



**Central Okanagan
Public Schools**
Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting Public Meeting

**Wednesday, May 18, 2022, 4:00 pm
School Board Office
1040 Hollywood Road S
Kelowna, BC**

Board of Education: Trustee J. Fraser, Chair
Trustee W. Broughton, Committee Member
Trustee C. Desrosiers, Committee Member
Trustee M. Baxter

Staff: Delta Carmichael, Secretary-Treasurer/CFO
Val Dougans, Finance Manager
Kevin Kaardal, Superintendent of Schools/CEO
Michelle DesRochers, 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
Scott Sieben, COPVPA President

The 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

May 18, 2022 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - May 4, 2022

May 4, 2022 Committee Report - received as distributed.

PRESENTATION

Report to the Finance and Audit Committee - Initial Communication on Audit Planning for the Year Ended June 30, 2022

Tyler Neels of Grant Thornton LLP presented a high-level review of the audit engagement and proposed audit strategy for the annual audit of the District's financial statements for the year ending June 30, 2022. The continuing COVID-19 impacts, audit plan and risk assessments, including processes and deliverables, were reviewed.

4:07 pm: Trustee Baxter left the meeting.

4:09 pm: Trustee Baxter rejoined the meeting.

As per the last couple of years, the audit will be conducted both remotely and on site. The audit results will be presented at the September 21, 2022 Finance and Audit Committee Meeting. Final financial statements for the year ended June 30, 2022 are due to the Ministry of Education and Child Care by September 30, 2022.

Mr. Neels advised the Committee that Grant Thornton LLP is also in the process of completing work, as of March 31, 2022, for the Auditor General that is due May 31, 2022.

Mr. Neels responded to Committee questions.

The Committee Chair thanked Mr. Neels for his presentation.

PUBLIC QUESTION/COMMENT PERIOD

The CUPE President queried why the International Education Program funds thirteen full-time equivalent Certified Education Assistants.

The Secretary-Treasurer/CFO shared that the District generates profit from the International Education Program. Once all costs have been paid to run the program, profits are used to support students. The profits vary from year to year. It is estimated that there will be an estimated \$1.4 million profit remaining once the 2021-2022 International Program costs and direct support in schools are paid.

COMMITTEE MEMBERS QUERIES/COMMENTS

The COPAC Vice-President queried how much mileage is reimbursed in the District, how the increase in gas prices will affect this amount, and if Zoom meetings will be encouraged.

The Secretary-Treasurer/CFO stated that the current reimbursable rate is \$0.61 per km, as set by the Canadian Revenue Agency. The mileage rate is adjusted annually on January 1st. Where appropriate, Zoom meetings are still occurring.

DISCUSSION/ACTION ITEMS

2022/2023 CommunityLINK Allocations

The Secretary-Treasurer/CFO presented the recommended allocations for the 2022/2023 CommunityLINK funding. Central Okanagan Public Schools will receive \$1,258,789 for the 2022/2023 school year. The majority of the funding will be allocated to the brown bag lunch program and mental health initiatives.

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

Outcome:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education approve the recommended CommunityLINK Allocations for 2022/2023, as attached to the Agenda, and as presented at the May 18, 2022 Finance and Audit Committee Meeting.

Community Rental Program Review for the 2022/2023 Fiscal Year

The Secretary-Treasurer/CFO stated that the District reviews their community rental program fees every three years. Staff are recommending a 5% increase to fees to mitigate inflation, increased demand and additional costs.

The Committee discussed the fees for non-profit and for-profit organizations and recommended that the for-profit fees be increased 10% versus 5%, with a \$75 per hour custodial rate.

Outcomes:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education set the community rental rates for nonprofits, as attached to the Agenda, and as presented at the May 18, 2022 Finance and Audit Committee Meeting, effective July 1, 2022.

THAT: The Board of Education set the preschool and after school monthly rates, as attached to the Agenda, and as presented at the May 18, 2022 Finance and Audit Committee Meeting, effective July 1, 2022.

THAT: The Board of Education set the community rental rates for profit organizations at 10% over the prior year and a custodial rate of \$75 per hour, effective July 1, 2022.

DISCUSSION/INFORMATION ITEMS

Financial Update - International Education Program

The Secretary-Treasurer/CFO reviewed the financial update of the International Education Program for the 2021/2022 school year, as attached to the agenda.

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

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

Public Board Meeting - May 25, 2022

- 2022/2023 CommunityLINK Allocations (*Action*)
- Community Rental Program Review for the 2022/2023 Fiscal Year (*Action*)

Public Board Meeting - June 8, 2022

- Financial Update - International Education Program (*Information*)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

June 15, 2022

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year
- 2021/2022 Accumulated Operating Surplus Review

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

All meetings start at 4:00 pm.

June 15, 2022

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

MEDIA QUESTIONS

There were no media questions.

ADJOURNMENT

The meeting adjourned at 5:39 pm.

Questions - Please Contact:

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

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

Julia Fraser, Chair