

**SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT**

COMMITTEE: Finance and Legal Committee DATE: November 20, 2013

CHAIRPERSON: Trustee C. Gorman STAFF CONTACT: L. Paul, Secretary-Treasurer  
E. Sadlowski, Director of Finance

**Attendees:**

Board of Education:	Staff:
Trustee C. Gorman (Chairperson)	L. Paul, Secretary-Treasurer ( <i>arrived at 1:10 pm</i> )
Trustee R. Cacchioni (Committee Member)	E. Sadlowski, Director of Finance
Trustee M. Pendharkar (Committee Member)	H. Gloster, Superintendent
Trustee M. Baxter	D. Carmichael, Finance Manager
Trustee D. Butler	B. Bertram, Executive Assistant ( <i>Recorder</i> )

**Partner Group Representation:**

COTA	Susan Bauhart, President
COPAC	No representative
COPVPA	No representative
CUPE	Wendy Johnson, President, and Margaret Varga, Student Support Services Shop Steward
District Student Council	No representative

**Agenda/Additions/Amendments/Deletions**

November 20, 2013 Agenda – approved.

**Reports/Matters Arising**

September 18, 2013 Committee Report – received as presented.

**Committee Members Queries/Comments**

**Trustee Baxter:**

Advised that the Provincial Government’s Select Standing Committee on Finance and Government Services released their “Report on the Budget 2014 Consultations” on November 14, 2013. The Report included discussion regarding education matters.

**Outcome**

**The Committee agreed that the Report would be added to the November 27, 2013 Public Board Meeting Agenda as an Information Item.**

**Discussion/Action Items**

**1. 2014/2015 Budget Development Process**

The Director of Finance provided a copy of the School District’s 2013/2014 Preliminary Budget Proposal - Superintendent’s Budget Recommendations. Committee members discussed the evolution of the budget development process and the current format as outlined in the handout. The process includes public meetings of the Finance and Legal Committee and the Board where partner group and public input is encouraged, as well as a public presentation at a COPAC Meeting early in the New Year. As well, reviews of each of the District’s significant programs and services are completed on a three-year cycle and include a detailed budget for that program or service.

**Outcome**

**Committee members agreed with the current budget development process and no changes were recommended to the existing format. The Director of Finance will incorporate the budget presentation made at the recent School Planning Council Orientation Sessions into the annual budget presentation at the COPAC Meeting which takes place early in the New Year.**

**2. School District No. 23 (Central Okanagan) 2014/2015 Budget Development Timeline**

The Committee reviewed the budget development timeline which is similar to the previous year's timeline.

**Outcome**

**The Committee recommended that the Board of Education approve the School District No. 23 (Central Okanagan) 2014/2015 Budget Development Timeline.**

**3. Policy Review: Policy 205 - Administration of Finances; Policy 206 - Purchasing; Policy 207 - Investments; and Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity**

**Policy 205 - Administration of Finances**

Committee members reviewed the policy which, given technological advancements for direct deposit and electronic transfer of funds, is now redundant. Per audit requirements, the District has checks and balances in place which ensure that no single employee can create and process a cheque, direct deposit or electronic transfer from beginning to end.

**Outcome**

**The Committee recommended that the Board of Education approve the deletion of Policy 205 - Administration of Finances.**

**Policy 206 - Purchasing**

The Committee reviewed the current policy.

**Outcome**

**The Committee recommended that the Board of Education affirm Policy 206 - Purchasing with no recommended changes.**

**Policy 207 - Investments**

The Committee reviewed the amendments to the policy and made several further amendments as follows:

5. Bond positions will be constrained by the following:
  - i. Federal Bonds      ~~25%~~ 0% minimum range      100% maximum range
7. All Bonds will have '~~A~~' 'BBB' or better credit rating.
8. A comprehensive portfolio review including a portfolio evaluation ~~and a review of this Policy~~ will be performed annually ~~to ensure it continues to meet the Board's requirements.~~

**Outcome**

**The Committee recommended that the Board of Education approve amended Policy 207 - Investments.**

**Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity**

The Committee reviewed the amendments to the policy, which are housekeeping in nature.

**Outcome**

**The Committee recommended that the Board of Education approve amended Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity.**

#### **4. Revenue and Expense Summary at October 31, 2013**

The Director of Finance provided a brief overview of the Revenue and Expense Summary at October 31, 2013. Current enrolment is 109 students over projection with 104 additional identified special needs students. Ministry funding will be increased by approximately \$2.4 million to accommodate the increased enrolment numbers, with \$1.7 million allocated to special education for the additional identified students. Committee members discussed the information provided.

##### **Outcome**

**The Committee received the Revenue and Expense Summary at October 31, 2013, and recommended that the Revenue and Expense Summary at October 31, 2013 be forwarded to the Board of Education as an Information Item.**

##### **Meeting Schedule**

*2014 Meeting Dates To Be Determined.*

##### **Recommendations/Referrals To the Board/Coordinating Committee/Other Committees**

###### ***Future Public Board Meeting Action Items:***

- School District No. 23 (Central Okanagan) 2014/2015 Budget Development Timeline
- Policy Review: Policy 205 - Administration of Finances; Policy 206 - Purchasing; Policy 207 - Investments; and Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity

###### ***Future Public Board Meeting Information Items:***

- Provincial Government's Select Standing Committee on Finance and Government Services Report on the Budget 2014 Consultations (*November 27, 2013 Public Board Meeting*)
- Revenue and Expense Summary at October 31, 2013

##### **Items for Future Finance and Legal Committee Meetings**

##### **Questions – Please Contact:**

Trustee Christopher Gorman (Chairperson)	Phone: (250) 575-1664	email: Christopher.Gorman@sd23.bc.ca
Larry Paul, Secretary-Treasurer	Phone: (250) 470-3216	email: Larry.Paul@sd23.bc.ca
Eileen Sadlowski, Director of Finance	Phone: (250) 470-3224	email: Eileen.Sadlowski@sd23.bc.ca

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Christopher Gorman, Chairperson