



**Central Okanagan
Public Schools**
Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting

Public Meeting

Wednesday, May 17, 2023, 4:00 pm

School Board Office

1040 Hollywood Road S

Kelowna, BC

Board of Education: Trustee W. Broughton, Chair
Trustee C. Desrosiers, Committee Member
Trustee A. Geistlinger, Acting Voting Committee Member
Trustee L. Tiede
Trustee J. Fraser

Absent: Trustee V. Johnson, Committee Member

Staff: Delta Carmichael, Secretary-Treasurer/CFO
Kate Cumming, Assistant Secretary-Treasurer
Val Dougans, Finance Manager
Kevin Kaardal, Superintendent of Schools/CEO
Lise Bradshaw, Executive Assistant (Recorder)

Absent: Terry Beaudry, Deputy Superintendent of Schools

Partner Groups: Susan Bauhart, COTA President
Kieran Fahy, CUPE Secretary-Treasurer
Nicola Baker, COPAC Vice-President
Winnie Jiang, DSC Student Representative

There was no representative from COPVPA.

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

In the absence of Trustee Johnson, Trustee Geistlinger was appointed Acting Voting Committee Member.

AGENDA

May 17, 2023 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - April 19, 2023

April 19, 2023 Committee Report - received as distributed.

PRESENTATION

Report to the Finance and Audit Committee - Initial Communication on Audit Planning for the Year Ended June 30, 2023

Tyler Neels of Grant Thornton LLP presented a review of the terms of their audit engagement and proposed strategy regarding the annual audit of the District's financial statements as of June 30, 2023.

Considerations for this year's audit include the continuing impacts of the pandemic, inflation, the District's new ERP system implementation and a change to auditing standards (CAS 315).

Mr. Neels also reviewed the proposed fees for the audit.

The audit will be conducted on site and the results will be presented at the September 20, 2023 Finance and Audit Committee Meeting. Final financial statements for the year ended June 30, 2023 are due to the Ministry of Education and Child Care by September 30, 2023.

Mr. Neels responded to Committee questions. The Committee Chair thanked Mr. Neels for his presentation.

PUBLIC QUESTION/COMMENT PERIOD

None.

COMMITTEE MEMBERS QUERIES/COMMENTS

None.

DISCUSSION/ACTION ITEMS

Travel Expense Rates Update

The Assistant Secretary-Treasurer outlined the proposed changes to travel expense rates for meal allowances, travel assistance and travel allowances. These increases will ensure the rates are aligned with other organizations and levels of government.

The Assistant Secretary-Treasurer responded to questions from Committee members.

Outcome:

The Finance and Audit Committee recommends to the Board of Education:

THAT: The Board of Education approve the recommended Travel Expense Rates effective July 1, 2023, as attached to the Agenda, and as presented at the May 17, 2023 Finance and Audit Committee Meeting.

2023/2024 CommunityLINK Allocations

The Assistant Secretary-Treasurer presented the recommended allocations for the District's \$1,287,249 CommunityLINK program funding for 2023/2024. Since the Ministry of Education and Child Care will separately provide \$214 million to school districts in British Columbia to support and expand school food programs in 2023/2024, the District will focus the CommunityLINK program funding to support mental health initiatives in all schools, and support for District programs such as the Young Parent program at École Kelowna Secondary School.

The Superintendent of Schools/CEO, the Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer responded to questions.

Outcome:

The Finance and Audit Committee recommends to the Board of Education:

THAT: The Board of Education approve the recommended CommunityLINK Allocations for 2023/2024, as attached to the Agenda, and as presented at the May 17, 2023 Finance and Audit Committee Meeting.

DISCUSSION/INFORMATION ITEMS

Financial Update - International Education Program

The Assistant Secretary-Treasurer provided a financial update of the International Education Program for the 2022/2023 school year, as attached to the Agenda.

The Superintendent of Schools/CEO, the Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer responded to questions.

COMMITTEE CORRESPONDENCE

None.

ITEMS REQUIRING SPECIAL MENTION

None.

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

Public Board Meeting – June 14, 2023

- Travel Expense Rates Update (*Action*)
- 2023/2024 CommunityLINK Allocations (*Action*)
- Financial Update - International Education Program (*Information*)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

June

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year
- 2022/2023 Accumulated Operating Surplus Review

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

All meetings start at 4:00 pm.

June 21, 2023

September 20, 2023

Main Board Room, 1040 Hollywood Rd. S., Kelowna.

MEDIA QUESTIONS

No media present.

ADJOURNMENT

The meeting adjourned at 4:48 pm.

Questions - Please Contact:

Trustee Broughton, Chair at 250-718-9219 or Wayne.Broughton@sd23.bc.ca

Kate Cumming, Assistant Secretary-Treasurer at 250-860-8888 or Kate.Cumming@sd23.bc.ca

Wayne Broughton, Chair