

CENTRAL OKANAGAN PUBLIC SCHOOLS

1040 Hollywood Road South., Kelowna, BC V1X 4N2 Tel. (250)860-8888, Fax (250)870-5056, www.sd23.bc.ca

Memorandum

Date: February 7, 2020 **To:** Board of Education

From: Finance and Audit Committee

Action: Approval of 2019/2020 Amended Annual Budget

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 237,800

Enrolment Increase 4,124,198

Salary Differential 118,858

Local Education Agreement (64,493)

Miscellanous (2,853)

Adjustments 51,513

Total Increase 4,175,710

- 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. RECOMMENDATIONS

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 12th day of February, 2020.

9.0 APPENDIX

A. Amended Annual Budget

Amended Annual Budget

School District No. 23 (Central Okanagan)

June 30, 2020

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;

Chairperson of the Board

(Corporate Seal)

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.

Secretary Treasurer

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

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's	Annual Budget	7 miliaar Buaget
School-Age	23,371.688	23,145.100
Adult	27.250	27.750
Total Ministry Operating Grant Funded FTE's	23,398.938	23,172.850
Revenues	\$	\$
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
Total Revenue	266,883,310	256,484,625
Expenses		
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
Total Expense	269,675,715	259,615,846
Net Revenue (Expense)	(2,792,405)	(3,131,221)
Budgeted Allocation (Retirement) of Surplus (Deficit)	4,023,494	3,501,300
Budgeted Surplus (Deficit), for the year	1,231,089	370,079
Budgeted Surplus (Deficit), for the year comprised of: Operating Fund Surplus (Deficit) Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,231,089	370,079
Budgeted Surplus (Deficit), for the year	1,231,089	370,079

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

	2020 Amended	2020
	Annual Budget	Annual Budget
Budget Bylaw Amount		
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
Total Budget Bylaw Amount	275,685,975	264,765,096

Approved by the Board



Signature of the Secretary Treasurer

Date Signed

Amended Annual Budget - Changes in Net Financial Assets (Debt) Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,792,405)	(3,131,221)
Effect of change in Tangible Capital Assets		
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)
Total Acquisition of Tangible Capital Assets	(31,010,260)	(30,149,250)
Amortization of Tangible Capital Assets	13,195,051	13,195,051
Total Effect of change in Tangible Capital Assets	(17,815,209)	(16,954,199)
		<u> </u>
(Increase) Decrease in Net Financial Assets (Debt)	(20,607,614)	(20,085,420)

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

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

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
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
Total Revenue	229,162,779	224,827,576
Expenses		
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
Total Expense	228,384,664	223,994,977
Net Revenue (Expense)	778,115	832,599
Budgeted Prior Year Surplus Appropriation	4,023,494	3,501,300
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,488,196)	(1,195,486)
Local Capital	(3,313,413)	(3,138,413)
Total Net Transfers	(4,801,609)	(4,333,899)
Budgeted Surplus (Deficit), for the year		-

Amended Annual Budget - Schedule of Operating Revenue by Source Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
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
Total Provincial Grants - Ministry of Education	218,134,360	213,958,650
Provincial Grants - Other	893,926	818,926
Tuition		
International and Out of Province Students	5,800,000	5,800,000
Total Tuition	5,800,000	5,800,000
Other Revenues		
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
Total Other Revenue	3,259,493	3,175,000
Rentals and Leases	575,000	575,000
Investment Income	500,000	500,000
Total Operating Revenue	229,162,779	224,827,576

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

	2020 Amended	2020
	Annual Budget	Annual Budget
	\$	\$
Salaries	101.000.01/	00.526.001
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
Total Salaries	163,969,882	159,545,308
Employee Benefits	41,303,931	41,443,515
Total Salaries and Benefits	205,273,813	200,988,823
Services and Supplies		
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
Total Services and Supplies	23,110,851	23,006,154
Total Operating Expense	228,384,664	223,994,977

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
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
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
Total Function 1	101,879,716	11,725,644	17,455,389	7,524,735	350,920	6,936,464	145,872,868
4 District Administration							
4.11 Educational Administration		348,706		114,529	624,296	127,000	1,214,531
4.40 School District Governance		2 .2,, 2 2		,	152,327	,	152,327
4.41 Business Administration		302,851		930,060	1,251,774	48,000	2,532,685
Total Function 4	-	651,557	-	1,044,589	2,028,397	175,000	3,899,543
5 Operations and Maintenance							
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	100,510		837,477
5.56 Utilities				195,960	93,533		289,493
Total Function 5	-	-	-	11,048,539	801,253	-	11,849,792
7 Transportation and Housing							
7.41 Transportation and Housing Administration				56,347	181,868		238,215
7.70 Student Transportation				2,109,464	161,606		2,109,464
Total Function 7	-	-	-	2,165,811	181,868		2,347,679
Total Function /		-		2,103,811	101,000	-	2,347,079
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	101,879,716	12,377,201	17,455,389	21,783,674	3,362,438	7,111,464	163,969,882

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	2020 Amended	2020
	Salaries \$	\$	\$	Supplies \$	Annual Budget \$	Annual Budget \$
1 Instruction	Ψ	Ψ	Ψ	Ψ	Ψ	Ψ
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
Total Function 1	145,872,868	36,169,805	182,042,673	11,571,292	193,613,965	189,693,725
4 District Administration						
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
Total Function 4	3,899,543	975,772	4,875,315	1,680,680	6,555,995	6,364,152
5 Operations and Maintenance						
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
Total Function 5	11,849,792	3,386,201	15,235,993	8,445,379	23,681,372	23,808,263
7 Transportation and Housing						
7.41 Transportation and Housing Administration	238,215	61,808	300,023	30,500	330,523	311,028
7.41 Transportation and Housing Administration 7.70 Student Transportation	2,109,464	710,345	2,819,809	1,383,000	4,202,809	3,817,809
Total Function 7	2,347,679		3,119,832	1,413,500		
TOTAL FUNCTION /	2,547,079	772,153	3,119,832	1,413,500	4,533,332	4,128,837
9 Debt Services						
Total Function 9	<u>-</u>	<u>-</u>	-	-	-	-
Total Functions 1 - 9	163,969,882	41,303,931	205,273,813	23,110,851	228,384,664	223,994,977

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

	2020 Amended	2020
	Annual Budget	Annual Budget
	**************************************	\$
Revenues		
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
Total Revenue	29,304,651	23,241,169
Expenses		
Instruction	28,096,000	22,425,818
Total Expense	28,096,000	22,425,818
Net Revenue (Expense)	1,208,651	815,351
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,208,651)	(815,351)
Total Net Transfers	(1,208,651)	(815,351)
Budgeted Surplus (Deficit), for the year		-

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
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	401,235	75,219	22,065				22,900	14,745	
Add: Restricted Grants Provincial Grants - Ministry of Education Provincial Grants - Other Investment Income	785,351	793,018		7,800,000	256,000	75,950	308,871	1,244,780 1,581	616,135
in Comon incomo	785,351	793,018	-	7,800,000	256,000	75,950	308,871	1,246,361	616,135
Less: Allocated to Revenue Deferred Revenue, end of year	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,261,106	616,135
Revenues Provincial Grants - Ministry of Education Other Revenue	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,259,525	616,135
Investment Income								1,581	
Expenses Salaries	1,186,586	868,237	22,065	7,800,000	256,000	75,950	331,771	1,261,106	616,135
Teachers Educational Assistants Support Staff		673,051			174,277	39,920	79,839	43,342	96,250
Substitutes		673,051			174,277	39,920	79,839	43,342	450,000 546,250
	_	073,031	_	_	174,277	39,920	19,039	43,342	340,230
Employee Benefits Services and Supplies		195,186		7,800,000	63,590 18,133	9,581 26,449	19,161 232,771	10,402 1,207,362	18,900 50,985
	-	868,237	-	7,800,000	256,000	75,950	331,771	1,261,106	616,135
Net Revenue (Expense) before Interfund Transfers	1,186,586	-	22,065	-	-	-	-	-	
Interfund Transfers Tangible Capital Assets Purchased	(1,186,586)		(22,065)						
rangiote Capitai Assets i dichased	(1,186,586)		(22,065)	-	-	-	-	-	-
Net Revenue (Expense)			-	-	-	-	-	-	-

Amended Annual Budget - Changes in Special Purpose Funds Year Ended June 30, 2020

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Provincial Resource Program	TOTAL
Deferred Revenue, beginning of year	\$	\$	\$	\$ 6,395	\$ 542,559
Add: Restricted Grants Provincial Grants - Ministry of Education Provincial Grants - Other Investment Income	16,623,082	76,022	732	180,570	20,960,511 7,800,000 1,581
	16,623,082	76,022	732	180,570	28,762,092
Less: Allocated to Revenue Deferred Revenue, end of year	16,623,082	76,022	732	186,965	29,304,651
Revenues Provincial Grants - Ministry of Education Other Revenue Investment Income	16,623,082	76,022	732	186,965	21,503,070 7,800,000 1,581
Expenses	16,623,082	76,022	732	186,965	29,304,651
Salaries Teachers Educational Assistants Support Staff Substitutes	13,341,211	76,022		79,839	13,660,173 847,328 96,250 450,000
Substitutes	13,341,211	76,022	-	79,839	15,053,751
Employee Benefits Services and Supplies	3,281,871	76,022	732 732	19,161 87,965 186,965	3,617,852 9,424,397 28,096,000
N.4 Danisa (Empara) before Interfered Transfere					
Net Revenue (Expense) before Interfund Transfers		-	-	-	1,208,651
Interfund Transfers Tangible Capital Assets Purchased					(1,208,651)
	-	-	-	-	(1,208,651)
Net Revenue (Expense)	-	-	-		-

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

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