additional Classroom Enhancement Funding (\$3.825 million), and \$557,683 in funding as part of the Province's Safe Return to School Grant. The Amended Budget Bylaw amount is \$302,089,979.

The Assistant Secretary-Treasurer responded to questions.

Outcomes:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education of School District No. 23 (Central Okanagan) give first reading to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2021/2022 in the amount of \$302,089,979.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give second reading to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2021/2022 in the amount of \$302,089,979.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give all three readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2021/2022 in the amount of \$302,089,979.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give third reading and adopt the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2021/2022 in the amount of \$302,089,979 on the 9th day of February 2022.

Financial Update - December 31, 2021

The Assistant Secretary-Treasurer provided a financial update for the period ending December 31, 2021. The District's spending is progressing as expected in some areas and projected to be higher than budgeted in other areas. Some expenses trending higher than budget include staff illness costs, long term replacement costs and custodial costs. The overspend in staff illness and long term replacement costs will be mitigated by accessing the District's benefit surplus reserve being held by the District's benefit provider, Morneau Shepell. Other major spending categories will be carefully monitored and if necessary, other discretionary areas will be underspent to offset increasing costs.

The Assistant Secretary-Treasurer responded to questions.

Outcome:

The Finance and Audit Committee received the Financial Update as of December 31, 2021 as presented and will forward to the Board of Education as an information item.

Annual Review of Committee's Mandate, Purpose and Function - Policy 160 - Finance and Audit Committee

The Assistant Secretary-Treasurer stated that the Committee reviews *Policy 160 - Finance and Audit Committee* on an annual basis. There are no recommended changes to the policy at this time.

Outcome:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education affirm Policy 160 – Finance and Audit Committee, as attached to the Agenda, and as presented at the January 19, 2022 Public Finance and Audit Committee Meeting.

DISCUSSION/INFORMATION ITEMS

Ministry Funding Recalculation Allocation - School District No. 23

The Committee reviewed the Ministry of Education's funding recalculation allocation for the District.

2022/2023 Budget Survey Questions - DRAFT

The Assistant Secretary-Treasurer presented the draft 2022/2023 budget survey questions for review. The link to participate in the 2022/2023 budget survey questions will be sent to all partner groups, general public via the District's website, parents via school messenger and communicated in school newsletters.

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

February 9, 2022 Public Board Meeting:

- Approval of 2021/2022 Amended Annual Budget (*Action Item*)
- Financial Update - December 31, 2021 (*Information Item*)
- Affirmation of Policy 160 - Finance and Audit Committee (*Action Item*)
- 2022/2023 Budget Survey Questions – DRAFT (*Information Item*)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

February

- Budget Presentation
- School Fees Summary

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2022/2023 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.

February 16, 2022, April 6, 2022, April 20, 2022, May 18, 2022, June 15, 2022

September 21, 2022, October 19, 2022, November 16, 2022

MEDIA QUESTIONS

There were no media questions.

ADJOURNMENT

The meeting adjourned at 4:48 pm.

Questions - Please Contact:

Trustee Julia Fraser, Chair at 250-718-8613 or Julia.Fraser@sd23.bc.ca

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

Julia Fraser, Chair