



**Central Okanagan  
Public Schools**  
Together We Learn

**FINANCE AND AUDIT COMMITTEE  
PUBLIC MEETING  
AGENDA**

**Wednesday, January 22, 2020, 4:00 pm  
School Board Office  
1040 Hollywood Road S  
Kelowna, BC**

**The Central Okanagan Board of Education acknowledges that this meeting is being held on the Traditional  
Territory of the Okanagan People.**

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**Pages**

**1. AGENDA**

*Additions/Amendments/Deletions*

**2. REPORTS/MATTERS ARISING**

**2.1 Finance and Audit Committee Public Meeting Report - November 20, 2019**

**5**

*(Attachment)*

**3. PUBLIC QUESTION/COMMENT PERIOD**

**4. COMMITTEE MEMBERS QUERIES/COMMENTS**

## 5. DISCUSSION/ACTION ITEMS

### 5.1 Approval of 2019/2020 Amended Annual Budget

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#### STAFF RECOMMENDATION:

THAT: The Finance and Audit Committee recommends to the Board:

THAT: At the February 12, 2020 Public Board Meeting, the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020;

THAT: The School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020 in the amount of \$275,685,975 be read a first, second and third time, passed and adopted the 12<sup>th</sup> day of February, 2020.

### 5.2 Financial Update - December 31, 2019

27

*(Attachment)*

THAT: The Finance and Audit Committee receive the Financial Update as of December 31, 2019 as presented and forward to the Board of Education as an information item.

### 5.3 Annual Review of Committee's Mandate, Purpose and Function - Policy 160

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*(Attachment)*

#### STAFF RECOMMENDATION:

THAT: The Finance and Audit Committee recommends 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 22, 2020 Public Finance and Audit Committee Meeting.

## 6. DISCUSSION/INFORMATION ITEMS

### 6.1 Ministry Funding Recalculation Allocation - School District No. 23

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*(Attachment)*

### 6.2 2020/2021 Budget Survey Development Questions - DRAFT

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*(Attachment)*

7. COMMITTEE CORRESPONDENCE
8. ITEMS REQUIRING SPECIAL MENTION
9. RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES
10. ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

**September**

- Presentation: Audited Financial Statements for the Fiscal Year
- Audited Financial Statements for the Fiscal Year

**November**

- Financial Update at September 30<sup>th</sup>
- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline

**January**

- Amended Annual Budget for the Fiscal Year
- Ministry Recalculation Allocation – School District No. 23
- Financial Update at December 31<sup>st</sup>
- Budget Survey Development Questions - DRAFT
- Annual Review of Committee's Mandate, Purpose and Function

**February**

- Budget Presentation

**April (1st Meeting)**

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the [Next school year] Fiscal Year

**April (2nd Meeting)**

- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations
- Financial Report at March 31<sup>st</sup>

## **May**

- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year
- Annual Community LINK Allocation
- Financial Update - International Education Program

## **June**

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

## **11. FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS**

## **12. MEDIA QUESTIONS**

## **13. ADJOURNMENT**

## CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Audit Committee Meeting DATE: November 20, 2019  
CHAIRPERSON: Trustee C. Cacchioni STAFF CONTACT: D. Carmichael, Assistant Secretary-Treasurer

*The Committee Chairperson acknowledged that the meeting was being held  
on the Traditional Territory of the Okanagan People.*

### **In attendance:**

#### **Board of Education:**

Trustee R. Cacchioni (Chairperson)  
Trustee J. Fraser (Committee Member)  
Trustee L. Tiede (Committee Member) – *arrived at 4:03 pm*  
Trustee M. Baxter

### **In attendance:**

#### **Staff:**

R. Stierman, Secretary-Treasurer/CFO  
D. Carmichael, Assistant Secretary-Treasurer  
V. Dougans, Finance Manager  
M. DesRochers, Executive Assistant (*Recorder*)

### **Absent:**

K. Kaardal, Superintendent of Schools/CEO  
T. Beaudry, Deputy Superintendent of Schools

### **Partner Group Representation:**

COTA Susan Bauhart, President  
COPAC Cherylee Morrison, Co-President  
COPVPA Mike Dornian, Treasurer  
CUPE Teri Wishlow, Vice-President  
DSC Sebastian Sharma, Grade 11 at Okanagan Mission Secondary  
DSC Armaan Sidhu, Grade 11 at George Elliot Secondary  
DSC Myah Taylor, Grade 11 at George Elliot Secondary

### **Agenda/Additions/Amendments/Deletions**

Trustee Baxter was appointed Acting Committee Member in the absence of Trustee Tiede.

November 20, 2019 Agenda – approved as presented.

### **Reports/Matters Arising**

October 16, 2019 Committee Report – received as presented.

### **Discussion/Action Items**

#### **1. 2019-2020 Budget Timeline and Budget Development Principles**

The Assistant Secretary-Treasurer outlined the 2019-2020 Budget Timeline and Budget Development Principles. The Budget Timeline outlines the significant dates and deadlines pertaining to both the amendments of the current year's budget as well as the development of next year's budget. The Budget Develop Principles were developed a number of years ago and serve as a guideline when making budget decisions.

In response to a query from the COTA President, the Secretary-Treasurer/CFO stated that the District anticipates to receive the funding formula by March 2020.

*4:03 pm: Trustee Tiede joined the meeting and assumed her role as Committee Member.*

### **Outcome**

**The Committee recommended that the Board of Education approve the 2019-2020 Budget Timeline as presented at the November 20, 2019 Finance and Audit Committee Meeting.**

The COTA President requested that, with the potential provincial budget cuts, the District review the budget to ensure funds are allocated appropriately. The COTA President also requested that Collaborative Time be added into the budget.

## **Discussion/Information Items**

### **1. Financial Update – International Education Program**

The Assistant Secretary-Treasurer stated that the Board requested information on the distribution of revenue from the International Education Program to Central Okanagan Public Schools. The Assistant Secretary-Treasurer reviewed the Financial Summary of the International Education Program, the student per pupil analysis, and a comparison between the District's 2019 per student funding, with and without the revenue generated from the International Education Program, with other comparable sized districts in the province.

Dr. Rick Oliver, Assistant Superintendent, stated that since the Financial Update was prepared, the District has met its financial targets with 413 full time equivalent (FTE) students.

### **2. Statement of Financial Information for June 30, 2019**

The Assistant Secretary-Treasurer provided the Statement of Financial Information (SOFI) for June 30, 2019. The full report is available on the District's website (Board of Education – Committees – Finance and Audit Committee – Agendas – 11/20/2019). Once the SOFI Report is signed it will be posted on the District's website under District Info – Financial Reports.

*4:17 pm: Trustee Baxter left the meeting.*

### **3. Funding Model Review Update**

The Secretary-Treasurer/CFO stated that the following four working groups were established to assess the implications of some of the Funding Model Review Panel's 22 Recommendations. The four working groups are: Financial Management, Adult and Continuing Education, Inclusive Education, and Online Learning.

The Secretary-Treasurer/CFO reviewed the Financial Management and the Adult and Continuing Education working group reports. The District is supportive of both the Financial Management and the Adult and Continuing Education working groups' comments.

*4:19 pm: Trustee Baxter rejoined the meeting.*

*4:21 pm: Trustee Baxter left the meeting.*

The Secretary-Treasurer/CFO stated that, in terms of the Inclusive Education Report, the District is concerned that a prevalence model will not be responsive enough to reflect the significant growth that the District is experiencing as it will use historical and census data that is not necessarily updated in a timely manner.

The Secretary-Treasurer/CFO outlined a *Student Designation Analysis* that the District staff prepared and responded to questions. The analysis illustrates the impact the funding model to support inclusive education will have on Central Okanagan Public Schools.

The Secretary-Treasurer/CFO reviewed the Online Learning working group report and stated that the District has no concerns.

*4:33 pm – Trustee Baxter rejoined the meeting.*

## **Items Requiring Special Mention**

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

#### ***Future Public Board Meeting:***

- *2019-2020 Budget Timeline and Budget Development Principles (Action Item)*
- *Financial Update – International Education Program (Information Item)*
- *Statement of Financial Information for June 30, 2019 (Information Item)*
- *Funding Model Review Update (Information Item)*

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

### ***Future Public Finance and Audit Committee Meetings***

- Rental Program Report (Profitability)
- Review of all Joint Use Agreements

<b>September</b>	<b>October</b>	<b>November</b>
<ul style="list-style-type: none"><li>- Presentation: Audited Financial Statements for the Fiscal Year</li><li>- Audited Financial Statements for the Fiscal Year (<i>Action Item</i>)</li></ul>	<ul style="list-style-type: none"><li>- Financial Update at September 30<sup>th</sup></li><li>-</li></ul>	<ul style="list-style-type: none"><li>- Budget Development Principles</li><li>- School District No. 23 (Central Okanagan) Budget Development Timeline</li></ul>
<b>January</b>	<b>February</b>	<b>April (1<sup>st</sup> meeting)</b>
<ul style="list-style-type: none"><li>- Amended Annual Budget for the Fiscal Year</li><li>- Ministry Recalculation Allocation – School District No. 23 and Provincial</li><li>- Financial Update at December 31<sup>st</sup></li><li>- Budget Survey development</li><li>- Annual Review of Committee's Mandate, Purpose and Function</li></ul>	<ul style="list-style-type: none"><li>- Budget Presentation</li></ul>	<ul style="list-style-type: none"><li>- Overview of Budget Allocation</li><li>- Budget Consultation Input Received</li><li>- Trustee Indemnity for the 2019/2020 Fiscal Year</li></ul>
<b>April (2<sup>nd</sup> meeting)</b>	<b>May</b>	<b>June</b>
<ul style="list-style-type: none"><li>- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations</li><li>- Financial Update at March 31<sup>st</sup></li></ul>	<ul style="list-style-type: none"><li>- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year</li><li>- Annual CommunityLINK Allocations</li><li>- Financial Update – International Education Program</li></ul>	<ul style="list-style-type: none"><li>- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year</li></ul>

### **Meeting Schedule**

Future meetings will be determined by the Board of Education at the Public Board Meeting on November 27, 2019.

### **Questions – Please Contact:**

Trustee Rolli Cacchioni, Chairperson

Phone: 250-765-3419

email: [Rolli.Cacchioni@sd23.bc.ca](mailto:Rolli.Cacchioni@sd23.bc.ca)

Delta Carmichael, Assistant Secretary-Treasurer

Phone: 250-470-3233

email: [Delta.Carmichael@sd23.bc.ca](mailto:Delta.Carmichael@sd23.bc.ca)

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Rolli Cacchioni, Chairperson



"Together We Learn"

SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN)  
1040 Hollywood Road South., Kelowna, BC V1X 4N2  
Tel. (250)860-8888, Fax (250)860-9799, www.sd23.bc.ca

## Memorandum

**Date:** January 22, 2020  
**To:** Finance and Audit Committee  
**From:** Delta Carmichael, Assistant Secretary-Treasurer

### **Action: Approval of 2019/2020 Amended Annual Budget**

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#### **1.0 ISSUE STATEMENT**

The Ministry of Education requires that the Amended Annual Budget be prepared, adopted by Bylaw and submitted by February 29, 2020.

#### **2.0 RELEVANT BOARD MOTION/DIRECTION**

None.

#### **3.0 BACKGROUND**

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 the Operating, Special Purpose and Capital Funds.

**The Amended Budget Bylaw amount is \$ 275,685,975.**

#### **4.0 POINTS FOR CONSIDERATION**

- a) The Amended Budget Bylaw has increased from the Annual Budget Bylaw by approximately \$10.92 million. This increase is primarily due to a number of factors including:
  - i. The District requested and received an additional \$5.075 million in classroom enhancement funding over what was reported in the 2019/2020 Annual Budget Bylaw. This funding allowed the District to add additional teachers into specific schools to better support classroom composition challenges.



- ii. A student enrolment increase from projection causing an overall increase in the District's operating grant of \$4.176 million. This increase in the operating grant is comprised of:

General	1,728,953
Special Education	2,081,200
ELL	76,245
Aboriginal	<u>237,800</u>
Enrolment Increase	4,124,198
Salary Differential	118,858
Local Education Agreement	<u>(64,493)</u>
Miscellaneous	<u>(2,853)</u>
Adjustments	51,513
Total Increase	<u><u>4,175,710</u></u>

- iii. As at June 30, 2019, a balance of \$401,235 remained from previous Annual Facility Grant (AFG) special purpose funding. This amount was fully spent by November 2019.
- iv. A balance of \$75,219 remained from the prior year's Learning Improvement (LIF) special purpose funding. The District expects this amount to be fully spent by June 2020.
- v. Funds generated by schools has been budgeted \$500,000 higher than the Annual Budget Bylaw based on prior year spending.
- vi. The internally restricted balances, which includes the prior year's operating surplus (appropriated for next year's budget), net school surpluses, surplus relating to the targeted aboriginal programs etc., are \$523,000 higher than anticipated when the annual budget bylaw was completed.
- vii. Budgets have been adjusted to reflect the increase in enrolment through staffing additions, services and supplies and general allocations.
- viii. Assuming spending trends as expected, the District anticipates an unrestricted operating surplus of approximately \$2-2.5M which is in line with previous years.

## 5.0 OPTIONS FOR ACTION

1. Approve the Amended Annual Budget and Bylaw as presented.
2. Request a change to the Amended Annual Budget. The Amended Annual Budget will need to go directly to the Board (bypassing the Finance and Audit Committee) in order to meet the Ministry's February 29, 2020 deadline.

**6.0 FOLLOW-UP/REVIEW (if applicable)**

Not applicable.

**7.0 SECRETARY-TREASURER/CFO'S COMMENTS**

The Ministry of Education has indicated that the Amended Annual Budget proceed as per usual. The recommended Amended Annual Budget properly reflects the District's expected spending patterns for the rest of the fiscal year.

**8.0. STAFF RECOMMENDATIONS**

**THAT: The Finance and Audit Committee recommends to the Board:**

**THAT: At the February 12, 2020 Public Board Meeting, the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020.**

**THAT: The School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020 in the amount of \$275,685,975 be read a first, second and third time, passed and adopted the 12<sup>th</sup> day of February, 2020.**

**9.0 APPENDIX**

A. Amended Annual Budget

Amended Annual Budget

## **School District No. 23 (Central Okanagan)**

June 30, 2020

# School District No. 23 (Central Okanagan)

June 30, 2020

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\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$275,685,975 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 26th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 26th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF FEBRUARY, 2020;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 26th DAY OF FEBRUARY, 2020.

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Secretary Treasurer

# School District No. 23 (Central Okanagan)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	23,371,688	23,145,100
Adult	27,250	27,750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>23,398,938</b>	<b>23,172,850</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	239,637,430	229,898,819
Other	893,926	818,926
Tuition	5,800,000	5,800,000
Other Revenue	11,059,493	10,475,000
Rentals and Leases	575,000	575,000
Investment Income	576,581	576,000
Amortization of Deferred Capital Revenue	8,340,880	8,340,880
<b>Total Revenue</b>	<b>266,883,310</b>	<b>256,484,625</b>
<b>Expenses</b>		
Instruction	221,709,965	212,119,543
District Administration	6,555,995	6,364,152
Operations and Maintenance	36,876,423	37,003,314
Transportation and Housing	4,533,332	4,128,837
<b>Total Expense</b>	<b>269,675,715</b>	<b>259,615,846</b>
<b>Net Revenue (Expense)</b>	<b>(2,792,405)</b>	<b>(3,131,221)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>4,023,494</b>	<b>3,501,300</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,231,089</b>	<b>370,079</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,231,089	370,079
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,231,089</b>	<b>370,079</b>

# School District No. 23 (Central Okanagan)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	228,384,664	223,994,977
Operating - Tangible Capital Assets Purchased	1,488,196	1,195,486
Special Purpose Funds - Total Expense	28,096,000	22,425,818
Special Purpose Funds - Tangible Capital Assets Purchased	1,208,651	815,351
Capital Fund - Total Expense	13,195,051	13,195,051
Capital Fund - Tangible Capital Assets Purchased from Local Capital	3,313,413	3,138,413
<b>Total Budget Bylaw Amount</b>	<b>275,685,975</b>	<b>264,765,096</b>

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

**School District No. 23 (Central Okanagan)**

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(2,792,405)</b>	<b>(3,131,221)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,696,847)	(2,010,837)
From Local Capital	(3,313,413)	(3,138,413)
From Deferred Capital Revenue	(25,000,000)	(25,000,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(31,010,260)</b>	<b>(30,149,250)</b>
Amortization of Tangible Capital Assets	13,195,051	13,195,051
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(17,815,209)</b>	<b>(16,954,199)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(20,607,614)</b>	<b>(20,085,420)</b>



# School District No. 23 (Central Okanagan)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	5,890,059			<b>5,890,059</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	778,115	1,208,651	(4,779,171)	<b>(2,792,405)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(1,488,196)	(1,208,651)	2,696,847	-
Local Capital	(3,313,413)		3,313,413	-
<b>Net Changes for the year</b>	<b>(4,023,494)</b>	<b>-</b>	<b>1,231,089</b>	<b>(2,792,405)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>1,866,565</b>	<b>-</b>	<b>1,231,089</b>	<b>3,097,654</b>

# School District No. 23 (Central Okanagan)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	218,134,360	213,958,650
Other	893,926	818,926
Tuition	5,800,000	5,800,000
Other Revenue	3,259,493	3,175,000
Rentals and Leases	575,000	575,000
Investment Income	500,000	500,000
<b>Total Revenue</b>	<b>229,162,779</b>	<b>224,827,576</b>
<b>Expenses</b>		
Instruction	193,613,965	189,693,725
District Administration	6,555,995	6,364,152
Operations and Maintenance	23,681,372	23,808,263
Transportation and Housing	4,533,332	4,128,837
<b>Total Expense</b>	<b>228,384,664</b>	<b>223,994,977</b>
<b>Net Revenue (Expense)</b>	<b>778,115</b>	<b>832,599</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>4,023,494</b>	<b>3,501,300</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,488,196)	(1,195,486)
Local Capital	(3,313,413)	(3,138,413)
<b>Total Net Transfers</b>	<b>(4,801,609)</b>	<b>(4,333,899)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 23 (Central Okanagan)**

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	215,572,034	211,331,831
ISC/LEA Recovery	(1,114,493)	(1,050,000)
Other Ministry of Education Grants		
Pay Equity	1,238,323	1,238,323
Funding for Graduated Adults	15,000	15,000
Transportation Supplement	600,000	600,000
Carbon Tax Grant	120,000	120,000
Employer Health Tax Grant	1,703,496	1,703,496
<b>Total Provincial Grants - Ministry of Education</b>	<b>218,134,360</b>	<b>213,958,650</b>
<b>Provincial Grants - Other</b>	<b>893,926</b>	<b>818,926</b>
<b>Tuition</b>		
International and Out of Province Students	5,800,000	5,800,000
<b>Total Tuition</b>	<b>5,800,000</b>	<b>5,800,000</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	525,000	525,000
Funding from First Nations	1,114,493	1,050,000
Miscellaneous		
Transportation Fees	900,000	900,000
Wage Recoveries	300,000	300,000
Miscellaneous	420,000	400,000
<b>Total Other Revenue</b>	<b>3,259,493</b>	<b>3,175,000</b>
<b>Rentals and Leases</b>	<b>575,000</b>	<b>575,000</b>
<b>Investment Income</b>	<b>500,000</b>	<b>500,000</b>
<b>Total Operating Revenue</b>	<b>229,162,779</b>	<b>224,827,576</b>

# School District No. 23 (Central Okanagan)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	101,879,716	99,536,091
Principals and Vice Principals	12,377,201	12,295,968
Educational Assistants	17,455,389	15,892,633
Support Staff	21,783,674	21,459,288
Other Professionals	3,362,438	3,263,864
Substitutes	7,111,464	7,097,464
<b>Total Salaries</b>	<b>163,969,882</b>	<b>159,545,308</b>
<b>Employee Benefits</b>	<b>41,303,931</b>	<b>41,443,515</b>
<b>Total Salaries and Benefits</b>	<b>205,273,813</b>	<b>200,988,823</b>
<b>Services and Supplies</b>		
Services	5,673,485	5,566,131
Student Transportation	375,455	368,459
Professional Development and Travel	2,036,097	2,091,355
Rentals and Leases	635,000	635,000
Dues and Fees	425,500	428,000
Insurance	659,500	604,500
Supplies	9,465,814	9,472,709
Utilities	3,840,000	3,840,000
<b>Total Services and Supplies</b>	<b>23,110,851</b>	<b>23,006,154</b>
<b>Total Operating Expense</b>	<b>228,384,664</b>	<b>223,994,977</b>

# School District No. 23 (Central Okanagan)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	83,149,731	1,369,797	261,112	1,389,990		6,360,464	92,531,094
1.03 Career Programs	643,030		35,000	368,084		8,500	1,054,614
1.07 Library Services	2,006,486	234,010		1,349,742	101,899	14,286	3,706,423
1.08 Counselling	2,826,747					10,000	2,836,747
1.10 Special Education	11,344,327	844,397	14,745,472	755,180		470,000	28,159,376
1.30 English Language Learning	925,443			46,192		5,000	976,635
1.31 Indigenous Education	584,741	241,526	2,413,805	53,347		10,000	3,303,419
1.41 School Administration		8,824,114		3,489,675		50,714	12,364,503
1.62 International and Out of Province Students	399,211	211,800		72,525	249,021	7,500	940,057
<b>Total Function 1</b>	<b>101,879,716</b>	<b>11,725,644</b>	<b>17,455,389</b>	<b>7,524,735</b>	<b>350,920</b>	<b>6,936,464</b>	<b>145,872,868</b>
<b>4 District Administration</b>							
4.11 Educational Administration		348,706		114,529	624,296	127,000	1,214,531
4.40 School District Governance					152,327		152,327
4.41 Business Administration		302,851		930,060	1,251,774	48,000	2,532,685
<b>Total Function 4</b>	<b>-</b>	<b>651,557</b>	<b>-</b>	<b>1,044,589</b>	<b>2,028,397</b>	<b>175,000</b>	<b>3,899,543</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				293,724	547,410		841,134
5.50 Maintenance Operations				9,721,378	160,310		9,881,688
5.52 Maintenance of Grounds				837,477			837,477
5.56 Utilities				195,960	93,533		289,493
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,048,539</b>	<b>801,253</b>	<b>-</b>	<b>11,849,792</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				56,347	181,868		238,215
7.70 Student Transportation				2,109,464			2,109,464
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,165,811</b>	<b>181,868</b>	<b>-</b>	<b>2,347,679</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>101,879,716</b>	<b>12,377,201</b>	<b>17,455,389</b>	<b>21,783,674</b>	<b>3,362,438</b>	<b>7,111,464</b>	<b>163,969,882</b>

# School District No. 23 (Central Okanagan)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	92,531,094	23,043,092	115,574,186	7,531,487	123,105,673	119,666,093
1.03 Career Programs	1,054,614	251,963	1,306,577	578,730	1,885,307	1,923,573
1.07 Library Services	3,706,423	940,670	4,647,093	493,770	5,140,863	5,841,484
1.08 Counselling	2,836,747	676,815	3,513,562	5,000	3,518,562	3,566,351
1.10 Special Education	28,159,376	7,231,149	35,390,525	864,212	36,254,737	35,183,031
1.30 English Language Learning	976,635	233,173	1,209,808	41,050	1,250,858	1,529,894
1.31 Indigenous Education	3,303,419	888,680	4,192,099	510,500	4,702,599	4,370,992
1.41 School Administration	12,364,503	2,686,373	15,050,876	96,900	15,147,776	14,973,881
1.62 International and Out of Province Students	940,057	217,890	1,157,947	1,449,643	2,607,590	2,638,426
<b>Total Function 1</b>	<b>145,872,868</b>	<b>36,169,805</b>	<b>182,042,673</b>	<b>11,571,292</b>	<b>193,613,965</b>	<b>189,693,725</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,214,531	321,268	1,535,799	331,700	1,867,499	1,825,554
4.40 School District Governance	152,327	3,047	155,374	143,328	298,702	312,458
4.41 Business Administration	2,532,685	651,457	3,184,142	1,205,652	4,389,794	4,226,140
<b>Total Function 4</b>	<b>3,899,543</b>	<b>975,772</b>	<b>4,875,315</b>	<b>1,680,680</b>	<b>6,555,995</b>	<b>6,364,152</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	841,134	222,033	1,063,167	450,000	1,513,167	1,500,508
5.50 Maintenance Operations	9,881,688	2,929,538	12,811,226	2,971,000	15,782,226	15,896,644
5.52 Maintenance of Grounds	837,477	196,468	1,033,945	473,500	1,507,445	1,517,445
5.56 Utilities	289,493	38,162	327,655	4,550,879	4,878,534	4,893,666
<b>Total Function 5</b>	<b>11,849,792</b>	<b>3,386,201</b>	<b>15,235,993</b>	<b>8,445,379</b>	<b>23,681,372</b>	<b>23,808,263</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	238,215	61,808	300,023	30,500	330,523	311,028
7.70 Student Transportation	2,109,464	710,345	2,819,809	1,383,000	4,202,809	3,817,809
<b>Total Function 7</b>	<b>2,347,679</b>	<b>772,153</b>	<b>3,119,832</b>	<b>1,413,500</b>	<b>4,533,332</b>	<b>4,128,837</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>163,969,882</b>	<b>41,303,931</b>	<b>205,273,813</b>	<b>23,110,851</b>	<b>228,384,664</b>	<b>223,994,977</b>

# School District No. 23 (Central Okanagan)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	21,503,070	15,940,169
Other Revenue	7,800,000	7,300,000
Investment Income	1,581	1,000
<b>Total Revenue</b>	<b>29,304,651</b>	<b>23,241,169</b>
<b>Expenses</b>		
Instruction	28,096,000	22,425,818
<b>Total Expense</b>	<b>28,096,000</b>	<b>22,425,818</b>
<b>Net Revenue (Expense)</b>	<b>1,208,651</b>	<b>815,351</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,208,651)	(815,351)
<b>Total Net Transfers</b>	<b>(1,208,651)</b>	<b>(815,351)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 23 (Central Okanagan)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	401,235	75,219	22,065				22,900	14,745	
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	785,351	793,018			256,000	75,950	308,871	1,244,780	616,135
Provincial Grants - Other				7,800,000					
Investment Income								1,581	
	785,351	793,018	-	7,800,000	256,000	75,950	308,871	1,246,361	616,135
<b>Less:</b> Allocated to Revenue	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,261,106	616,135
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	1,186,586	868,237	22,065		256,000	75,950	331,771	1,259,525	616,135
Other Revenue				7,800,000					
Investment Income								1,581	
	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,261,106	616,135
<b>Expenses</b>									
Salaries									
Teachers						39,920	79,839	43,342	
Educational Assistants		673,051			174,277				
Support Staff									96,250
Substitutes									450,000
	-	673,051	-	-	174,277	39,920	79,839	43,342	546,250
Employee Benefits		195,186			63,590	9,581	19,161	10,402	18,900
Services and Supplies				7,800,000	18,133	26,449	232,771	1,207,362	50,985
	-	868,237	-	7,800,000	256,000	75,950	331,771	1,261,106	616,135
<b>Net Revenue (Expense) before Interfund Transfers</b>	1,186,586	-	22,065	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(1,186,586)		(22,065)						
	(1,186,586)	-	(22,065)	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



# School District No. 23 (Central Okanagan)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

Schedule 3A

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Provincial Resource Program	TOTAL
	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>				6,395	542,559
<b>Add:</b> Restricted Grants					
Provincial Grants - Ministry of Education	16,623,082	76,022	732	180,570	20,960,511
Provincial Grants - Other					7,800,000
Investment Income					1,581
	16,623,082	76,022	732	180,570	28,762,092
<b>Less:</b> Allocated to Revenue	16,623,082	76,022	732	186,965	29,304,651
<b>Deferred Revenue, end of year</b>	-	-	-	-	-
<b>Revenues</b>					
Provincial Grants - Ministry of Education	16,623,082	76,022	732	186,965	21,503,070
Other Revenue					7,800,000
Investment Income					1,581
	16,623,082	76,022	732	186,965	29,304,651
<b>Expenses</b>					
Salaries					
Teachers	13,341,211	76,022		79,839	13,660,173
Educational Assistants					847,328
Support Staff					96,250
Substitutes					450,000
	13,341,211	76,022	-	79,839	15,053,751
Employee Benefits	3,281,871			19,161	3,617,852
Services and Supplies			732	87,965	9,424,397
	16,623,082	76,022	732	186,965	28,096,000
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	1,208,651
<b>Interfund Transfers</b>					
Tangible Capital Assets Purchased					(1,208,651)
	-	-	-	-	(1,208,651)
<b>Net Revenue (Expense)</b>	-	-	-	-	-

**School District No. 23 (Central Okanagan)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		75,000	75,000	75,000
Amortization of Deferred Capital Revenue	8,340,880		8,340,880	8,340,880
<b>Total Revenue</b>	<b>8,340,880</b>	<b>75,000</b>	<b>8,415,880</b>	<b>8,415,880</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	13,195,051		13,195,051	13,195,051
<b>Total Expense</b>	<b>13,195,051</b>	<b>-</b>	<b>13,195,051</b>	<b>13,195,051</b>
<b>Net Revenue (Expense)</b>	<b>(4,854,171)</b>	<b>75,000</b>	<b>(4,779,171)</b>	<b>(4,779,171)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	2,696,847		2,696,847	2,010,837
Local Capital		3,313,413	3,313,413	3,138,413
<b>Total Net Transfers</b>	<b>2,696,847</b>	<b>3,313,413</b>	<b>6,010,260</b>	<b>5,149,250</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	3,313,413	(3,313,413)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>3,313,413</b>	<b>(3,313,413)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,156,089</b>	<b>75,000</b>	<b>1,231,089</b>	<b>370,079</b>



## **Financial Update**

### **Date: December 31, 2019**

#### **Background**

The Office of the Auditor General of BC, in their May 2016 report '*Improving Budgeting and Expenditure Management in the Public Education System*' recommended that every school district 'regularly report forecasted results compared with actual budget results to the school board (or committee of the board), and provide an accompanying discussion and analysis, as necessary, to fully communicate financial performance and key risks'.

#### **Financial Performance**

The District's fiscal year runs from July 1 to June 30 each year. The enclosed document analyzes the financial revenue and expenditures for the six months ending December 31, 2019. Comparison is provided to the 2019/2020 preliminary annual budget submitted in February 2019. Other items of note for the 2019/2020 financial year include:

Overall funded student enrolment was higher than anticipated resulting in an expected increase in projected operating grants. This increase as well as an unappropriated surplus from the 2019 fiscal year allowed additional teachers to be added to the system to support classroom composition as well as our increased English Language Learner (ELL) student population.

Based on the costs to December 31, 2019, the District's spending is progressing as expected. We anticipate an unrestricted operating surplus of approximately \$2-2.5M at June 30, 2020, which is in line with previous years.

Illness replacement at the end of December is expected to trend to budget by yearend.

Benefit costs are lower during the latter part of each calendar year (September- December) as a number of employees have reached their annual maximum for CPP and EI.

In the fall, once all registrations were processed, the District added bus routes to the system. These additional costs were absorbed in the Amended Annual Budget.

Revenue from outside sources is as expected year to date. International enrolment is at 378 FTE at the end of December and is expected to meet the projected 400 FTE by the end of the year.

During spring staffing (April 2019), 162 teacher FTE were identified to be funded by the Classroom Enhancement Fund (CEF). Of this, 118 FTE were enrolling teachers. In September, the District added an additional 9 teacher FTE to the system to better support classroom composition. In our fall CEF submission to the Ministry of Education, the District requested and received our full request of 182 FTE (2019 FTE = 147).

As previously discussed, in early 2018, an Independent Panel conducted a review of the BC K-12 Public Education Funding Model to ensure the education system receives stable and predictable funding. In March 2020, the Ministry of Education will announce the new funding formula for British Columbia school districts. District staff are mainly concerned with Recommendation 6 (Inclusive Education) and Recommendation 9 (Funding based on the number of students versus the number of courses being taken). At this time, it is unclear how the changes to the funding formula will affect our District.

### **Key Financial Risks**

Key financial risks for our District include the cost of sick leave and benefits, as well as unexpected cost increases in some major spending categories (utilities, insurance).

Cost of sick leave is budgeted using historical patterns applied to current staffing levels. The financial risk of overspending is mitigated through incorporating contingencies within these budgets to minimize the impact of unforeseen costs.

For other major spending categories, risk is mitigated through careful monitoring and if necessary, underspending in other discretionary areas to offset increasing costs.

Department and school budgets are actively reviewed by management and where areas of concern have been identified, department management have met to discuss ways of completing the year within the allotted budget.

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Operating Fund			Actual to Dec 31, 2019	Forecast to Year End	2019/2020 Annual Budget	Forecast (Over) Under	Forecast Variance %	Commentary
Instruction	Salaries & Benefits	*	71,551,810	715,518,100	178,757,494	(536,760,606)	-300.27%	Overall student enrolment was higher than expected (resulting in increased teachers FTE) at the Annual Budget, Amended Budget has been adjusted for this increase.
	Services and Supplies		6,555,320	11,046,380	11,046,380	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>1</b>	<b>78,107,130</b>	<b>726,564,480</b>	<b>189,803,874</b>	<b>(536,760,606)</b>	<b>-282.80%</b>	
District Administration	Salaries & Benefits	**	2,432,458	4,664,917	4,683,704	18,788	0.40%	Spending progressing as expected.
	Services and Supplies		948,141	1,680,447	1,680,447	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>4</b>	<b>3,380,599</b>	<b>6,345,364</b>	<b>6,364,151</b>	<b>18,788</b>	<b>0.40%</b>	
Operations & Maintenance	Salaries & Benefits		7,043,677	14,887,353	15,083,590	196,236	1.30%	Spending progressing as expected.
	Services and Supplies		4,263,491	8,609,523	8,609,523	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>5</b>	<b>11,307,167</b>	<b>23,496,876</b>	<b>23,693,113</b>	<b>196,236</b>	<b>0.83%</b>	
Transportation	Salaries & Benefits		1,442,473	3,050,000	2,945,336	(104,664)	-3.55%	Additional routes were added to the system in the fall, Annual Budget absorbed some of this but the Amended Budget has been adjusted for the additional expenses.
	Services and Supplies		850,060	1,183,500	1,183,500	0	0.00%	Spending progressing as expected.
	<b>Total</b>	<b>7</b>	<b>2,292,533</b>	<b>4,233,500</b>	<b>4,128,836</b>	<b>(104,664)</b>	<b>-2.53%</b>	
<b>TOTALS</b>			<b>95,087,430</b>	<b>760,640,220</b>	<b>223,989,975</b>	<b>(536,650,245)</b>	<b>-239.59%</b>	

\* The majority of staff attached to Instruction are paid over 10 months.

\*\* The majority of staff attached to District Administration are paid over 12 months.

Capital Fund			Actual to Dec 31, 2019	Forecast to Year End	2019/2020 Annual Budget	Forecast (Over) Under	Forecast Variance %	Commentary
Capital Assets	Local Capital	03	\$ 2,523,102	\$ 4,338,899	\$ 4,338,899	\$ -	0.00%	Additions relate primarily to the District's school refresh program and school based capital purchases.
	Bylaw Capital	99	5,278,020	52,780,204	13,195,051	(39,585,153)	-300.00%	Amortization adjusted each year once financial statements are finalized.
<b>TOTALS</b>			<b>\$ 7,801,123</b>	<b>\$ 57,119,103</b>	<b>\$ 17,533,950</b>	<b>\$ (39,585,153)</b>	<b>-225.76%</b>	

Special Purpose Funds		Fund	Actual to Dec 31, 2019	Forecast to Year End	2019/2020 Annual Budget	% of Budget Spent	Forecast (Over) Under
Annual Facilities		57	\$ 1,186,586	\$ 1,200,778	\$ 785,351	151.09%	Includes prior year carry forward balances to be spent by March 2020.
Classroom Enhancement		71	6,706,854	15,663,856	12,240,629	54.79%	Additional CEF funding has been requested & awarded. Once the 2019/20 amended budget is approved, the budget figures in this report will be updated. Total CEF funds awarded were \$17,315,239. An additional 13 teacher FTE has been added to the system effective January 13, 2020.
Community Link		85	483,605	1,261,106	1,270,780	38.06%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Learning Improv-Support Staff		97	176,383	868,237	793,018	22.24%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Official Languages (French)		96	140,653	331,771	308,871	45.54%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Provincial Resource Project		88	92,660	186,965	180,570	51.32%	Includes fiscal 2019 carry fwd to be spent by June 2020.
Ready Set Learn		95	20,135	75,950	75,948	26.51%	Spending will progress as expected throughout the year.
School Generated		89	1,928,053	7,800,000	7,300,000	26.41%	Preliminary budget was light; adjusted through Amended Budget.
Special Education Equipment		72	-	22,065	30,000	0.00%	Spending will progress as expected throughout the year.
Strong Start		94	103,465	256,000	256,000	40.42%	Spending will progress as expected throughout the year.
<b>TOTALS</b>			<b>\$ 10,838,393</b>	<b>\$ 27,666,728</b>	<b>\$ 23,241,167</b>	<b>46.63%</b>	

**Total Budget Bylaw** **\$ 264,765,092**

Bylaw Capital Projects		Fund	Actual to Dec 31, 2019	Ministry COA Budget	Balances Still to Withdraw	% of Budget Spent	Forecast (Over) Under
Annual Facilities Grant		57	\$ 1,231,789	\$ 3,075,143	\$ 1,843,354	40.06%	Expected to fully spend by March 31, 2020.
Canyon Falls Middle		33	36,919,095	37,110,000	\$ 190,905	99.49%	Project is at substantial completion, building deficiencies still outstanding.
H.S. Grenda Middle		33	4,256,031	34,407,183	\$ 30,151,152	12.37%	Must be fully spent by June 1, 2021, will request extension as required.
Dust Collectors		34	291,605	513,549	\$ 221,944	56.78%	Projects are almost completed. Balance will be tsf to MOE Restricted for future use.
MBSS Bathroom Upgrade		35	564,389	590,000	\$ 25,611	95.66%	Project has been completed. Balance will be tsf to MOE Restricted for future use.
RLE Playground		35	105,000	105,000	\$ -	100.00%	Playground has been purchased and installed.
SLE Playground		35	105,000	105,000	\$ -	100.00%	Playground has been purchased and installed.
Replacement Buses		35	939,944	984,008	\$ 44,064	95.52%	Project has been completed. Balance will be tsf to MOE Restricted for future use.
<b>TOTALS</b>			<b>\$ 44,412,853</b>	<b>\$ 76,889,883</b>	<b>\$ 32,477,029</b>	<b>57.76%</b>	

Other Information					2019/2020 Figures (30-Sept-19)	2018/2019 Figures	Notes
Appropriated Surplus					0	4,023,494	
Unappropriated Surplus					0	1,866,565	
	<b>Total Surplus</b>				<b>\$ -</b>	<b>\$ 5,890,059</b>	Available for carry forward
Staffing FTE	Teachers	MBF			1,420.97	1,382.51	Change FTE growth & complexity of school organizations
	Principal/Vice Principals	MBF			99.60	94.00	5.60 Ab. Ed. VP (1), Int'l Ed. District Principal (.6), CFS (2), middle school VP (2)
	Educational Assistants				554.00	510.00	44.00 Student FTE growth & complexity of school organizations
	Support Staff				519.00	498.00	21.00 Increase in bus drivers (routes), advocates (increase in funding), clerical (CFS)
	Other Professionals	MBF			39.50	37.70	1.80 Asst Transport Mng (1), Asst Cust Mng (1), Int'l Ed. (-2)
	<b>Total Staffing FTE</b>				<b>2,633.07</b>	<b>2,522.21</b>	
Funded Students (FTE)							Change
	School Age				22,672.0000	22,279.6000	392.40 Annual Budget = 150 FTE, April staffing = 352.5 FTE
	Alternate Schools				261.5000	255.0000	6.50
	Distributed Learning (DL)				122.6875	144.5000	(21.81) February recount expected to absorb this FTE decrease
	<b>Total Enrolment Based Funding</b>				<b>23,056.1875</b>	<b>22,679.1000</b>	
							Change
	Level 1 Special Needs				15.0000	18.0000	(3.00)
	Level 2 Special Needs				1,012.0000	904.0000	108.00 new Ks, home school & private sector students in our system.
	Level 3 Special Needs				267.0000	223.0000	44.00
	English Language Learners				756.0000	604.0000	152.00 Per are a preferred destination for Immigration, Refugees & Citizenship Canada to settle refugees. As well, our syrian student FTE has increased over the prior year.
	Aboriginal Education				2,864.0000	2,679.0000	185.00 More students accessing the Aboriginal Education program
	Adult Education				6.2500	6.7500	(0.50)
	<b>Supplemental for Unique Student Needs</b>				<b>4,920.2500</b>	<b>4,434.7500</b>	
	CE - Feb/May (Recount)				0.0000	12.0000	Feb & May/20 FTE not yet included
	DL - Feb/May (Recount)				0.0000	327.0000	Feb & May/20 FTE not yet included
	Level 2 Special Needs				0.0000	10.0000	Feb & May/20 FTE not yet included
	Level 3 Special Needs				0.0000	20.0000	Feb & May/20 FTE not yet included
	ELL Supplement - Newcomer Refugees				0.0000	3.0000	Feb & May/20 FTE not yet included
	<b>Total Feb &amp; May Enrolment Counts</b>				<b>0.0000</b>	<b>372.0000</b>	
	International Education				400.0000	400.0000	
	<b>Total Student FTE</b>				<b>28,376.4375</b>	<b>27,885.8500</b>	



## Section One: Board of Education

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### 160 – FINANCE AND AUDIT COMMITTEE

#### Introduction

The Finance and Audit Committee is a standing committee of the Board of Education.

The Board recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the community.

The Board has a duty to govern the district in a fiscally responsible and cost effective manner, while carrying out the strategies required to achieve its goals.

#### Policy

##### 1. Membership

###### 1.1 Voting Members:

- 1.1.1 Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson at the Board’s inaugural or annual meeting.
- 1.1.2 In the absence of a Trustee committee member, or if the full Trustee committee membership has not been appointed, the Committee Chairperson may appoint temporary Trustee committee members.

###### 1.2 Non-Voting Members:

- 1.2.1 a representative from each partner group for purposes of providing input
- 1.2.2 Secretary-Treasurer and/or Assistant Secretary-Treasurer
- 1.2.3 the Board Chairperson

##### 2. Scope of Functions

- 2.1 Provide recommendations to the Board.



## Section One: Board of Education

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- 2.2 Function according to Board policy and, in the absence of policy, shall follow *Robert’s Rules of Order*.
- 2.3 Recommend to the Board the annual authorization of trustee indemnity to be increased in accordance with the BC Consumer Price Index during the preliminary budget process.
- 2.4 Coordinate the budget development process, recommend the operating budget for approval by the Board and monitor its implementation on a regular basis.
- 2.5 Review significant accounting policies and procedures and deal with all financial matters of the School District including acquisition, disposal or rental of buildings and property and investment strategies.
- 2.6 Review all general insurance matters including risk assessment and management processes.
- 2.7 Function as an Audit Committee.
- 2.8 Review and evaluate all policies directly pertaining to the Finance and Audit Committee function at least once every four years.

### 3. Budget Functions

The budget is a “living” document that identifies the financial resources appropriated by the Board to provide the human and material resources necessary to meet the district’s educational and operational objectives. The Board, through policy/regulations, will provide appropriate flexibility in budget management to enable administration to make the most effective use of fiscal resources within the approved budget.

#### 3.1 Budget Development

The Board’s annual operating budget is a financial plan which reflects how the district’s educational and operational plan will be implemented and maintained. The budget reflects the goals and objectives established by the Board for the school/fiscal year to which the budget applies and will be consistent with the Board’s mission and goal statements.





## Section One: Board of Education

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Annually, the Finance and Audit Committee, (in consultation with the Superintendent), will develop a budget timeline, solicit input from the partner groups, and the general public, and recommend an operating budget to the Board.

### 3.2 Budget Monitoring

The Committee will receive reports on a regular basis, or as requested, outlining the status of the budget and forecasts for the remainder of the year. Information will be presented by function and major spending categories. The Secretary-Treasurer and/or the Assistant Secretary-Treasurer will advise the Finance Committee of significant deviations from the approved budget. After the review is complete, the reports will be forwarded to the Board, along with any recommendations from the Committee.

### 3.3 Budget Management

The Superintendent is responsible for the overall management of the educational and operational programs that are supported by the annual budget.

The Secretary-Treasurer is responsible for the financial reports and for the management of the budget. This includes responsibility for ensuring that the funds are used for the purpose intended, for monitoring expenditures to ensure they do not exceed the total funds allocated without proper authority, and for monitoring revenue accounts to ensure that revenue objectives are achieved.

It is recognized that the fiscal resources allocated may be greater or less than the cost of providing the service. All those involved in managing the budget are expected to act in a fiscally responsible and cost effective manner, while meeting the district's educational and operational objectives. Any funds remaining after the objectives have been met will become reserved for general budget management purposes unless otherwise appropriated at year-end.

## 4. Audit Committee Function

The Audit Committee's principle function is to oversee the school district's financial reporting process and its internal control structure, and report its findings to the Board. The Audit Committee assists the Board of Education to fulfill its governance and oversight responsibilities in relation to the school district's financial reporting, internal control system, risk management system, and internal and external audit functions. These tasks are facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting process, understanding and reviewing the aspects of the operation that put the school district at risk and the district's preparedness to face that risk. It summarizes its findings and provides advice and recommendations so that the Board can



## Section One: Board of Education

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make informed decisions. The committee shall be comprised of the three (3) Board members who comprise the Finance Committee, assisted by the district’s Secretary-Treasurer and/or Assistant Secretary-Treasurer.

The Committee shall:

- 4.1 on an annual basis, review and discuss with the external auditor all significant relationships with the district that could impair such auditor's independence;
- 4.2 review the audited financial statements and recommend approval of the audited statements by the Board;
- 4.3 oversee the integrity of the internal control structure including information technology security and control with a focus on safeguarding district assets;
- 4.4 discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures;
- 4.5 monitor the development of and changes to accounting principles, practices and judgment as well as financial reporting standards and their impact on the school district's financial reporting;
- 4.6 oversight of regulatory compliance, ethics, and whistleblower hotlines;
- 4.7 review audit results with the external auditors and follow up on the implementation of the auditor’s letter of recommendation; make recommendations to the Board as to potential policy or procedural changes arising out of the audit recommendations;
- 4.8 review the nature and extent of other services provided by the external auditors in relation to auditor independence;
- 4.9 oversee engagement of external auditors including the terms of the audit engagement and the appropriateness of proposed fees, as well, review and evaluate request for audit service proposals from external audit firms every five years;
- 4.10 meet with the external auditors at an Incamera Meeting without staff members present.

## 5. Meetings

- 5.1 All meetings shall be governed by Board policy and, in the absence of Policy, by *Robert’s Rules of Order*.



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- 5.2 A seconder is not required for resolutions moved at the committee level.
- 5.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.
- 5.4 Items required to be Incamera will be dealt with at an Incamera meeting to be attended by trustees and senior staff and others, as needed by invitation. Incamera meetings shall usually be scheduled to occur on the specific dates determined by the Board for public meetings of this Committee.

Date Agreed: March 29, 2006

Date Amended: December 12, 2007; June 9, 2010

June 26, 2013; September 10, 2014; June 22, 2016;

December 13, 2017; March 13, 2019

Date Reviewed: December 14, 2016

## Interim Operating Grants Following the September 2019 Enrolment Count - 2019/20 School Year

School District 23 Central Okanagan

September 2019 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	22,672.0000	\$7,468	\$169,314,496	
Continuing Education	0.5000	\$7,468	\$3,734	
Alternate Schools	261.5000	\$7,468	\$1,952,882	
Distributed Learning	122.1875	\$6,100	\$745,344	
Home Schooling	14	\$250	\$3,500	
Course Challenges	10	\$233	\$2,330	
<b>Total Enrolment-Based Funding (September)</b>	<b>23,056.1875</b>			<b>\$172,022,286</b>
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	377.0875	\$3,734	\$0	
4%+ Enrolment Decline		\$5,601	\$0	
Significant Cumulative Decline (7%+)	665.7250	\$3,734	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$0</b>
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	15	\$42,400	\$636,000	
Level 2 Special Needs	1,012	\$20,200	\$20,442,400	
Level 3 Special Needs	267	\$10,250	\$2,736,750	
English Language Learning	756	\$1,495	\$1,130,220	
Indigenous Education	2,864	\$1,450	\$4,152,800	
Adult Education	6.2500	\$4,773	\$29,831	
Vulnerable Students			\$467,793	
<b>Supplement for Unique Student Needs</b>				<b>\$29,595,794</b>
Variance from Provincial Average	\$250			
Estimated Number of Educators	1,281.247		\$320,312	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	23,062.4375	\$180.33	\$4,158,849	
<b>Supplement for Salary Differential</b>				<b>\$4,479,161</b>
<b>Supplement for Unique Geographic Factors</b>				<b>\$6,218,784</b>
<b>Funding Protection</b>				<b>\$0</b>
<b>Supplement for the Education Plan</b>				<b>\$453,582</b>
<b>September 2019 Enrolment Count, Total</b>				<b>\$212,769,607</b>

July 2019 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$215	\$0	
Summer Learning Grade 8-9	0	\$215	\$0	
Summer Learning Grade 10-12	0	\$430	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$430	\$0	
<b>Summer Learning, Total</b>				<b>\$0</b>
February 2020 Enrolment Count (Estimated)				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	10.0000	\$7,468	\$74,680	
Adult FTE - Continuing Education	2.0000	\$4,773	\$9,546	
K-Gr 9 School-Age FTE - Distributed Learning	7.0000	\$3,050	\$21,350	
Gr 10-12 School-Age FTE - Distributed Learning	190.0000	\$6,100	\$1,159,000	
Adult FTE - Distributed Learning	130.0000	\$4,773	\$620,490	
Level 1 Special Needs Enrolment Growth	0	\$21,200	\$0	
Level 2 Special Needs Enrolment Growth	10	\$10,100	\$101,000	
Level 3 Special Needs Enrolment Growth	20	\$5,125	\$102,500	
Newcomer Refugees	3.0000	\$3,734	\$11,202	
ELL Supplement - Newcomer Refugees	3	\$748	\$2,244	
<b>February 2020 Enrolment Count, Total</b>				<b>\$2,102,012</b>
May 2020 Enrolment Count (Estimated)				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	8.0000	\$7,468	\$59,744	
Adult FTE - Continuing Education	1.0000	\$4,773	\$4,773	
K-Gr 9 School-Age FTE - Distributed Learning	1.0000	\$2,033	\$2,033	
Gr 10-12 School-Age FTE - Distributed Learning	100.0000	\$6,100	\$610,000	
Adult FTE - Distributed Learning	5.0000	\$4,773	\$23,865	
<b>May 2020 Enrolment Count, Total</b>				<b>\$700,415</b>
<b>2019/20 Full-Year Operating Grant Total (Estimated)</b>				<b>\$215,572,034</b>
Estimated 2019/20 Operating Grant from Indigenous Services Canada				\$1,114,493
Estimated 2019/20 Operating Grant from Ministry of Education				\$214,457,541



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To: **Board of Education**  
From: Delta Carmichael, Assistant Secretary Treasurer  
Date: January 22, 2020  
Re: 2020/2021 Budget Survey Questions DRAFT

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Please find below a list of draft budget survey questions for consideration. Per Policy 160 Finance and Audit Committee, section 3.1 Budget Development, on an annual basis, the District is required to solicit input from the partner groups and the general public on the development of the next year's budget.

1. With regard to your child's education, what is most important to you and why?
2. What changes to programs, services and/or activities would you like the District to consider as we develop the 2020/2021 budget?
3. Are there other efficiency measures or cost-saving ideas we should consider as we develop the 2020/2021 budget?
4. If the new Ministry funding model results in a budget shortfall, what programs, services and/or activities would you like to have the District prioritize.
5. What other information would you like us to know that will help us establish next year's (2020/2021) budget?