

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members: Trustee Elder, Chair
Trustee Hickman
Trustee Silzer

Staff Support: Jason Reid, Secretary-Treasurer
Dave Eberwein, Superintendent of Schools
Megan Cimaglia, Director of Finance
Rob Lumb, Director of Facilities
Cody Henschel, Director of Information Technology

Partner Representatives: Don Peterson, STA
Nola Welsh, CUPE
David Mark, SAA
Ashley Sonosky, COPACS

Other Attendees:

**Tuesday, November 22, 2022
10:30 am**

A. PRESENTATIONS AND QUESTIONS

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. Charitable Trust

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,
That staff be directed to establish the Board of Directors as recommended with the Trustee
representative to be appointed by the Chair of the Board.

2. 2023/24 Budget Guiding Principles

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve the 2023/24 Budget Guiding Principles.

3. 2023/24 Budget Timelines/Process

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve the 2023/24 Budget Timelines/Process.

4. 2022/23 Statement of Financial Information (SOFI)

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve the 2022/23 Statement of Financial Information (SOFI).

5. International Program Homestay Fees

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve increasing the monthly homestay fee from \$1,100 to \$1,200 effective
September 2023 for new registrations.

D. ITEMS FOR INFORMATION

1. Budget 2022/23 – Update on Final Fall Enrolment
2. Veyaness Childcare Centre Project Update
3. Report from Naming Committee for Nature Based Early Learning Centre (Veyaness Childcare Centre)

E. FUTURE AGENDA ITEMS

- Fiscal Forecast (Jan)
- Amended Budget (Feb)
- Budget Process Consultation Plan (Feb)
- Risk Management Report (Feb)

To: Finance, Facilities & Technology Committee

Prepared By: Megan Cimaglia
Director of Finance

Subject: **School District Charity – 2022 Update**

Date: October 11, 2022

The purpose of this briefing note is to provide information relevant for the Committee's review of the District's charity, the Board of Education of School District No. 63 (Saanich).

What is the Charity?

The Board of Education of School District No. 63 (Saanich) is the registered charity of School District No. 63 (Saanich).

The charity is a non-profit organization founded for the purpose of enhancing the educational opportunities of students in Saanich.

Mission of the Charity - Helping Saanich Students Thrive

In Saanich, charitable donations support programs, services and capital improvements that are beyond the scope of the Board's annual operating and capital budgets and beyond the basic educational program funded by government. We work together with the community to support innovative programs and services making a very special educational experience for our students.

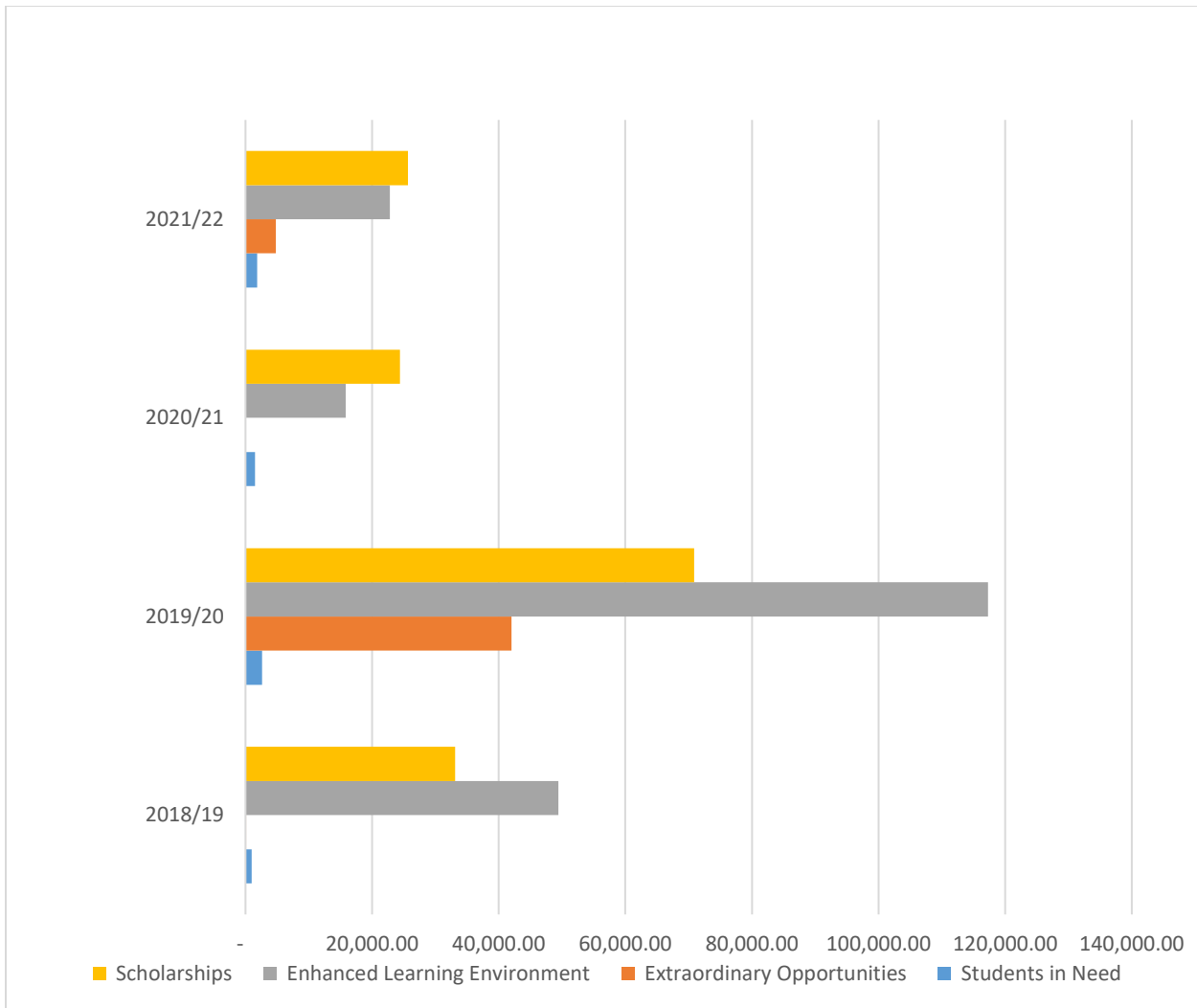
While core education programs are funded by the Province of BC, the Saanich School District supports many additional programs and services that greatly benefit our students. We appreciate the support that is received from donors enabling us to continue with this work. Charitable donations are used to provide extraordinary opportunities that are normally not available and to support students who need our help to thrive.

The following school district activities are supported through contributions from donors:

- Helping students in need
- Extraordinary opportunities
- Enhancing learning environments
- Scholarships and bursaries

Financial Results

Financial results of the charity are included annually within Saanich School District's audited financial statements. Here is a detailed summary of donations distributed by category for the most recent fiscal years.



As you can see reviewing the chart, donations to the scholarship category are fairly stable. Donations in the various categories other than scholarships are more volatile from year to year because we have no control over when and for which initiatives donors choose to make their donations.

Requirements to Maintain Charitable Status

There are various requirements we must meet to maintain charitable status including:

- Engage only in allowable activities – in a timely manner, we must use the donations received for the purpose specified by the donor. We must not engage in activities that directly or indirectly support or oppose a political party or candidate for public office or carry out unregulated business activity.

- Keep adequate books and records – we must comply with specific retention requirements for different types of documents including governing documents and bylaws, donation receipts, general ledger records, financial statements, T3010 charity information returns and minutes of meetings of the directors/trustees/executives.
- Issue complete and accurate donation receipts – we must ensure our donation receipts contains all required information.
- Meet annual spending requirements – we must meet a minimum annual spending requirement.
- File an annual T3010 information return – we must file our annual T3010 information return by December 31.
- Maintain the charity’s status as a separate legal entity – we must maintain status as a separate legal entity.
- Keep the charities directorate informed - we must inform the charities directorate of changes to the charity’s mode of operation or legal structure.

Directors

The role of the directors of the charity is to provide oversight ensuring the charity is well managed and in compliance with all relevant laws and regulations.

In the original Constitution for the charity, it was determined that a committee comprised of the following members would oversee the charitable funds:

- Trustee
- Superintendent of Schools and/or designate
- Assistant Secretary-Treasurer of Saanich School District
- Principals and or designate from the three secondary schools
- Parent representative

Over time, committee membership expanded to include the Secretary-Treasurer. The Assistant Secretary-Treasurer position in Saanich is now the Director of Finance position.

For ease of administration, not all committee members should be formal directors of the charity for business purposes. The desired structure for formal directors of the charity would be:

- Trustee
- Superintendent of Schools
- Secretary Treasurer
- Director of Finance

Currently, signing officers are the Director of Finance and the Secretary-Treasurer.

Staff Recommendation:

That staff be directed to establish the Board of Directors as recommended with the Trustee representative to be appointed by the Chair of the Board.

Respectfully submitted,



Megan Cimaglia
Director of Finance



2023/24 BUDGET GUIDING PRINCIPLES

The Saanich Board of Education will keep support for students at the forefront of its decisions. The Board will be guided in making difficult budget decisions by its values of Compassion, Honesty, Fairness, Respect and Responsibility and its beliefs that:

Public education is fundamental to society and schools must prepare young people as citizens.

Public education is the responsibility of the whole community.

Healthy relationships are the foundation of a successful public education system.

- In establishing budgets, the Board will consult with representatives of partner groups and with the broader community.
- In establishing the 2023/24 annual budget the Board will, to the greatest extent possible, maintain or enhance programs and services for the students of School District No. 63.
- The Board recognizes that budget decisions are best informed by the identification and evaluation of strategic and operational priorities.
- In reviewing programs and services as part of budget deliberations, the Board will endeavour to support these in the most effective, cost efficient and culturally appropriate manner.
- The Board is committed to administrative and operational efficiency, and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices.
- The Board will consider options related to the number, locations and use of facilities and the school calendar.
- The Board recognizes that committed reserves are an important element of sound budget management and will not consider them for offsetting budget challenges.
- As a sound financial practice, the Board recognizes that a contingency reserve is prudent to address unforeseen budget pressures.
- The Board is committed to responsible long term financial planning-
- The Board will continue to review opportunities to enter into additional revenue generating activities.
- The Board is committed to continued advocacy for stable, adequate funding and a fair allocation system.

School District No. 63 (Saanich)
2023/24 PRELIMINARY OPERATING BUDGET
TIMELINES / PROCESS

January	Management develops 2023/24 enrolment projections
January 26	Budget Advisory Committee meeting, 3:00 – 5:00pm <i>Review timeline, guiding principles, committee terms of reference, and budget process consultation plan.</i>
February 7	Finance, Facilities and Technology Committee meeting <i>Review Budget Process Consultation Plan & Budget Advisory Committee Terms of Reference</i>
February 15	School Board Meeting, 7:00pm <i>Approve Budget Process Consultation Plan & Budget Advisory Committee Terms of Reference</i>
February 23	Budget Advisory Committee meeting, 3:00 – 5:00pm
February 28	Provincial Budget 2023 released
March 7	Finance, Facilities and Technology Committee meeting
March 15	<i>2023/24 District funding allocations from government</i>
March 15	School Board Meeting, 7:00 pm
April 6	Budget Advisory Committee meeting, 3:00 – 5:00pm
April 11	Finance, Facilities and Technology Committee meeting
April 13	School Communities and Public Budget Meeting, Bayside Middle School, 7:00pm
April 19	School Board Meeting, 7:00pm
April 20	Management Team working session, 2:00 – 4:00pm
April 27	Budget Advisory Committee meeting, 3:00 – 5:00pm
May 3	Committee of the Whole/Special School Board Public Budget Meeting, 7:00pm
May 9	Finance, Facilities and Technology Committee meeting
May 17	School Board Meeting, 7:00pm <i>Approval of budget and submission to Ministry of Education by June 30, 2023</i>