
To: Board of Education

Prepared By: Jason Reid
Secretary Treasurer

Subject: 2023/24 Annual Budget Bylaw

Date: May 10, 2023

Purpose and Background

This briefing note outlines the process for adoption of the 2023/24 Annual Budget Bylaw.

At the Special Budget Board Meeting on May 3, 2023, the Board of Education adopted the following motions:

- That the 2023/24 Preliminary Budget be balanced without reflecting program budget reductions by allocating to the extent necessary contingency reserve, and to the extent possible underspend of 2022/23 service and supply budgets.
- That program budgets not be increased beyond the essential inflationary adjustments already reflected in the calculated net unfunded inflationary pressure of \$1,683,000.
- That during 2023/24 any additional funding, including from enrolment growth relative to forecast, be applied to reduce budget pressure to the extent possible.
- That the district conduct a review of programs, early in 2023/24, considering where budget reductions are feasible to inform cost reduction measures to be implemented in future budgets as required.
- That the Board advocate at all levels for funding of inflationary and other unfunded cost pressures.

Following this direction, the 2023/24 annual budget has been prepared reflecting essential inflationary adjustments and appropriation of \$1,682,754 in accumulated surplus from contingency reserve to balance the operating fund. This allocation of accumulated surplus can be seen statement 2 and on schedule 2. The total budget bylaw amount is \$118,329,102, and reflects the consolidated budgets of the operating fund, special purpose fund and capital fund.

The budget consultation process, including the Board's direction from the May 3rd Special Budget meeting, focused on the operating fund.

The special purpose fund budget (schedules 3 to 3A) presents forecasted targeted revenues and budgeted expenditures which reflect the targeted purpose of each revenue source. The special purpose fund always remains balanced because revenues are deferred and matched with related expenditures, and because any excess of expenditure over funding transfers to the operating fund. Any new funding sources confirmed following adoption of the preliminary budget will be reflected in the 2023/24 Amended Budget.

The capital fund budget (schedule 4) includes projected amortization of both capital contributions and capital assets, and reflects the 2023/24 approved capital plan. Schedule 4 also includes a \$130,000 transfer to local capital, which is an annual allocation from childcare space lease revenues for the future renewal of childcare space.

Adoption of the 2023/24 Budget Bylaw

The annual budget must be adopted through three readings of an annual budget bylaw, with unanimous agreement to read the bylaw for a third and final time at the same meeting. The motions to adopt the Budget Bylaw are below.

2023/24 Annual Budget Bylaw Motions

1. That the Board approve the first reading of the Annual Budget Bylaw for Fiscal Year 2023/24 in the amount of \$118,329,102.
2. That the Board approve the second reading of the Annual Budget Bylaw for Fiscal Year 2023/24 in the amount of \$118,329,102.
3. That the Board approve the reading of the Annual Budget Bylaw for Fiscal Year 2023/24 in the amount of \$118,329,102 at this Board Meeting for a third time.
4. That the Board approve the third and final reading, pass and adopt the Annual Budget Bylaw for Fiscal Year 2023/24 in the amount of \$118,329,102.

Note that the motion to approve proceeding to the third reading (motion #3) needs to be carried unanimously for the third reading (motion #4) to occur at the same meeting.

With respect,

Jason Reid
Secretary Treasurer

Attachment: 2023/24 Annual Budget

Annual Budget

School District No. 63 (Saanich)

June 30, 2024

School District No. 63 (Saanich)

June 30, 2024

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	13

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (SAANICH) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 63 (Saanich) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$118,329,102 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 17th DAY OF MAY, 2023;

READ A SECOND TIME THE 17th DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF MAY, 2023;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 63 (Saanich) Annual Budget Bylaw 2023/2024, adopted by the Board the 17th DAY OF MAY, 2023.

Secretary Treasurer

School District No. 63 (Saanich)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,603,500	7,499,875
Adult	77,000	74,875
Total Ministry Operating Grant Funded FTE's	<u>7,680,500</u>	<u>7,574,750</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	95,606,318	87,510,103
Other	53,760	53,760
Tuition	4,048,515	4,048,515
Other Revenue	8,879,408	9,262,687
Rentals and Leases	430,500	390,000
Investment Income	658,000	487,120
Amortization of Deferred Capital Revenue	5,350,000	4,805,000
Total Revenue	<u>115,026,501</u>	<u>106,557,185</u>
Expenses		
Instruction	94,127,839	89,265,357
District Administration	3,691,723	3,612,839
Operations and Maintenance	17,706,969	16,994,277
Transportation and Housing	1,952,571	2,068,297
Total Expense	<u>117,479,102</u>	<u>111,940,770</u>
Net Revenue (Expense)	<u>(2,452,601)</u>	<u>(5,383,585)</u>
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,682,754	4,174,237
Budgeted Surplus (Deficit), for the year	<u>(769,847)</u>	<u>(1,209,348)</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(769,847)	(1,209,348)
Budgeted Surplus (Deficit), for the year	<u>(769,847)</u>	<u>(1,209,348)</u>

School District No. 63 (Saanich)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	94,648,546	88,652,219
Operating - Tangible Capital Assets Purchased	850,000	850,000
Special Purpose Funds - Total Expense	15,722,709	16,307,083
Capital Fund - Total Expense	7,107,847	6,981,468
Total Budget Bylaw Amount	118,329,102	112,790,770

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. 63 (Saanich)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,452,601)</u>	<u>(5,383,585)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<u>(850,000)</u>	<u>(850,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(850,000)</u>	<u>(850,000)</u>
Amortization of Tangible Capital Assets	<u>7,107,847</u>	<u>6,981,468</u>
Total Effect of change in Tangible Capital Assets	<u>6,257,847</u>	<u>6,131,468</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>3,805,246</u></u>	<u><u>747,883</u></u>

School District No. 63 (Saanich)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	82,958,609	74,188,020
Other	53,760	53,760
Tuition	4,048,515	4,048,515
Other Revenue	5,804,408	6,277,687
Rentals and Leases	430,500	390,000
Investment Income	650,000	480,000
Total Revenue	<u>93,945,792</u>	<u>85,437,982</u>
Expenses		
Instruction	78,805,940	73,700,164
District Administration	3,596,785	3,526,204
Operations and Maintenance	10,451,097	9,767,530
Transportation and Housing	1,794,724	1,658,321
Total Expense	<u>94,648,546</u>	<u>88,652,219</u>
Net Revenue (Expense)	<u>(702,754)</u>	<u>(3,214,237)</u>
Budgeted Prior Year Surplus Appropriation	<u>1,682,754</u>	<u>4,174,237</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(850,000)	(850,000)
Local Capital	(130,000)	(110,000)
Total Net Transfers	<u>(980,000)</u>	<u>(960,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 63 (Saanich)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	84,228,518	76,774,842
ISC/LEA Recovery	(3,079,193)	(3,552,472)
Other Ministry of Education and Child Care Grants		
Pay Equity	377,315	377,315
Funding for Graduated Adults	362,048	362,048
Student Transportation Fund	280,000	280,000
FSA Scorer Grant	15,214	15,214
Early Learning Framework (ELF) Implementation	1,442	1,442
Operating Grant Enrolment Adjustment Special Needs	(254,525)	(70,369)
Labour Settlement Funding	1,027,790	
Total Provincial Grants - Ministry of Education and Child Care	82,958,609	74,188,020
Provincial Grants - Other	53,760	53,760
Tuition		
International and Out of Province Students	4,048,515	4,048,515
Total Tuition	4,048,515	4,048,515
Other Revenues		
Funding from First Nations	3,079,193	3,552,472
Miscellaneous		
Miscellaneous and School Generated	234,065	234,065
Cafeteria	68,000	68,000
Textbook Deposit and Distance Ed Fees	75,000	75,000
International and Out of Province Homestay	2,348,150	2,348,150
Total Other Revenue	5,804,408	6,277,687
Rentals and Leases	430,500	390,000
Investment Income	650,000	480,000
Total Operating Revenue	93,945,792	85,437,982

School District No. 63 (Saanich)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Salaries		
Teachers	36,834,229	33,619,707
Principals and Vice Principals	5,176,294	4,906,441
Educational Assistants	6,559,552	6,230,650
Support Staff	9,353,266	8,917,970
Other Professionals	3,528,715	3,333,828
Substitutes	4,541,159	3,778,550
Total Salaries	<u>65,993,215</u>	<u>60,787,146</u>
Employee Benefits	<u>16,976,468</u>	<u>15,477,935</u>
Total Salaries and Benefits	<u>82,969,683</u>	<u>76,265,081</u>
Services and Supplies		
Services	5,066,057	5,151,057
Professional Development and Travel	837,422	807,922
Rentals and Leases	174,416	169,000
Dues and Fees	327,528	327,528
Insurance	165,460	165,460
Supplies	3,478,900	4,158,136
Utilities	1,629,080	1,608,035
Total Services and Supplies	<u>11,678,863</u>	<u>12,387,138</u>
Total Operating Expense	<u>94,648,546</u>	<u>88,652,219</u>

School District No. 63 (Saanich)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	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	27,415,190	666,875	82,945	472,502		3,909,578	32,547,090
1.03 Career Programs	368,136	86,879	157,978	70,712		1,415	685,120
1.07 Library Services	823,247			401,466		4,715	1,229,428
1.08 Counselling	1,033,315	10,059		-			1,043,374
1.10 Special Education	4,948,062	357,264	5,967,487	313,533	850,152	235,558	12,672,056
1.30 English Language Learning	635,631						635,631
1.31 Indigenous Education	444,779	154,152	351,142	59,040	73,942	17,573	1,100,628
1.41 School Administration		3,730,686		1,717,363		35,810	5,483,859
1.62 International and Out of Province Students	1,058,433	170,379		408,271	192,325	3,605	1,833,013
Total Function 1	36,726,793	5,176,294	6,559,552	3,442,887	1,116,419	4,208,254	57,230,199
4 District Administration							
4.11 Educational Administration				44,676	866,764		911,440
4.40 School District Governance					135,763		135,763
4.41 Business Administration				483,407	797,826		1,281,233
Total Function 4	-	-	-	528,083	1,800,353	-	2,328,436
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	107,436			142,409	498,383	68,504	816,732
5.50 Maintenance Operations				4,048,213		162,246	4,210,459
5.52 Maintenance of Grounds				513,629			513,629
5.56 Utilities							-
Total Function 5	107,436	-	-	4,704,251	498,383	230,750	5,540,820
7 Transportation and Housing							
7.41 Transportation and Housing Administration				153,224	113,560		266,784
7.70 Student Transportation				524,821		102,155	626,976
Total Function 7	-	-	-	678,045	113,560	102,155	893,760
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	36,834,229	5,176,294	6,559,552	9,353,266	3,528,715	4,541,159	65,993,215

School District No. 63 (Saanich)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	32,547,090	8,787,521	41,334,611	2,158,579	43,493,190	39,894,182
1.03 Career Programs	685,120	164,646	849,766	648,024	1,497,790	1,439,079
1.07 Library Services	1,229,428	307,383	1,536,811	55,111	1,591,922	1,482,042
1.08 Counselling	1,043,374	254,137	1,297,511	1,000	1,298,511	1,203,168
1.10 Special Education	12,672,056	3,141,667	15,813,723	619,571	16,433,294	15,480,307
1.30 English Language Learning	635,631	155,133	790,764	4,500	795,264	737,019
1.31 Indigenous Education	1,100,628	237,775	1,338,403	57,501	1,395,904	1,528,660
1.41 School Administration	5,483,859	1,188,527	6,672,386	134,479	6,806,865	6,598,061
1.62 International and Out of Province Students	1,833,013	437,340	2,270,353	3,222,847	5,493,200	5,337,646
Total Function 1	57,230,199	14,674,129	71,904,328	6,901,612	78,805,940	73,700,164
4 District Administration						
4.11 Educational Administration	911,440	179,526	1,090,966	126,317	1,217,283	1,156,772
4.40 School District Governance	135,763	7,774	143,537	99,854	243,391	308,050
4.41 Business Administration	1,281,233	286,747	1,567,980	568,131	2,136,111	2,061,382
Total Function 4	2,328,436	474,047	2,802,483	794,302	3,596,785	3,526,204
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	816,732	162,654	979,386	381,305	1,360,691	1,292,511
5.50 Maintenance Operations	4,210,459	1,261,580	5,472,039	1,132,964	6,605,003	6,058,593
5.52 Maintenance of Grounds	513,629	138,694	652,323	204,000	856,323	808,391
5.56 Utilities	-	-	-	1,629,080	1,629,080	1,608,035
Total Function 5	5,540,820	1,562,928	7,103,748	3,347,349	10,451,097	9,767,530
7 Transportation and Housing						
7.41 Transportation and Housing Administration	266,784	62,543	329,327	5,000	334,327	314,104
7.70 Student Transportation	626,976	202,821	829,797	630,600	1,460,397	1,344,217
Total Function 7	893,760	265,364	1,159,124	635,600	1,794,724	1,658,321
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	65,993,215	16,976,468	82,969,683	11,678,863	94,648,546	88,652,219

School District No. 63 (Saanich)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	12,647,709	13,322,083
Other Revenue	3,075,000	2,985,000
Total Revenue	15,722,709	16,307,083
Expenses		
Instruction	15,321,899	15,565,193
District Administration	94,938	86,635
Operations and Maintenance	305,872	405,872
Transportation and Housing		249,383
Total Expense	15,722,709	16,307,083
Budgeted Surplus (Deficit), for the year	-	-

School District No. 63 (Saanich)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	305,872	318,817			96,000	19,600	172,006	471,760	928,795
Other			75,000	3,000,000					
	305,872	318,817	75,000	3,000,000	96,000	19,600	172,006	471,760	928,795
Less: Allocated to Revenue	305,872	318,817	75,000	3,000,000	96,000	19,600	172,006	471,760	928,795
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	305,872	318,817			96,000	19,600	172,006	471,760	928,795
Other Revenue			75,000	3,000,000					
	305,872	318,817	75,000	3,000,000	96,000	19,600	172,006	471,760	928,795
Expenses									
Salaries									
Teachers							51,846		
Principals and Vice Principals								69,045	161,149
Educational Assistants		251,000					10,829		217,334
Support Staff					55,951			318,973	86,893
Other Professionals									79,780
Substitutes							17,309		208,204
	-	251,000	-	-	55,951	-	79,984	388,018	753,360
Employee Benefits		65,536			14,609		13,503	83,742	163,435
Services and Supplies	305,872	2,281	75,000	3,000,000	25,440	19,600	78,519		12,000
	305,872	318,817	75,000	3,000,000	96,000	19,600	172,006	471,760	928,795
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 63 (Saanich)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Changing Results for Young Children	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year						-
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	9,272,142	6,000	19,000	175,000	862,717	12,647,709
Other						3,075,000
	9,272,142	6,000	19,000	175,000	862,717	15,722,709
Less: Allocated to Revenue	9,272,142	6,000	19,000	175,000	862,717	15,722,709
Deferred Revenue, end of year	-	-	-	-	-	-
Revenues						
Provincial Grants - Ministry of Education and Child Care	9,272,142	6,000	19,000	175,000	862,717	12,647,709
Other Revenue						3,075,000
	9,272,142	6,000	19,000	175,000	862,717	15,722,709
Expenses						
Salaries						
Teachers	7,477,534					7,529,380
Principals and Vice Principals				124,047	27,618	381,859
Educational Assistants					158,592	637,755
Support Staff						461,817
Other Professionals						79,780
Substitutes						225,513
	7,477,534	-	-	124,047	186,210	9,316,104
Employee Benefits	1,794,608			23,568	46,656	2,205,657
Services and Supplies		6,000	19,000	27,385	629,851	4,200,948
	9,272,142	6,000	19,000	175,000	862,717	15,722,709
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 63 (Saanich)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		8,000	8,000	7,120
Amortization of Deferred Capital Revenue	5,350,000		5,350,000	4,805,000
Total Revenue	5,350,000	8,000	5,358,000	4,812,120
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	6,950,000		6,950,000	6,820,875
Transportation and Housing	157,847		157,847	160,593
Total Expense	7,107,847	-	7,107,847	6,981,468
Net Revenue (Expense)	(1,757,847)	8,000	(1,749,847)	(2,169,348)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	850,000		850,000	850,000
Local Capital		130,000	130,000	110,000
Total Net Transfers	850,000	130,000	980,000	960,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(907,847)	138,000	(769,847)	(1,209,348)