



**Central Okanagan
Public Schools**
Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting

Public Meeting

Wednesday, November 15, 2023, 4:00 pm

School Board Office

1040 Hollywood Road S

Kelowna, BC

Board of Education: Trustee W. Broughton, Chair
Trustee V. Johnson, Committee Member
Trustee C. Desrosiers, Committee Member
Trustee J. Fraser
Trustee L. Tiede (*arrived at 4:08 pm*)

Staff: Delta Carmichael, Secretary-Treasurer/CFO
Kate Cumming, Assistant Secretary-Treasurer
Kirsten Nugent, Finance Manager
Bob McEwen, Executive Director of Human Resources
Lise Bradshaw, Executive Assistant (Recorder)

Absent: Kevin Kaardal, Superintendent of Schools/CEO (*attending BCSSA meeting*)
Terry Beaudry, Deputy Superintendent of Schools (*attending BCSSA meeting*)

Partner Groups: Susan Bauhart, COTA President
Teri Wishlow, CUPE President
Roslyn Hazen, COPAC Treasurer
Bryce Owens, COPVPA Executive
There was no representative from 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

November 15, 2023 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - October 18, 2023

October 18, 2023 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

None

COMMITTEE MEMBERS QUERIES/COMMENTS

The COTA President shared that she had spoken with a colleague in the Richmond school district after learning that their district received \$16.5M in funding from the Ministry of Education and Child Care to pay for the addition of modular classrooms. The Secretary-Treasurer/CFO advised that the Ministry of Education and Child Care has come forward with new ways to help support growth and it is something the District is aware of and already pursuing.

The COTA President also advised that she was looking forward to hearing details on the issue of pay equity.

4:08 pm: Trustee Tiede joined the meeting.

DISCUSSION/ACTION ITEMS

2023/2024 and 2024/2025 Budget Timeline and Budget Development Principles

The Assistant Secretary-Treasurer shared that the budget timeline is provided as a guide for the Board, staff and the public to use in the ongoing development of the budget. There are always some uncertainties in planning for the coming years, some of which include funding, staffing, space requirements and illness costs.

The Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer answered queries from Committee members regarding enrolment numbers, projections, future uncertainties and budgeting for sick leave costs.

Outcome:

The Finance and Audit Committee recommended to the Board:

THAT: The Board of Education approve the 2023/2024 and 2024/2025 Budget Timeline as presented at the November 15, 2023 Finance and Audit Committee meeting.

DISCUSSION/INFORMATION ITEMS

Statement of Financial Information for June 30, 2023

The Assistant-Secretary Treasurer advised that the Statement of Financial Information (SOFI) for June 30, 2023 is an annual provincial government requirement. The SOFI Report identifies wages and any expenses paid on behalf of employees.

The SOFI report will be forwarded to the Board of Education to be included on a future Public Board Meeting Agenda as an information item. Once the SOFI Report is signed, it will be forwarded to the Ministry of Education and Child Care by the December 31, 2023 deadline, and also be posted on the District's website under District Info – Financial Reports – Statement of Financial Information.

The Secretary-Treasurer/CFO and the Assistant Secretary-Treasurer answered queries from Committee members.

COMMITTEE CORRESPONDENCE

None

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

December 13, 2023 Public Board Meeting

- 2023/2024 and 2024/2025 Budget Timeline and Budget Development Principles (Action)
- Statement of Financial Information for June 30, 2023 (Information)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

January

- Amended Annual Budget for the Fiscal Year
- Ministry of Education and Child Care Recalculation Allocation
- 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 2024/2025 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
- Financial Update - Feeding Futures Program

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

4:00 pm, Wednesday January 17, 2024
Main Board Room
1040 Hollywood Rd. S., Kelowna

MEDIA QUESTIONS

No media present.

ADJOURNMENT

The meeting adjourned at 4:37 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