

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE

Agenda

Committee Members: Trustee Dunford, Chairperson
Trustee Silzer
Trustee VanWell
Jason Reid, Secretary-Treasurer
Dave Eberwein, Superintendent of Schools
Rob Lumb, Director of Facilities
Megan Cimaglia, Director of Finance
Gregg Ferrie, Director of Information Technology

February 5, 2019
10:30 am, Boardroom

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

1. Risk Report

C. ITEMS FOR RECOMMENDATION

1. 2018/19 Amended Annual Budget

Staff Recommendation:

That the Board approve the 2018/19 Amended Annual Operating Budget as presented.

Amended Annual Budget Bylaw for fiscal year 2018/19

- (i) First Reading of Amended Annual Budget Bylaw for fiscal year 2018/19

Staff Recommendation:

That the Board approve the first reading of the Amended Annual Budget Bylaw for fiscal year 2018/19 in the total amount of \$98,245,543.

- (ii) Second Reading of Amended Annual Budget Bylaw for fiscal year 2018/19

Staff Recommendation:

That the Board approve the second reading of the Amended Annual Budget Bylaw for fiscal year 2018/19 in the total amount of \$98,245,543.

C. ITEMS FOR RECOMMENDATION

Amended Annual Budget Bylaw for fiscal year 2018/19 continued

(iii) Motion to Read for a Third Time

Staff Recommendation:

That the Board approve the reading of the Amended Annual Budget Bylaw for fiscal year 2018/19 in the total amount of \$98,245,543 at this Board Meeting for a third time.

(iv) Third and Final Reading of Amended Annual Budget Bylaw for fiscal year 2018/19

Staff Recommendation:

That the Board approve the third reading, pass and adopt the Amended Annual Budget Bylaw for fiscal year 2018/19 in the total amount of \$98,245,543.

D. ITEMS FOR INFORMATION

1. Report from Budget Advisory Committee - oral
2. Fiscal Forecast Report

E. FUTURE AGENDA ITEMS

1. Facilities Planning Update (March)

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
<p>A Information Systems: Information systems fail or do not meeting evolving needs</p>	<ul style="list-style-type: none"> • Aging IT infrastructure and programs • Reliance on obsolete devices to support business functions and educational programs • Cyber attack • Inadequate training • Limited funding • Limited organizational capacity 	<ul style="list-style-type: none"> • Programs and services are affected negatively impacting outcomes • Impairment of educational innovation • Inefficient or ineffective management of programs • Increased risk related to data security and protection of privacy • Reputational damage 	<ul style="list-style-type: none"> • Development of annual IT plan • Continual review of IT function and systems • Leverage internal and external expertise to identify risks and opportunities • Leverage external expertise, where appropriate, to manage/host complex and higher risk infrastructure and/or applications. 	<p>HIGH (reduced from VERY HIGH)</p>	<ul style="list-style-type: none"> • Over the summer/fall of 2018, the district implemented a number of changes to improve service and reduce risk of failure. These changes included upgrade and reconfiguration of network infrastructure, transition to a new email service (MS Outlook), and transition of the HR, Payroll and Finance system to a cloud hosted environment. • The district is in the process of refreshing its data center and, where beneficial, virtualizing server hardware to improve performance and reduce the risk of service disruption. • The district is in the process of implementing a new communications platform (Sangha) and productivity suite (Office 365). • The district is currently undertaking an IT Optimization review with the assistance of an external consultant to identify both risks and opportunities for future planning. • Updating Disaster Recovery and Business Continuity Plans.

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
<p>B</p> <p>Information Systems / Operations: A significant privacy breach and/or cyber security attack occurs</p>	<ul style="list-style-type: none"> Accountability is not clear or procedures / process inadequate. Privacy/security training is inadequate. District information systems do not meet organizational needs (users find insecure solutions) Inappropriate use of cloud services IT systems/ devices/ tools are not secure or data is stored improperly. Financial controls are not sufficient to prevent fraud resulting from unauthorized access. 	<ul style="list-style-type: none"> Harm to students or employees Financial loss to district Reputational damage Legal liability 	<ul style="list-style-type: none"> Review of IT function and systems Existing policies and procedures Regular review of policies and procedures Leverage internal and external expertise to identify risks and opportunities 	<p>HIGH</p>	<ul style="list-style-type: none"> The district is currently undertaking an IT Optimization review with the assistance of an external consultant to identify both risks and opportunities for future planning. The planned implementation of the new productivity suite will include options for secure storage and sharing of data. Planned refresh of devices will include improved controls related to data security.
<p>C</p> <p>Human Resources: Organizational capacity is insufficient to mitigate key risks and meet key strategic objectives.</p>	<ul style="list-style-type: none"> The district is unable to adequately plan for and replace potential vacancies in key management, teaching and administrative positions. 	<ul style="list-style-type: none"> Programs and services are affected negatively impacting outcomes Increased staff workload and staff turnover Inadequate mitigation of key risks 	<ul style="list-style-type: none"> Strategic planning and risk management processes Continual review of organizational structure 	<p>HIGH</p>	<ul style="list-style-type: none"> Continual review of staffing and organizational structure in relation to assessed risks and strategic priorities. Assessment of information system solutions with the potential to reduce workload (payment processing, registration, parent communication, etc.).

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
	<ul style="list-style-type: none"> Increasing expectations and compliance requirements Historical administrative cost reductions Succession risks are not identified. Salaries/wages/benefits are not competitive 				<ul style="list-style-type: none"> District participation in the Provincial Job Evaluation Pilot project (CUPE/BCPSEA)
<p>D</p> <p>Financial: Significant unanticipated financial pressure emerges</p>	<ul style="list-style-type: none"> Reduced program competitiveness results in enrolment decline (domestic / international /SIDES) Reductions to government funding External event impacts international enrolment Extraordinary event / unexpected cost pressure Inaccurate budgeting or forecasting 	<ul style="list-style-type: none"> Sudden expenditure reductions impacting programs and services Strategic outcomes not achieved and/or significant risks not mitigated Non-compliance with legislative budgetary requirements. Reduced confidence 	<ul style="list-style-type: none"> Forecasting and monitoring processes in place Enrolment forecasting Investment in innovative and competitive programs (ex. IB, Distance Ed, academies) Appropriate budget contingency 	<p>HIGH (increased from MEDIUM)</p>	<ul style="list-style-type: none"> This risk is being continually monitored given the current uncertainty regarding future funding levels (i.e. Ministry Funding Formula Review, Distance Education Review and future of Classroom Enhancement Fund). The district contingency reserve was increased in the 2018/19 budget, in part, to reflect increased uncertainty related to future budget balance.
<p>E</p> <p>Strategic / Financial: Funding is not sufficient or is not allocated optimally</p>	<ul style="list-style-type: none"> Budget consultation process does not identify the highest priorities 	<ul style="list-style-type: none"> Significant risks are not properly mitigated 	<ul style="list-style-type: none"> Evolving public budget consultation process Implementation of risk management process 	<p>MEDIUM</p>	<ul style="list-style-type: none"> Continued refinement of the budget process to increase linkage to strategic planning and risk management processes.

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
<p>through the budget process to adequately mitigate risk and best support educational outcomes.</p>	<ul style="list-style-type: none"> Overall funding is inadequate 	<ul style="list-style-type: none"> Achievement of important outcomes is impaired 			
<p>F Health & Safety Operations: An event occurs (earthquake, tsunami, pandemic, etc) and the district is not able to maintain appropriate continuity of service or is not able to respond appropriately to an emergency (i.e. business continuity risk).</p>	<ul style="list-style-type: none"> Accountability is not clear and/or appropriate protocols/procedures not in place District staff are not able to communicate Information systems fail without timely return of service 	<ul style="list-style-type: none"> Harm results to students or staff Significant impact on educational outcomes for students Reputational damage 	<ul style="list-style-type: none"> Emergency preparedness and business continuity Creation of a new Health & Safety manager role 	<p>MEDIUM</p>	<ul style="list-style-type: none"> Review of district plans and enhanced coordination with the District Health & Safety committee. Implementation of a new communications platform to enable effective communication with parents in the event of an emergency. The district is in the process of refreshing its data centre and, where beneficial, virtualizing server hardware to improve performance and reduce the risk of service disruption.
<p>G Facilities: Facilities are not sufficiently maintained and renewed (deferred maintenance)</p>	<ul style="list-style-type: none"> Inadequate operating and/or capital funding Inaccurate or incomplete understanding of facility condition Changing building codes 	<ul style="list-style-type: none"> Sub-optimal teaching environment Increasing long term cost Risk Non-compliance with building code, Worksafe or other regulatory requirements 	<ul style="list-style-type: none"> Facility planning reflecting assessed facility conditions Facility inspections 	<p>MEDIUM</p>	<ul style="list-style-type: none"> Continued facilities assessment and planning to identify the district's greatest priorities for annual capital planning and allocation of maintenance funding.

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
<p>H</p> <p>Schools Operations: Student trauma, injury or fatality results from violence/suicide, overdose or other threats.</p>	<ul style="list-style-type: none"> • Cyberbullying or violence • Overdose • Mental health risk • External threat 	<ul style="list-style-type: none"> • Harm results to students or staff • Significant impact on educational outcomes for students • Reputational damage 	<ul style="list-style-type: none"> • Critical Incident Response Team (CIRT) • School safety protocols including lockdown and hold and secure procedures • Student support services 	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Refinement of safety and response protocols continues to be a priority. • Implementation of a new communications platform to enable effective communication with parents in the event of an emergency. • Addition of Naloxone kits and training at secondary schools.
<p>I</p> <p>Health and Safety Operations / Human Resources: A workplace injury results from an accident or violence. Claims and Disability Management is ineffective. Non-compliance with WorksafeBC regulation</p>	<ul style="list-style-type: none"> • Accountability is not clear or procedures / process inadequate • Training is inadequate. 	<ul style="list-style-type: none"> • Harm to students or employees • Increased claims and insurance premium cost • Financial loss to District (fines for non-compliance and/or legal liability) • Reputational damage 	<ul style="list-style-type: none"> • Some Health & Safety preventative measures in place • Creation of a new Health & Safety manager role • Leverage SD23 expertise to manage claims • Inspection of facilities 	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Continue to implement preventative programs including staff educational programs • Assessment of HR/H&S workflow processes and record management. • 3-5 year goal of obtaining COR and PIR certification (reduces insurance fees) • Review of information system and reporting processes
<p>J</p> <p>Strategic / Facilities: Facilities do not accommodate changing</p>	<ul style="list-style-type: none"> • Inadequate capital funding • Inaccurate enrolment forecasting 	<ul style="list-style-type: none"> • Schools exceed capacity or students are unable to attend their catchment area school. 	<ul style="list-style-type: none"> • Enrolment forecasting and long range facilities planning 	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Proactive review of facilities capacities and enrolment forecasts continues to be a priority. This work is particularly important given the limited capacities of many elementary schools.

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
demographics or program requirements	<ul style="list-style-type: none"> Restoration of class size/composition requirements Actions to manage growth are not implemented soon enough 	<ul style="list-style-type: none"> Expectations of families are not met resulting in reputational damage and mistrust. Non-compliance with Teachers' collective agreement 			
K Facilities / Operations: Facilities or transportation system (bus and white fleet) are not safe for students, staff or community	<ul style="list-style-type: none"> Inadequate investment in capital upgrade, maintenance and compliance procedures. Accountability is not clear or procedures/process inadequate 	<ul style="list-style-type: none"> Non-compliance with regulatory requirements (OH&S, fire code, building code, motor vehicle regs, etc.) Harm results to students or staff Financial loss including legal liability or penalty Reputational damage 	<ul style="list-style-type: none"> Regular vehicle and facility inspection. Regular inspection of schools to identify safety issues (fire risk, shop/lab safety, etc.). 	MEDIUM	<ul style="list-style-type: none"> Regular inspections continues to be a priority. Replacement of aging dust extraction equipment (woodshops) included as funding priority in capital plan. Increased budget allocation in 2018/19 for equipment renewal allowing replacement of aging equipment and vehicles.
L Human Resources: Labour relations	<ul style="list-style-type: none"> Agreement on a new contract is not achieved resulting in strike or other labour dispute Influx of grievance arbitrations and awards 	<ul style="list-style-type: none"> Negative impact on work environment and quality of programs and service Reduced enrolment resulting in a subsequent decline in funding Cost of arbitration awards, preparations, staff and legal costs 	<ul style="list-style-type: none"> Constructive relationships and regular communication Open and transparent dialogue on matters in the workplace Ongoing discussion and problem solving on matters 	MEDIUM (increased from LOWER)	<ul style="list-style-type: none"> Strike contingency planning Bargaining plan review by BCPSEA and PSEC

SD63 (Saanich) Risk Report – Jan 30, 2019

Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
<p>M</p> <p>School Operations: A student or staff member has an accident during a field trip, sports event, shop class or other educational program.</p>	<ul style="list-style-type: none"> • Accident that results from non-compliance with procedures or risks not mitigated 	<ul style="list-style-type: none"> • Harm results to student or staff • Financial loss including legal liability or penalty • Non-compliance with regulatory requirements. • Reputational damage 	<ul style="list-style-type: none"> • Field trip/event procedures including approval and supervision • Inspection of school learning environments. • Compliance with OH&S and other regulatory safety requirements 	<p>LOWER</p>	<ul style="list-style-type: none"> • No specific risk response (lower risk)
<p>N</p> <p>Financial / Operations / Human Resources / Educational Programs: Ethical breach or inappropriate action by staff member or volunteer</p>	<ul style="list-style-type: none"> • Fraud or perceived inappropriate use of funds • Conflict of interest • Harassment or other inappropriate behaviour 	<ul style="list-style-type: none"> • Harm results to students or staff • Non-compliance with legal or regulatory requirements. • Reputational damage • Financial loss including legal liability or penalty 	<ul style="list-style-type: none"> • Existing policies and procedures • Financial controls • Oversight and training • Criminal record checks 	<p>LOWER</p>	<ul style="list-style-type: none"> • No specific risk response (lower risk)

BRIEFING NOTE

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Approval of 2018/19 Amended
Annual Budget

Date: January 29, 2019

Purpose

The purpose of this briefing note is to provide background information relevant to the Board's review and approval of the 2018/19 Amended Annual Budget.

Background

School districts are unique in adopting for each year a preliminary budget and then an amended budget following confirmation of fall enrolment and funding. The adoption of an amended budget occurs because approximately 80% of operating revenues are determined by per pupil funding allocations based on September 30th enrolment counts. The Preliminary Annual Budget is adopted in May or June prior to the beginning of the new fiscal year beginning July 1st. The Amended Annual Budget is subsequently adopted following confirmation of fall enrolment and prior to the end of February.

The 2018/19 Amended Annual Budget reflects the following adjustments to the 2018/19 Preliminary Annual Budget:

- Expenditures approved by the Board in June 2018 subsequent to the adoption of preliminary budget;
- Appropriation of accumulated surplus following confirmation of 2017/18 actual financial results (approved by the Board in September 2018);
- Staffing adjustments that result directly from growth in enrolment relative to forecast;
- Allocation of funding growth (net of direct staffing costs) following confirmation of actual enrolment (approved by the Board in December 2018); and
- Other trivial adjustments reflecting information available subsequent to the adoption of the preliminary budget.

Staff Recommendation

That the Committee recommend approval of the 2018/19 Amended Annual Budget by the Board of Education.

With respect,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

Amended Annual Budget

School District No. 63 (Saanich)

June 30, 2019

School District No. 63 (Saanich)

June 30, 2019

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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. 63 (SAANICH) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2018/2019 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. 63 (Saanich) Amended Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$98,245,543 for the 2018/2019 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 2018/2019.

READ A FIRST TIME THE 13th DAY OF FEBRUARY, 2019;

READ A SECOND TIME THE 13th DAY OF FEBRUARY, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 13th DAY OF FEBRUARY, 2019;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 63 (Saanich) Amended Annual Budget Bylaw 2018/2019, adopted by the Board the 13th DAY OF FEBRUARY, 2019.

Secretary Treasurer

School District No. 63 (Saanich)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2019

Statement 2

	2019 Amended Annual Budget	2019 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,376,875	7,309,125
Adult	59,000	72,625
Total Ministry Operating Grant Funded FTE's	7,435,875	7,381,750
Revenues	\$	\$
Provincial Grants		
Ministry of Education	74,419,515	70,324,134
Other	40,800	
Tuition	4,718,400	4,874,100
Other Revenue	10,023,999	9,830,618
Rentals and Leases	380,000	380,000
Investment Income	198,600	183,600
Amortization of Deferred Capital Revenue	4,370,869	4,370,869
Total Revenue	94,152,183	89,963,321
Expenses		
Instruction	78,457,258	73,025,366
District Administration	3,029,931	3,268,032
Operations and Maintenance	14,821,443	14,048,669
Transportation and Housing	1,557,170	1,526,953
Total Expense	97,865,802	91,869,020
Net Revenue (Expense)	(3,713,619)	(1,905,699)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,991,551	808,631
Budgeted Surplus (Deficit), for the year	(722,068)	(1,097,068)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	375,000	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,097,068)	(1,097,068)
Budgeted Surplus (Deficit), for the year	(722,068)	(1,097,068)

School District No. 63 (Saanich)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	79,715,685	77,057,291
Operating - Tangible Capital Assets Purchased	369,750	369,750
Special Purpose Funds - Total Expense	12,282,430	8,944,042
Capital Fund - Total Expense	5,867,687	5,867,687
Capital Fund - Tangible Capital Assets Purchased from Local Capital	9,991	
Total Budget Bylaw Amount	98,245,543	92,238,770

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)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(3,713,619)</u>	<u>(1,905,699)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(369,750)	(369,750)
From Local Capital	(9,991)	
From Deferred Capital Revenue	(3,552,217)	(3,552,217)
Total Acquisition of Tangible Capital Assets	<u>(3,931,958)</u>	<u>(3,921,967)</u>
Amortization of Tangible Capital Assets	5,867,687	5,867,687
Total Effect of change in Tangible Capital Assets	<u>1,935,729</u>	<u>1,945,720</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(1,777,890)</u>	<u>40,021</u>

School District No. 63 (Saanich)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2019

	Operating Fund	Special Purpose Fund	Capital Fund	2019 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,197,991	-	28,378,853	32,576,844
Changes for the year				
Net Revenue (Expense) for the year	(2,056,961)	(159,840)	(1,496,818)	(3,713,619)
Interfund Transfers				
Tangible Capital Assets Purchased	(369,750)		369,750	-
Local Capital	(30,000)		30,000	-
Other	(159,840)	159,840		-
Net Changes for the year	(2,616,551)	-	(1,097,068)	(3,713,619)
Budgeted Accumulated Surplus (Deficit), end of year	1,581,440	-	27,281,785	28,863,225

School District No. 63 (Saanich)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	65,787,225	65,030,232
Other	40,800	
Tuition	4,718,400	4,874,100
Other Revenue	6,537,299	6,343,918
Rentals and Leases	380,000	380,000
Investment Income	195,000	180,000
Total Revenue	77,658,724	76,808,250
Expenses		
Instruction	66,533,155	64,439,651
District Administration	2,977,418	3,215,519
Operations and Maintenance	8,858,724	8,085,950
Transportation and Housing	1,346,388	1,316,171
Total Expense	79,715,685	77,057,291
Net Revenue (Expense)	(2,056,961)	(249,041)
Budgeted Prior Year Surplus Appropriation	2,991,551	808,631
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(369,750)	(369,750)
Local Capital	(30,000)	(30,000)
Other	(159,840)	(159,840)
Total Net Transfers	(559,590)	(559,590)
Budgeted Surplus (Deficit), for the year	375,000	-

School District No. 63 (Saanich)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	68,220,560	67,363,408
DISC/LEA Recovery	(3,126,255)	(2,734,739)
Other Ministry of Education Grants		
Pay Equity	377,315	377,315
Funding for Graduated Adults	111,000	32,000
Transportation Supplement	280,000	280,000
Carbon Tax Grant	44,347	44,347
FSA Marking	13,769	13,769
Operating Grant Enrolment Adjustment	(133,511)	(345,868)
Total Provincial Grants - Ministry of Education	65,787,225	65,030,232
Provincial Grants - Other	40,800	
Tuition		
International and Out of Province Students	4,718,400	4,874,100
Total Tuition	4,718,400	4,874,100
Other Revenues		
LEA/Direct Funding from First Nations	3,126,255	2,734,739
Miscellaneous		
Miscellaneous and School Generated	340,990	252,500
Cafeteria	68,000	68,000
Reading Recovery	75,954	75,954
Textbook Deposit and Distance Ed Fees	140,000	165,000
International and Out of Province Homestay Fees	2,751,100	3,012,725
Community Use	35,000	35,000
Total Other Revenue	6,537,299	6,343,918
Rentals and Leases	380,000	380,000
Investment Income	195,000	180,000
Total Operating Revenue	77,658,724	76,808,250

School District No. 63 (Saanich)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Salaries		
Teachers	31,066,228	30,655,913
Principals and Vice Principals	4,230,236	4,235,600
Educational Assistants	4,741,171	4,274,420
Support Staff	7,846,015	7,757,096
Other Professionals	2,536,493	2,529,945
Substitutes	2,675,460	2,553,722
Total Salaries	53,095,603	52,006,696
Employee Benefits	13,457,721	13,996,645
Total Salaries and Benefits	66,553,324	66,003,341
Services and Supplies		
Services	5,289,908	4,700,915
Professional Development and Travel	854,868	754,515
Rentals and Leases	108,000	94,400
Dues and Fees	321,024	270,820
Insurance	168,900	197,821
Supplies	4,822,302	3,474,041
Utilities	1,597,359	1,561,438
Total Services and Supplies	13,162,361	11,053,950
Total Operating Expense	79,715,685	77,057,291

School District No. 63 (Saanich)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2019

	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	24,034,161	474,522	161,543	566,780		2,136,854	27,373,860
1.03 Career Programs	264,605		102,455	57,527		1,200	425,787
1.07 Library Services	630,095			318,063		4,000	952,158
1.08 Counselling	805,458	44,910					850,368
1.10 Special Education	3,116,331	363,813	4,160,590	172,911	672,642	246,414	8,732,701
1.30 English Language Learning	777,120						777,120
1.31 Aboriginal Education	339,500	146,925	316,583	28,998		12,000	844,006
1.41 School Administration		2,966,231		1,507,580		26,000	4,499,811
1.62 International and Out of Province Students	1,020,461	233,835		360,053		3,000	1,617,349
Total Function 1	30,987,731	4,230,236	4,741,171	3,011,912	672,642	2,429,468	46,073,160
4 District Administration							
4.11 Educational Administration				35,603	659,856		695,459
4.40 School District Governance					104,678		104,678
4.41 Business Administration				388,705	495,787		884,492
Total Function 4	-	-	-	424,308	1,260,321	-	1,684,629
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	78,497			120,611	525,500	74,267	798,875
5.50 Maintenance Operations				3,205,931		86,725	3,292,656
5.52 Maintenance of Grounds				439,778			439,778
5.56 Utilities							-
Total Function 5	78,497	-	-	3,766,320	525,500	160,992	4,531,309
7 Transportation and Housing							
7.41 Transportation and Housing Administration				55,690	78,030		133,720
7.70 Student Transportation				587,785		85,000	672,785
Total Function 7	-	-	-	643,475	78,030	85,000	806,505
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	31,066,228	4,230,236	4,741,171	7,846,015	2,536,493	2,675,460	53,095,603

School District No. 63 (Saanich)

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

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	27,373,860	6,398,773	33,772,633	4,105,977	37,878,610	36,935,527
1.03 Career Programs	425,787	115,345	541,132	487,516	1,028,648	733,488
1.07 Library Services	952,158	261,249	1,213,407	59,793	1,273,200	1,216,114
1.08 Counselling	850,368	220,719	1,071,087	1,750	1,072,837	1,059,646
1.10 Special Education	8,732,701	2,457,206	11,189,907	615,299	11,805,206	10,857,018
1.30 English Language Learning	777,120	201,896	979,016	3,750	982,766	558,606
1.31 Aboriginal Education	844,006	193,669	1,037,675	119,604	1,157,279	1,037,393
1.41 School Administration	4,499,811	1,231,541	5,731,352	134,805	5,866,157	5,919,590
1.62 International and Out of Province Students	1,617,349	435,874	2,053,223	3,415,229	5,468,452	6,122,269
Total Function 1	46,073,160	11,516,272	57,589,432	8,943,723	66,533,155	64,439,651
4 District Administration						
4.11 Educational Administration	695,459	158,515	853,974	139,586	993,560	933,179
4.40 School District Governance	104,678	2,418	107,096	164,355	271,451	250,977
4.41 Business Administration	884,492	228,148	1,112,640	599,767	1,712,407	2,031,363
Total Function 4	1,684,629	389,081	2,073,710	903,708	2,977,418	3,215,519
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	798,875	169,632	968,507	428,509	1,397,016	1,050,753
5.50 Maintenance Operations	3,292,656	1,013,046	4,305,702	991,967	5,297,669	4,977,982
5.52 Maintenance of Grounds	439,778	134,880	574,658	164,800	739,458	687,084
5.56 Utilities	-	-	-	1,424,581	1,424,581	1,370,131
Total Function 5	4,531,309	1,317,558	5,848,867	3,009,857	8,858,724	8,085,950
7 Transportation and Housing						
7.41 Transportation and Housing Administration	133,720	33,747	167,467	12,000	179,467	175,467
7.70 Student Transportation	672,785	201,063	873,848	293,073	1,166,921	1,140,704
Total Function 7	806,505	234,810	1,041,315	305,073	1,346,388	1,316,171
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	53,095,603	13,457,721	66,553,324	13,162,361	79,715,685	77,057,291

School District No. 63 (Saanich)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	8,632,290	5,293,902
Other Revenue	3,486,700	3,486,700
Investment Income	3,600	3,600
Total Revenue	12,122,590	8,784,202
Expenses		
Instruction	11,924,103	8,585,715
District Administration	52,513	52,513
Operations and Maintenance	305,814	305,814
Total Expense	12,282,430	8,944,042
Net Revenue (Expense)	(159,840)	(159,840)
Net Transfers (to) from other funds		
Other	159,840	159,840
Total Net Transfers	159,840	159,840
Budgeted Surplus (Deficit), for the year	-	-

School District No. 63 (Saanich)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Related Entities	Strong Start
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	17,714	-	-	1,437,705	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	305,814	261,083	-	-	105,700	-	3,381,000	-	96,000
Other Investment Income	-	-	-	-	3,600	-	-	-	-
	305,814	261,083	-	-	109,300	-	3,381,000	-	96,000
Less: Allocated to Revenue									
Deferred Revenue, end of year	305,814	261,083	-	5,000	109,300	-	3,381,000	-	96,000
	-	-	-	12,714	-	-	1,437,705	-	-
Revenues									
Provincial Grants - Ministry of Education	305,814	261,083	-	5,000	105,700	-	3,381,000	-	96,000
Other Revenue	-	-	-	-	3,600	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
	305,814	261,083	-	5,000	109,300	-	3,381,000	-	96,000
Expenses									
Salaries	-	211,450	-	-	-	-	-	-	46,663
Teachers	-	-	-	-	-	-	-	-	-
Principals and Vice Principals	-	-	-	-	-	-	-	-	-
Educational Assistants	-	-	-	-	-	-	-	-	-
Support Staff	-	211,450	-	-	-	-	-	-	-
Other Professionals	-	-	-	-	-	-	-	-	-
Substitutes	-	-	-	-	-	-	-	-	-
	-	211,450	-	-	-	-	-	-	46,663
Employee Benefits	305,814	48,633	-	5,000	109,300	-	3,381,000	-	14,312
Services and Supplies	305,814	1,000	-	5,000	109,300	-	3,381,000	-	42,925
	305,814	261,083	-	5,000	109,300	-	3,381,000	-	103,900
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	(7,900)
Interfund Transfers									
Other	-	-	-	-	-	-	-	-	7,900
	-	-	-	-	-	-	-	-	7,900
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund									

School District No. 63 (Saanich)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2019

	Ready, Set, Learn	OLEP	CommunityLINK	Rural Education Enhancement Fund	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing and Remedies	Mental Health & Well-Being	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	1,455,419
Add: Restricted Grants								
Provincial Grants - Ministry of Education	19,600	159,674	395,617	-	952,000	6,404,502	33,000	8,627,290
Other Investment Income	19,600	159,674	395,617	-	952,000	6,404,502	33,000	3,486,700
								3,600
Less: Allocated to Revenue								
Deferred Revenue, end of year	19,600	159,674	395,617	-	952,000	6,404,502	33,000	12,122,590
								1,450,419
Revenues	19,600	159,674	395,617	-	952,000	6,404,502	33,000	8,632,290
Provincial Grants - Ministry of Education								3,486,700
Other Revenue								3,600
Investment Income	19,600	159,674	395,617	-	952,000	6,404,502	33,000	12,122,590
Expenses								
Salaries								
Teachers		14,489				5,083,745		5,098,234
Principals and Vice Principals		52,513			139,420			191,933
Educational Assistants		27,000			191,322			294,659
Support Staff		76,337			107,140			680,725
Other Professionals		315,472			123,599			123,599
Substitutes		20,000			184,653			204,653
Employee Benefits		110,826			746,134			6,593,803
Services and Supplies		22,141			193,866			1,718,147
	19,600	26,707	34,134		12,000	1,320,757	33,000	3,970,480
	19,600	159,674	547,557	-	952,000	6,404,502	33,000	12,282,430
Net Revenue (Expense) before Interfund Transfers	-	-	(151,940)	-	-	-	-	(159,840)
Interfund Transfers								
Other		151,940						159,840
								159,840
Net Revenue (Expense)								
								120,041
Additional Expenses funded by, and reported in, the Operating Fund								120,041

School District No. 63 (Saanich)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget			2019 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	4,370,869		4,370,869	4,370,869
Total Revenue	4,370,869	-	4,370,869	4,370,869
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	5,656,905		5,656,905	5,656,905
Transportation and Housing	210,782		210,782	210,782
Total Expense	5,867,687	-	5,867,687	5,867,687
Net Revenue (Expense)	(1,496,818)	-	(1,496,818)	(1,496,818)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	369,750		369,750	369,750
Local Capital		30,000	30,000	30,000
Total Net Transfers	369,750	30,000	399,750	399,750
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	9,991	(9,991)	-	
Total Other Adjustments to Fund Balances	9,991	(9,991)	-	
Budgeted Surplus (Deficit), for the year	(1,117,077)	20,009	(1,097,068)	(1,097,068)

School District No. 63 (Saanich)
2018/19 Year-End Projection (Operating Fund w/CEF)

Actual and Forecasted Results

As at December 31, 2018

	Prior Year Actual 2017	Prior Year Actual 2018	Amended Budget	Current Budget	Revenue/ Expenditures to Date	Projected Revenue and Expenditure	Variance From Budget Notes
Revenue							
621 Consolidated Revenue Grants	(64,526,021)	(66,347,331)		(68,087,049)	(27,245,631)	(68,087,049)	-
627 Indig. Northern Affairs Canada (INAC) Recovery	2,795,352	2,995,397		3,126,255	898,620	3,126,255	-
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding</i>	(1,236,130)	(1,383,324)	(6,109,760)	(7,356,502)	(2,635,977)	(7,356,502)	-
629 Classroom Enhancement Fund (CEF)	-	(4,711)					-
630 Federal Grants <i>French Odyssey Grant</i>	(16,395)	(148,644)		(68,000)	(62,980)	(68,000)	-
645 Instructional Cafeteria Revenue	(2,795,352)	(2,995,397)		(3,126,255)	(898,620)	(3,126,255)	-
646 Local Education Agreements/Direct Funding Indig.	(7,169,078)	(7,159,153)		(7,469,500)	(7,047,169)	(7,395,190)	(74,310) Note 1
647 International and Out of Province Students							
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities, BC hydro energy saving grants</i>	(690,170)	(814,156)		(459,760)	(319,957)	(459,760)	-
650 Text Book Deposit Receipts	(17,010)	-		(20,000)	-	(20,000)	-
651 Community Use Of Facilities	(32,635)	(40,954)		(35,000)	(10,163)	(35,000)	-
659 Other Rentals & Leases	(309,041)	(303,662)		(380,000)	(200,153)	(380,000)	-
660 Exchange (Gain) Loss	(15,993)	13,498		-	7,977	-	-
661 Interest On Short Term Deposits	(204,516)	(276,828)		(195,000)	(197,851)	(195,000)	-
662 Appropriated Surplus (prior years carry forward amounts)	-	-		(2,906,051)	-	(2,906,051)	-
672 Student Fees/Certifications	(275,880)	(126,382)		(120,000)	(39,790)	(120,000)	-
Total Revenue	(74,641,513)	(82,710,985)	-	(87,923,293)	(37,996,896)	(87,848,983)	(74,310)
Expenses							
105 Salaries - P/VP	3,988,987	4,356,888		4,373,064	2,132,999	4,449,911	(76,847) Note 2
111 Salaries - Teachers (incl. POSR)	30,005,607	33,711,432		35,613,322	13,991,360	35,552,828	60,494 Note 3
307 - Teacher remedy	-	589,788		914,846	63,764	914,846	- Note 4
Teacher remedy unspent	-	202,369		-	-	-	-
122 Salaries - Support Staff (incl. In Service, WCB and First Aid)	7,142,090	7,739,534		8,136,364	3,780,040	8,215,123	(78,759) Note 5
123 Salaries - Other Professionals	2,234,295	2,343,981		2,660,094	1,194,418	2,705,462	(45,368)
131 Salaries - Educational Assistants	4,438,859	4,528,521		4,870,940	1,886,074	4,772,479	98,461 Note 6
143 Support Staff Replacement Costs	666,367	607,276		415,925	200,401	467,499	(51,574) Note 7
146 Teacher Replacement Costs	2,553,983	2,093,670		2,383,921	1,043,739	2,366,555	17,367 Note 8
200 Benefits	51,030,188	56,173,459	-	59,368,476	24,292,795	59,444,703	(76,227)
Services & Supplies	13,145,300	13,918,627	-	15,239,550	5,579,477	14,848,834	390,716 Note 9
Services	4,455,462	4,340,177		5,236,710	2,465,390	5,236,710	-
Pro-D & Travel	587,465	624,639		852,068	360,023	852,068	-
Rentals & Leases	96,163	97,874		108,000	88,232	108,000	-
Dues & Fees	187,850	240,017		356,024	285,230	356,024	-
Insurance	155,577	166,092		169,400	79,516	169,400	-

Projection for Discussion Purposes - Actual Results May Differ From Projected
 Prepared by Megan Cimaglia 1/30/2019

**School District No. 63 (Saanich)
2018/19 Year-End Projection (Operating Fund w/CEF)**

Actual and Forecasted Results

As at December 31, 2018

Supplies	2,853,396	2,804,876	4,553,183	1,761,115	3,553,183	1,000,000
Utilities	1,298,506	1,497,734	1,597,359	361,704	1,616,359	(19,000)
	9,634,419	9,771,409	12,872,744	5,401,210	11,891,744	981,000
Total Expenses	73,809,907	79,863,496	87,480,770	35,273,482	86,185,281	1,295,490
Transfer from operating for purchase of capital assets	145,655	694,857	420,256	-	420,256	-
Transfer from operating to support special purpose funds	18,308	50,849	22,267	-	-	22,267
(Surplus)/Deficit	(667,643)	(2,101,783)	-	(2,723,414)	(1,243,446)	1,243,447
			Unappropriated Surplus		(1,206,440)	
			Estimated School and District Carry Forwards		1,000,000	
			Estimated Closing District (Surplus)/Deficit		(1,449,886)	

Amended Budget will be the February Amended Annual Budget, approved by the Board

Current Budget is the current working budget

Certain comparative figures have been restated to conform with current year's presentation

Variance comments:

Note 1 - International program revenue negative variance is currently being evaluated by SIS Principal Spencer Gray and is forecast to be about 3 FTE below budget.

Note 2 - P/V/P salaries negative variance is due to coverage for leaves in excess of budget.

Note 3 - Teacher salaries positive variance is due to lower than anticipated average teacher salary. To the extent that these savings are attributable to the Classroom Enhancement Fund, it may result in claw back of funding.

Note 4 - We currently assume that teachers will use all remedy they are entitled to during the year. This assumption may need to be adjusted as the year progresses based on elected usage by teachers and ability of the District to provide teachers on call to deliver the remedy. Funding for remedy is targeted and cannot be used for any other purpose.

Note 5 - Support Staff salaries negative variance is due to overtime and additional time worked by employees, offset partially by unpaid time off taken by other staff, mainly in the Facilities and Custodial departments and by the hiring lag in recruiting replacements.

Note 6 - Education Assistant (EA) salaries positive variance is due to several factors:

- This budget is allocated across the 17 school budget centres and each centre maintains conservatism in deployment of resources to remain on budget.
- Schools fill as many full time EA positions as they can but inevitably, EAs take unpaid time off and are not replaced or are replaced with a lower cost temporary employee (when we budgeted the role to be filled by a full time permanent employee). These result in positive variances that the schools can save up until they can post a full time or close to full time position for the rest of the school year.

Note 7 - Support Staff Replacement Costs negative variance is due to:

- School funded extra support staff - replacements for regular staff (vacation or unpaid leave) - note the EA savings above is partially offset here.
- Custodial replacements are higher than anticipated, offset by less than anticipated regular staffing.

Note 8 - Teacher Replacement Costs are currently projected to remain within budgeted expectations.

Note 9 - Benefits are currently expected to be under budget to the extent that certain salary costs are current being projected under budget and reflecting the projected decrease in teacher pension plan contributions.

Note 10 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following anticipated carry forward: (\$1,000,000) expected school and district carry forward

Note 11 - The BC Utilities Commission has approved a 9% temporary rate increase for natural gas in BC. Energy Manager Trevor Billy predicts that, based on our current consumption, we will incur \$19,000 in additional costs this fiscal year.