

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

**Report to the Board of September 18, 2024**

|                          |   |
|--------------------------|---|
| Committee Members:       | Trustee Elder, Chair<br>Trustee Hickman<br>Trustee McMurphy   |
| Staff Support:           | Jason Reid, Secretary-Treasurer<br>Dave Eberwein, Superintendent of Schools<br>Megan Cimaglia, Director of Finance<br>Rob Lumb, Director of Facilities<br>Cody Henschel, Director of Information Technology |
| Partner Representatives: | Don Peterson, STA<br>Candace Whitney, CUPE – regrets<br>Ryan Braun, SAA<br>COPACS - regrets   |
| Other Attendees:         | Chair Dunford, Vice Chair Silzer, Trustee Vandall, Trustee VanWell & Scott Arnold   |

**Committee Meeting**

Tuesday, September 10, 2024

**B. ITEMS DISCUSSED**

No Items.

**C. ITEMS FOR RECOMMENDATION**

1. 2023/24 Financial Statements

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the internal restriction of accumulated operating surplus as presented in note 14 in the 2023/24 Financial Statements.

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the transfer of \$120,353 from accumulated operating surplus to local capital, as presented in schedule 1 in the 2023/24 Financial Statements.

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the 2024/24 Financial Statements.

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Chair be authorized to attend, on behalf of the Board, local All Candidates Meetings to seek support for additional provincial funding for Saanich Schools.

**D. ITEMS FOR INFORMATION**

- Contingency Reserve Allocation for Phone System Replacement
- Brentwood Childcare Portable
- Transportation Update

**DI. FUTURE AGENDA ITEMS**

- Long Range Financial Plan (Oct)
- Fall Enrolment and Funding (Oct)
- Energy Plan Presentation (Oct)
- Discussion of Audit Committee Responsibilities

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid  
 Secretary Treasurer

Subject: 2023/24 Financial Statements

Date: September 5, 2024

**Purpose**

The purpose of this briefing note is to:

- 1) Provide information relevant for the committee’s review and the Board’s approval of the 2023/24 financial statements including fund transfers to local capital and internal restriction of accumulated operating surplus;
- 2) Advise on the next steps in the adoption of the 2024/25 Amended Budget; and,
- 3) Advise on next steps for 2025/26 Budget Planning.

**Status of Financial Audit**

The audit of the 2023/24 Financial Statements is substantially complete and the Auditor General’s Office reports that they expect to issue the audit opinion following approval of the financial statements by the Board of Education. The audit opinion will be qualified only in relation to the contributions revenue accounting policies the school district is required to follow by government regulation.

**2023/24 Financial Statements**

As reported in the consolidated statement of operations (statement 2), for the year ended June 30, 2024 the district’s revenue exceeded its expenses resulting in an annual surplus of \$1,747,241 (2023 result was an annual deficit of \$346,161). This was comprised of the combined financial results of the operating fund and the capital fund as follows:

| Annual Surplus (Deficit) | June 30, 2024    | June 30, 2023    |
|--------------------------|------------------|------------------|
| <b>Operating Fund</b>    | <b>3,100,714</b> | <b>(335,514)</b> |
| Capital Fund             | (1,353,473)      | (10,647)         |
| Combined                 | 1,747,241        | (346,161)        |

In the operating fund, the annual surplus of \$3,100,714 resulted in accumulated operating surplus increasing from \$3,659,443 at the beginning of the year to \$6,760,157 as at June 30, 2024. Overall, the annual operating fund surplus of \$3,100,714 is \$309,208 higher than the June 2024 forecasted annual surplus of \$2,791,506<sup>1</sup>.

<sup>1</sup> Fiscal forecast as at June 10, 2024 included in the Finance, Facilities & Technology report to the June 19, 2024 Regular Board meeting.

A Financial Statement Discussion and Analysis (“FSD&A”) has been prepared to supplement the financial statements by providing additional information and analysis so readers can more fully understand the school district’s 2023/24 financial performance.

The FSD&A is included in the committee package and should be reviewed in conjunction with the committee’s review of the financial statements. The FSD&A will be published on the school district’s website along with the audited financial statements, once the financial statements are approved by the Board of Education.

### Fund Transfer to Local Capital

[Board Policy 19 \(Accumulated Operating Surplus\)](#) addresses the use of accumulated surplus and the process for fund transfers from the operating fund.

*“Transfers of operating surplus to local capital are approved by Board motion and are made only for specific initiatives that either have a clear linkage to boards’ strategic goals, address required future capital asset investment, or that meet other specified needs of the school district.” [excerpt from Policy 19]*

Transfers from the operating fund to local capital represent funds designated for the future purchase of capital assets. In Saanich, these transfers in 2023/24 relate solely to allocation of a portion of lease and licence revenues designated for future renewal of leased and licenced space. The practice of allocating a designated portion of annual lease revenues to local capital was a historical Board decision to ensure childcare portables and other leased exclusive use space can be renewed and sustained long term. For the year-ended June 30, 2024, the amount of this transfer is \$120,353. This transfer is presented in schedules 1, 2, and 4 following the notes the financial statements.

### Internal Restriction of Accumulated Operating Surplus

“Accumulated operating surplus may be appropriated (internally restricted) by Board motion for the following purposes:

- Contingency Reserve;
- Multi-year Funding of Projects and Programs; and
- Strategic or Operational Priorities.” [excerpt from Policy 19]

Policy 19 requires that the contingency reserve be sufficient to reduce financial risk (and its impact on program stability) to an appropriate level, and when the contingency reserve is reduced below what is determined to be appropriate, “the Board will adopt strategies for replenishing the Contingency Reserve within an appropriate time frame.”

The 2023/24 Amended Budget was balanced with appropriation of \$582,976 in accumulated surplus to fund continuing expenditures, and contingency reserve of \$2,300,838.

Balancing the preliminary 2024/25 Budget required increased appropriation of accumulated surplus of \$1,522,967 due to inflationary cost pressures in excess of funding growth. Incremental inflationary cost pressures in 2024/25 included escalation in premiums for medical/dental plans (\$585,168) escalation in CPP contribution rates (\$141,023), forecasted increase in average teacher salary scale step placement (\$300,000), technology plan inflation (\$500,000), and inflation in service and supply budgets (\$160,000).

Subsequent to the adoption of the 2024/25 preliminary budget, appropriation of accumulated surplus (proposed for Board approval) to fund budgeted expenditures increased by \$246,500 to \$1,769,467, because the cost of exempt staff salary escalation (net of funding) exceeded what had been estimated in the budget. This occurred because, following adoption of the preliminary budget, government approved flexibility for exempt staff to progress through their salary ranges following two years where salary range progression had been effectively frozen. After allocation of accumulated surplus to fund budgeted expenditures and multi-year funding of school and district programs (discussed below), the proposed allocation of residual accumulated surplus for contingency reserve is \$3,081,561 (approximately 3% of 2024/25 budgeted operating expenditures).

Appropriation of accumulated surplus to fund continuing expenditures is sustainable only when sufficient conservatism is embedded in the budget such that the appropriation balances off with average budget underspend and overall accumulated operating surplus remains stable or grows. Growth in the appropriation of accumulated surplus to fund the 2024/25 budget (from \$582,976 to \$1,769,467) increases the risk that accumulated surplus will decline in 2024/25 and that budgetary balance cannot be sustained longer term. This risk is compounded by the likelihood that inflationary pressure will continue to outpace funding growth in future years.

Multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus. This appropriation of June 30, 2024 accumulated operating surplus effectively includes these balances as a source of revenue (for budgetary purposes) in the 2024/25 Amended Budget. Multi-year funding of projects and programs has historically applied in the following circumstances:

- School surplus balances – schools historically carry-forward unspent operating budget as they are expected to fund equipment replacement and other initiatives that span more than one fiscal year.<sup>2</sup>

---

<sup>2</sup> These carry-forwards are limited to a maximum of 40% of the operating budget allocations for service and supplies, except in unusual circumstances.

- Continuing projects – budget allocated to a discrete project in-progress that continues beyond the end of the fiscal year. This includes equipment purchased with 2023/24 budget, which does not arrive until after fiscal year-end.
- Targeted funding – funding externally restricted for a specific purpose and not fully spent by the end of the year.
- Timing differences – funding is received but the related expenditures occur in the following fiscal year. For example, most of the instructional services balance occurs because for certain programs funding and some of the related costs occur in different fiscal years.

Accumulated operating surplus and proposed appropriations of accumulated operating surplus as at June 30, 2024 are presented in the left column in the table below. These proposed appropriations are presented in Note 14 of the financial statements, pending approval by the Board.

|  | <b>Budget 2024/25</b>              | <b>Budget 2023/24</b>        |                                    |
|--|------------------------------------|------------------------------|------------------------------------|
|  | 2023/24<br>Financial<br>Statements | 2023/24<br>Amended<br>Budget | 2022/23<br>Financial<br>Statements |
| School Activities (multi-year funding)       | 431,369                            | 252,928                      | 252,928                            |
| District Activities (multi-year funding)     | 1,477,760                          | 522,701                      | 522,701                            |
| Appropriated for Budget in Following Year    | 1,769,467                          | 582,976                      | 1,384,307                          |
| <b>Total Internally Restricted</b>           | <b>3,678,596</b>                   | <b>1,358,605</b>             | <b>2,159,936</b>                   |
| Contingency Reserve (Unappropriated Surplus) | 3,081,561                          | 2,300,838                    | 1,499,507                          |
| <b>Total Accumulated Surplus</b>             | <b>6,760,157</b>                   | <b>3,659,443</b>             | <b>3,659,443</b>                   |

The right column in the above table shows how accumulated surplus was restricted in the prior year (2022/23) financial statements, and the middle column shows how this prior year accumulated surplus was then adjusted and allocated in the 2023/24 amended budget following confirmation of fall enrolment.

Carry forward balances have increased for the following reasons:

- In the prior year (2022/23) carryforward balances were restricted to 20% versus 40% of service and supply budgets due to the decline in available accumulated surplus at that time,

- Overall reduction in service and supply expenditures relative to 2022/23,
- Increase in targeted grants that remained unspent at year-end. This included \$0.4 million in unspent federal funding to hire Speech Pathologists for Jordan's Principle received for the first time in 2023/24 (included in Diversity and Inclusion carry forward).
- Allocation of \$310,450 in funding from online learning enrolment growth (May 2024 enrolment count) for teacher staffing in fiscal 2024/25. This carry forward of funding is necessary as the cost providing service extends into the next fiscal year.

Carry forward balances for school and district activities are presented in more detail in **Appendix 1**.

### **Adoption of the 2024/25 Amended Budget – Next Steps**

Each year the Board approves an Amended Annual Budget (before the end of February) reflecting changes that result from:

- analysis of prior year audited results and confirmation of available accumulated operating surplus;
- confirmation of fall enrolment and resulting funding and staffing costs; and
- other circumstances that have arisen subsequent to the adoption of the preliminary budget.

In October, I will provide updates on enrolment, funding, and the related impact on budgetary balance for the 2024/25 Amended Budget.

Given the risk that budgetary balance cannot be sustained longer term (as outlined above), I recommend that any incremental funding from enrolment growth be allocated to the extent possible to reduce reliance on accumulated surplus to fund continuing expenditures.

### **2025/26 Budget Planning Next Steps**

At the May 8, 2024 Special Budget Board meeting the following motions were carried:

*“That staff be directed to create a plan with options to address the structural budget shortfall with a report provided to the Board in the fall of 2024.”*

*“That the Board develop an advocacy plan to address the structural budget deficit in advance of the budget deliberations for 2025/26.”*

At the October FF&T meeting an updated Long-Range Financial Plan will be presented for review and approval. This plan will forecast fiscal balance over the next 3 years and will help inform budget planning for 2025/26. At that time I will also present options to address the structural budget shortfall.

### **Board Approval of 2023/24 Financial Statements**

#### **Staff Recommendations:**

*That the Board approve the internal restriction of accumulated operating surplus as presented in note 14 in the 2023/24 financial statements.*

*That the Board approve transfer of \$120,353 from accumulated operating surplus to local capital, as presented in schedule 1 in the 2023/24 financial statements.*

*That the Board approve the 2023/24 Financial Statements.*

Respectfully submitted,



Jason Reid  
Secretary-Treasurer

JR/klg

Attachments: Appendix 1: District and School Surplus Balances



**Appendix 1: District and School Surplus Balances  
As at June 30, 2024**

|  | June 2024        | June 2023        | Change           |
|--|------------------|------------------|------------------|
| School Activities (multi-year funding)       | 431,369          | 252,928          | 178,441          |
| District Activities (multi-year funding)     | 1,477,760        | 522,701          | 955,059          |
| Appropriated for Budget in following year    | 1,769,467        | 1,384,307        | 385,160          |
| <b>Total Internally Restricted</b>           | <b>3,678,596</b> | <b>2,159,936</b> | <b>1,518,660</b> |
| Contingency Reserve (Unappropriated Surplus) | 3,081,561        | 1,499,507        | 1,582,054        |
| <b>Total Accumulated Surplus</b>             | <b>6,760,157</b> | <b>3,659,443</b> | <b>3,100,714</b> |

| <b>Internally Restricted for District Activities</b>  |                             |                             |                |
|---|-----------------------------|-----------------------------|----------------|
|   | June 2024<br>Budget<br>CFWD | June 2023<br>Budget<br>CFWD | Change         |
| Information Technology - IT Infrastructure            | 83,888                      | -                           | 83,888         |
| Finance - Equipment Replacement                       | 61,740                      | -                           | 61,740         |
| Instructional Services - Programs                     | 112,593                     | 83,560                      | 29,033         |
| Learning and Innovation - grants/programs             | 55,615                      | 31,934                      | 23,681         |
| Indigenous Education - grants/programs                | 214,195                     | 258,966                     | (44,771)       |
| Diversity and Inclusion - grants/programs             | 595,884                     | 122,537                     | 473,347        |
| Saanich Rec Joint Use Funds - ROMS                    | 13,395                      | 19,524                      | (6,129)        |
| Superintendent - Projects                             | -                           | 1,780                       | (1,780)        |
| H&S - OHS Projects                                    | 30,000                      | 4,400                       | 25,600         |
| May 2024 funding allocated to 2024/25 staffing        | 310,450                     | -                           | 310,450        |
| <b>Total District Activities (multi-year funding)</b> | <b>1,477,760</b>            | <b>522,701</b>              | <b>955,059</b> |

| <b>Internally Restricted for School Activities</b> |   |                             |                                    |                             |
|--|---|-----------------------------|------------------------------------|-----------------------------|
|  | BUDGET<br>(excluding<br>staffing and SPF) | June 2024<br>Budget<br>CFWD | % Surplus<br>Relative to<br>Budget | June 2023<br>Budget<br>CFWD |
| Brentwood Elementary                               | 79,618                                    | 15,028                      | 18.9%                              | 16,149                      |
| Cordova Bay Elementary                             | 74,284                                    | 11,265                      | 15.2%                              | 15,908                      |
| Deep Cove Elementary                               | 56,006                                    | -                           | 0.0%                               | -                           |
| Keating Elementary                                 | 85,058                                    | -                           | 0.0%                               | -                           |
| Lochside Elementary                                | 95,865                                    | 3,176                       | 3.3%                               | 16,744                      |
| Prospect Lake Elementary                           | 45,316                                    | 9,348                       | 20.6%                              | -                           |
| Kelset Elementary                                  | 73,733                                    | 6,130                       | 8.3%                               | 8,768                       |
| Sidney Elementary                                  | 87,237                                    | 15,963                      | 18.3%                              | 17,877                      |
| Stelly's Secondary                                 | 413,843                                   | 119,535                     | 28.9%                              | 71,736                      |
| Claremont Secondary                                | 501,452                                   | 36,219                      | 7.2%                               | 2,388                       |
| Parkland Secondary                                 | 234,602                                   | 25,964                      | 11.1%                              | 14,740                      |
| North Saanich Middle                               | 89,733                                    | 8,344                       | 9.3%                               | 12,369                      |
| Royal Oak Middle                                   | 107,339                                   | 15,331                      | 14.3%                              | (983)                       |
| Bayside Middle                                     | 100,881                                   | 35,290                      | 35.0%                              | 455                         |
| ILC and Continuing Education                       | 278,101                                   | 55,620                      | 20.0%                              | 45,938                      |
| SIDES  | 370,781                                   | 74,156                      | 20.0%                              | 30,839                      |
| <b>School Activities (multi-year funding)</b>      | <b>2,693,849</b>                          | <b>431,369</b>              |                                    | <b>252,928</b>              |



**Financial Statement  
Discussion and Analysis**

**For the Year Ended June 30, 2024**



**Financial Statement  
Discussion and Analysis**

**For the Year Ended June 30, 2024**

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

The following is a discussion and analysis of the Saanich School District's financial performance for the fiscal year ended June 30, 2024. This report is a summary of the district's financial activities based on currently known facts, decisions, or conditions. The results of the current year are discussed in comparison with the prior year and budget. This report should be read in conjunction with the district's financial statements.

**OVERVIEW OF THE SCHOOL DISTRICT**

The Saanich School District serves about 8,000 student FTE in: 14 neighborhood schools (8 elementary schools, 3 middle schools, and 3 secondary schools); the Children's Development Centre; the South Island Distance Education School (SIDES); the Individual Learning Centre (ILC), the Continuing Education program; and the Saanich International Student Program.

Saanich Schools Strategic Plan 2022-2027 guides the Board of Education and its employees and partners in delivering educational programs. The Strategic Plan is organized around the following four goals:

- Literacy;
- Indigenous Learner Success;
- Mental Health and Wellness; and
- Global Citizenship.

Under the *School Act* and Policy 2 (Role of the Board), the Board is responsible for the improvement of student achievement, and the strategic plan is the means to achieving this objective.

**UNDERSTANDING SCHOOL DISTRICT FINANCIAL PERFORMANCE**

Annual surplus and accumulated surplus<sup>1</sup> are key financial statement performance indicators; however, interpreting the meaning of these figures in BC school districts is complicated by the use of fund accounting and deferral accounting. The use of fund accounting means the financial statements of school districts are a consolidation of three separate funds (operating, special purpose and capital), and each of these funds differs with respect to the methods of accounting used and the legislative and other constraints on budgeting and financial results. This means financial performance can only be fully understood by reviewing each fund separately. Financial performance for each fund is reported in the supplementary schedules that follow the notes to the financial statements.

---

<sup>1</sup> Annual surplus is the extent to which annual revenues exceed expenses. If annual expenses exceed revenues the result is referred to as an annual deficit. An accumulated surplus position is the extent to which revenues from all previous years have exceeded expenses from all previous years. An accumulated deficit position occurs when expenses from all previous years exceed revenues from all previous years. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

|  |  |
|--|--|
| <p><b>Operating Fund</b></p> <p>2024 Revenues:<br/>\$99.3 million</p>  | <p>Annual program revenues and expenditures are reported within the operating fund and special purpose fund (see below). Annual surplus and accumulated surplus within the operating fund are important indicators of financial performance and financial health for school districts. This is because school districts are not permitted to budget for or incur an <u>accumulated</u> deficit position. This means when a school district has accumulated operating surplus available it can be used to budget for future expenditures or to reduce financial risk associated with unforeseen circumstances.</p>  |
| <p><b>Special Purpose Fund</b></p> <p>2024 Revenues:<br/>\$19.0 million</p>  | <p>The special purpose fund includes targeted grants and school generated revenues that are restricted for a specific purpose. Annual and accumulated surplus is always zero because revenues are recognized only as related expenditures occur (deferral method of accounting). If expenditures for a program within the special purpose fund exceed available revenues, the resulting deficit is transferred to the operating fund, reducing accumulated operating surplus.</p>  |
| <p><b>Capital Fund</b></p> <p>2024 Capital Funding Received:<br/>\$6.7 million</p> <p>2024 Capital Assets Purchased:<br/>\$7.7 million</p> | <p>The capital fund reports investment in and financing activities related to capital assets. Capital contributions (funding) from the Province are accounted for using the deferral method of accounting, whereby recognition of revenue is spread out over the life of the related capital assets to match with amortization expense, which reflects the use of the asset over its life. This means capital fund revenues are not a reflection of funding actually received in a given year, and annual surplus (deficit) in the capital fund is not a meaningful indicator of annual financial performance.</p> |

**FINANCIAL HIGHLIGHTS**

As reported in the consolidated statement of operations (statement 2), for the year ended June 30, 2024 the district’s revenue exceeded its expenses resulting in an annual surplus of \$1,747,241 (2023 result was an annual deficit of \$346,161). This was comprised of the combined financial results of the operating fund and the capital fund as follows:

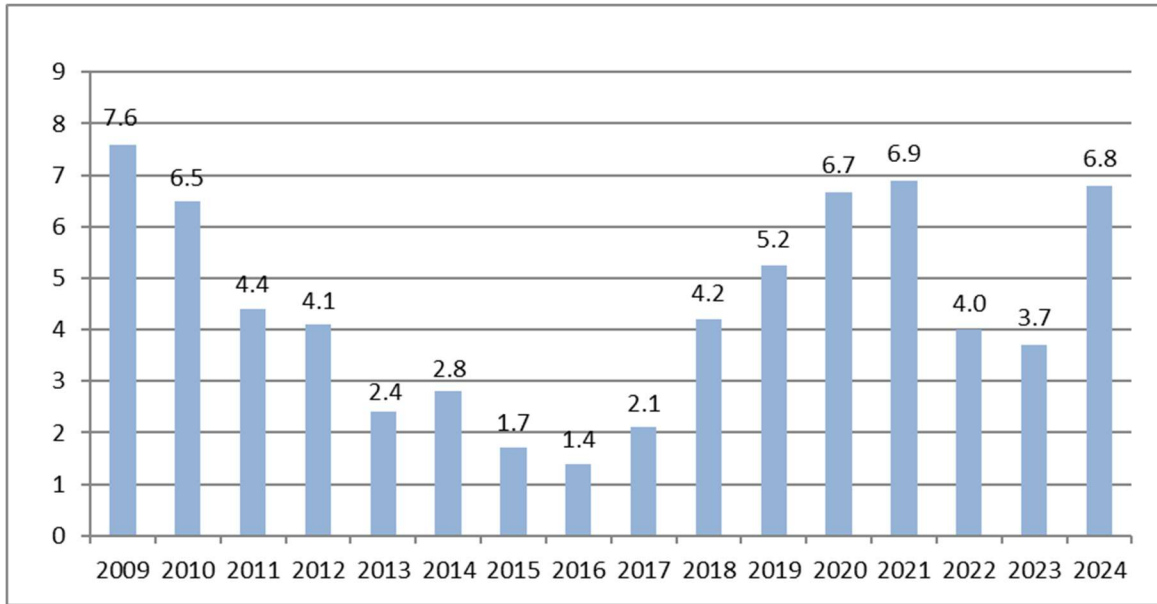
| Annual Surplus (Deficit) | June 30, 2024    | June 30, 2023    |
|--------------------------|------------------|------------------|
| <b>Operating Fund</b>    | <b>3,100,714</b> | <b>(335,514)</b> |
| Capital Fund             | (1,353,473)      | (10,647)         |
| Combined                 | 1,747,241        | (346,161)        |

In the operating fund, the annual surplus of \$3,100,714 resulted in accumulated operating surplus increasing from \$3,659,443 at the beginning of the year to \$6,760,157 as at June 30, 2024.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

The annual operating fund surplus of \$3,100,714 is \$309,208 higher than the annual surplus last forecasted in June 2024 of \$2,791,506<sup>2</sup>.

**Exhibit 1: Closing Accumulated Surplus (\$ million) by Fiscal Year**



Provincial operating grants, which comprise approximately 86% of total operating fund revenues, are determined largely based on student enrolment. In BC, funding increases or decreases with enrolment to a greater degree than program costs vary with enrolment. This means that when enrolment declines financial pressure results, and when enrolment grows there is generally increased financial flexibility. As shown in exhibits 1 and 2, there is correlation between periods of enrolment decline and depletion of accumulated surplus, which is a key indicator of financial pressure.

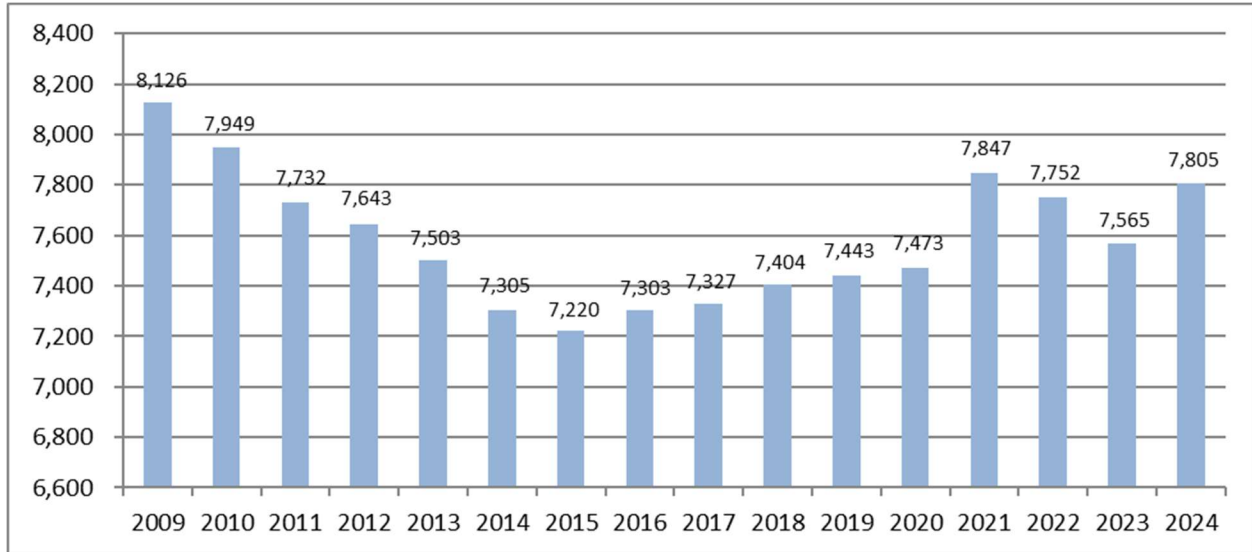
In 2020/21 the district experienced net enrolment growth attributable to the pandemic. This consisted of significant enrolment growth at SIDES (online learning) driven mostly by students enrolling from outside the school district, partially offset by pandemic related enrolment declines in neighbourhood schools. In 2021/22 and 2022/23, enrolment declined overall as enrolment in SIDES and neighbourhood schools trended closer to “pre-pandemic” levels.

In 2023/24 enrolment increased by 240 FTE to 7,805, with most of this increase occurring in online learning at SIDES (189 FTE growth). This recent online learning enrolment growth is attributable to SIDES new status as a provincial online learning school.

<sup>2</sup> Fiscal forecast as at June 10, 2024 included in the Finance, Facilities, and Technology report to the June 19, 2024 Regular Board meeting.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

**Exhibit 2: Funded FTE Enrolment by Fiscal Year**



Over the next decade, the district forecasts that regular enrolment will remain stable or grow only modestly. Online learning enrolment is more difficult to forecast longer term; however, the higher rate of growth experienced in 2023/24 is expected to continue into the 2024/25 school year.

Capital Investment

During the year ended June 30, 2024, the district invested \$7.7 million in capital additions that were funded by: Provincial capital funding (\$6.7 million), the operating fund (\$0.7 million), borrowing (\$0.2 million) and the other capital contributions (\$0.1 million). Capital additions during the year included the following projects:

| Project                          | Total Project Budget | Invested in 2023/24 | Completion Date |
|----------------------------------|----------------------|---------------------|-----------------|
| ŠEŠIŠEJ Childcare Centre         | \$3.8m               | \$1.8m              | Winter 2024     |
| Deep Cove Heating System Upgrade | \$2.1m               | \$1.1m              | Fall 2023       |
| Electric Buses (2)               | \$1.0m               | \$1.0m              | Fall 2023       |
| Parkland Roof Replacement        | \$6.5m               | \$0.5m              | 2035-2036       |
| Computer Hardware Upgrades       | \$0.7m               | \$0.4m              | Ongoing         |
| Stelly's Heating Plant           | \$6.0m               | \$0.4m              | 2028 - 2029     |
| Royal Oak Boiler Replacement     | \$0.2m               | \$0.2m              | Fall 2024       |
| Cordova Bay HVAC                 | \$0.6m               | \$0.3m              | Fall 2024       |

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT**

In this section, actual results are compared to the prior year and budget (where applicable) in more detail. For the statement of operations, the analysis is performed separately for each of the three funds.

**Statement of Financial Position (All Funds)**

The table below includes explanations for significant variances in the statement of financial position (statement 1) relative to the prior year.

|   | <b>2024</b> | <b>2023</b> | <b>Analysis of Variance</b>  |
|---|-------------|-------------|--|
| Accounts Receivable – Ministry of Education and Childcare | 1,379,570   | 676,380     | Increased capital project funding receivable attributable to the completion of the ŠEŠIŠEJ Childcare Centre in the spring of 2024.   |
| Construction Security Deposit                             | 61,275      | 587,929     | Decrease in construction deposits corresponds with completion of construction of the new ŠEŠIŠEJ Childcare Centre in the spring of 2024.   |
| Accounts Payable and Accrued Liabilities - Other          | 11,308,508  | 10,212,568  | Increase is primarily due to an increase in salaries and benefits payable (higher wage rates), increase in contractual remedy owing to teachers, and increase in trade accounts payable due timing of purchases. |
| Deferred Revenue  | 2,781,680   | 2,149,937   | Increase attributable to \$0.2 million growth in unspent school generated funds and \$0.4 million in additional deferred revenue from new grant programs (Feeding Futures and Affordability Fund).               |
| Deferred Capital Revenue                                  | 119,395,220 | 118,349,608 | Increased by \$1.0 million due to capital revenue received (\$6.7m), offset by amortization of deferred capital revenue (\$5.6m).  |
| Debt  | 200,000     | 0           | Increase due to new borrowing authorized to partially fund the purchase of two electric school buses.  |



**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

**Statement of Operations by Fund – Operating Fund**

|   | Amended<br>Budget 2023/24 | Actual<br>2023/24 | Actual<br>2022/23 | Actual<br>2021/22 |
|---|---------------------------|-------------------|-------------------|-------------------|
| Revenues                                      | 96,967,504                | <b>99,250,059</b> | 89,530,761        | 84,698,127        |
| Expenses and fund transfers                   | <u>98,326,109</u>         | <b>96,149,345</b> | 89,866,275        | 87,619,878        |
| <b>Annual Operating Surplus<br/>(Deficit)</b> | (1,358,605)               | <b>3,100,714</b>  | (335,514)         | (2,921,751)       |
| Opening Accumulated Surplus                   |                           | <b>3,659,443</b>  | 3,994,957         | 6,916,708         |
| <b>Closing Accumulated Surplus</b>            |                           | <b>6,760,157</b>  | 3,659,443         | 3,994,957         |

The 2023/24 Amended Budget included as a source of funding appropriation of accumulated surplus of \$1,358,605 resulting in a budgeted deficit in the same amount. This appropriation included \$582,976 appropriated to balance the 2023/24 budget, and \$775,629 for district and school program carry-forwards.

It is expected that actual service and supply expenditures will be less than budget as most surplus carry-forward balances (multi-year funding) are reflected as service and supply expenditure in the budget and are not fully spent.

Actual annual operating surplus in 2023/24 exceeded budget and prior year primary due to the following:

- Operating funding exceeded budget by \$1.0 million due to higher than budgeted enrolment (February and May enrolment counts, and graduated adults), attributable to growth in online learning enrolment.
- Investment income exceeded budget by \$0.3 million due to historically high interest rates.
- Service and supply expenditures were below budget by \$2.1 million and below prior year by \$0.2 million. Reduced expenditure in 2023/24 of targeted program grants and equipment replacement budgets increased the component of accumulated surplus allocated to multi-year district and school activities from \$0.8 million at the beginning of the year to \$1.9 million as at June 30, 2024.

Overall actual salary and benefits expense was close to budget; however, actual expense relative to budget varied significantly in certain components (discussed below).

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

Detailed information on the operating fund is presented in schedules 2 to 2C following the notes to the financial statements. Revenues, expenditures and accumulated operating surplus are analysed in greater detail in the next section.

Operating Fund Revenues

A high level summary of operating fund revenues is presented below and explanations of significant variances follows. A more detailed presentation of operating revenues is presented in schedule 2A following the notes to the financial statements.

|   | Amended<br>Budget 2023/24 | Actual<br>2023/24 | Amended<br>Budget 2022/23 | Actual<br>2022/23 |
|---|---------------------------|-------------------|---------------------------|-------------------|
| Grant Revenue                                 | 84,826,222                | 86,372,163        | 74,241,780                | 77,696,447        |
| Tuition Revenue<br>(International<br>Program) | 4,252,428                 | 4,412,299         | 4,048,515                 | 4,193,697         |
| Other Revenue                                 | 6,796,452                 | 7,070,459         | 6,277,687                 | 6,442,309         |
| Rentals and Leases                            | 442,402                   | 411,696           | 390,000                   | 415,440           |
| Investment Income                             | 650,000                   | 983,442           | 480,000                   | 782,868           |
|   |                           |                   |                           |                   |
| <b>Total Revenues</b>                         | <b>96,967,504</b>         | <b>99,250,059</b> | <b>85,437,982</b>         | <b>89,530,761</b> |

**Grant Revenues:**

Budgeted grant revenues in 2023/24 increased by \$10.6 million relative to the 2022/23 budget primarily due to:

- \$3.1 million – 2022/23 labour settlement funding that was not reflected in the 2022/23 Amended Budget.
- \$5.3 million – 2023/24 funding increases for salary inflation.
- \$0.4 million – projected enrolment and unique needs designation growth.
- \$0.6 million – new federal funding in 2023/24 for Jordan’s Principle.

Actual 2023/24 grant revenues exceeded 2022/23 budget by \$1.5 million due to:

- \$0.8 million funding from growth in enrolment and designations for unique needs relative to amended budget (February and May enrolment counts).
- Allocation of enrolment based funding to LEA was lower than budget by \$0.5 million (note: this variance impacts classification of revenues by increasing grant revenues and reducing Other Revenues (Funding from First Nations) by the same amount – see other revenue discussion below).
- Funding for graduated adults exceeded budget by \$0.2 million.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

**Tuition Revenues:**

Budgeted tuition revenues in 2023/24 increased by \$0.2 million relative to the 2022/23 budget reflecting increased budgeted enrolment (from 250 FTE to 265 FTE).

Actual 2023/24 tuition revenues exceeded budget by a small amount as enrolment exceeded budget.

**Other Revenues:**

Budgeted other revenues in 2023/24 increased by \$0.5 million relative to the 2022/23 budget due primarily to the international student homestay fees budget increasing by \$0.2 million (increased enrolment), and a \$0.3 million increase to budgeted funding from First Nations.

Actual other revenues in 2023/24 exceeded budget by \$0.3 million due to: international homestay fees exceeded budget by \$0.3 million (higher enrolment), other miscellaneous revenues exceeded budget by \$0.5 million, and partially offset by lower funding from First Nations (LEA) relative to budget (\$0.5 million lower).

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

Operating Fund Expenses

Expenses in the financial statements are presented both by object (category of expense) and by function (program). Operating fund expenses are presented below using each method with explanations of significant variances following. A more detailed presentation of operating expenses is presented in schedules 2B and 2C following the notes to the financial statements.

*Analysis of Variances by Object*

| <b>Operating Fund Expenditure by Object</b>          | Amended Budget 2023/24 | Actual 2023/24    | Amended Budget 2022/23 | Actual 2022/23    |
|--|------------------------|-------------------|------------------------|-------------------|
| <b>Salaries</b>                                      |                        |                   |                        |                   |
| Teachers   | 37,664,533             | 37,577,492        | 33,619,707             | 34,010,766        |
| Principals and Vice Principals                       | 5,098,340              | 5,086,394         | 4,906,441              | 4,782,113         |
| Education Assistants                                 | 6,809,057              | 6,384,311         | 6,230,650              | 5,802,868         |
| Support Staff  | 9,508,021              | 9,187,313         | 8,917,970              | 8,494,814         |
| Other Professionals                                  | 4,186,423              | 3,837,304         | 3,333,828              | 3,342,948         |
| Substitutes  | 4,252,008              | 4,708,151         | 3,778,550              | 4,336,063         |
| <b>Total Salaries</b>                                | <b>67,518,382</b>      | <b>66,852,965</b> | <b>60,787,146</b>      | <b>60,769,572</b> |
| Employee Benefits                                    | 16,602,466             | 17,330,286        | 15,477,935             | 16,021,019        |
| <b>Total Salaries and Benefits</b>                   | <b>84,120,848</b>      | <b>84,183,251</b> | <b>76,265,081</b>      | <b>76,790,591</b> |
| Service and Supplies expense                         | 13,231,441             | 11,096,687        | 12,387,138             | 11,316,999        |
| Fund transfers (schedule 2)                          | 973,820                | 869,407           | 960,000                | 1,758,685         |
| <b>Total Service and Supplies and fund transfers</b> | <b>14,205,261</b>      | <b>11,966,094</b> | <b>13,347,138</b>      | <b>13,075,684</b> |
| <b>Total Operating Expenditure</b>                   | <b>98,326,109</b>      | <b>96,149,345</b> | <b>89,612,219</b>      | <b>89,866,275</b> |

**Salaries – Teachers**

Budgeted teacher salary expense in 2023/24 was \$4.0 million higher than budgeted expense in 2022/23 primarily due to:

- Wage increase per collective agreement (6.75%) - \$2.3 million increase.
- Increase in average salary grid placement - \$0.3 million
- Increase enrolling teacher position (enrolment growth and increased contractual prep time) - \$1.1 million

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

Actual teacher salary expense in 2023/24 was close to budget.

**Salaries – Principals and Vice Principals (PVP)**

Budgeted PVP salary expense in 2023/24 was higher than 2022/23 budgeted expense by \$0.2 million primarily due to inflationary salary increases.

Actual PVP salary expense in 2023/24 was close to budget.

**Salaries – Education Assistants (EA)**

Budgeted Education Assistant salary expense in 2023/24 was higher than 2022/23 budgeted expense by \$0.6 million primarily due to inflationary salary increases (\$0.4m) and increased position budget (\$0.2 million).

In 2023/24 actual expense was below budget by \$0.4 million primarily due to hiring lag for vacant positions and unpaid leaves.

**Salaries – Support Staff**

Budgeted Support Staff salary expense in 2023/24 was higher than 2022/23 budgeted expense by \$0.6 million due to inflationary salary increases.

In 2023/24 actual expense was below budget by \$0.3 million due primarily to hiring lag for vacant positions and unpaid leaves.

**Salaries – Other Professionals**

Budgeted other professional salary expense in 2023/24 increased relative to 2022/23 budgeted expense by \$0.85 million due to inflationary wage increases (\$0.25 million) and increased budget for Speech Pathologist positions with federal funding received through Jordan’s Principle (\$0.6 million).

In 2023/24 actual expense was below budget by \$0.35 million primarily due to challenges with recruitment of Speech Pathologists (Jordan’s Principle funded positions).

**Salaries –Substitutes**

Budgeted substitute salary expense in 2023/24 increased relative to 2022/23 budgeted expense by \$0.5 million due to inflationary wage increases and to reflect the increased usage of sick and emergency leave.

Actual expense in 2023/24 exceeded budget by \$0.5 million, and is attributable to continued escalation of sick and emergency leave usage.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

**Employee Benefits**

Budgeted employee benefits expense in 2023/24 increased relative to 2022/23 budgeted expense by \$1.1 million due the impact of wage increases (approximately \$0.6 million) and escalation to benefit plan premiums (approximately \$0.5 million).

Actual expense in 2023/24 exceeded budget by \$0.7 million due to escalating cost and usage of health and dental benefits.

**Total Service and Supplies and Fund Transfers**

For the purpose of this analysis, fund transfers are combined with service and supply expense because fund transfers relate primarily to the purchase of capital assets from service and supply budgets in the operating fund.

It is expected that actual service and supply expenditures will be less than budget as most surplus carry-forward balances are reflected as service and supply expenditure in the budget and are not fully spent.

Budgeted expense in 2023/24 was \$0.9 million higher than budgeted expense in 2022/23. The primary reasons were higher homestay costs by \$0.5 million (increased homestay enrolment and homestay fees), and general inflation in other service and supply accounts including transportation and custodial supplies, software licences, insurance, fuel and utilities.

Actual expense in 2023/24 was below budget by \$2.1 million and was below prior year by \$0.2 million. This was primarily due to lower expenditure of supply budgets (see discussion of budget carry-forwards below). Utility costs were also \$0.1 million below budget attributable to a milder winter.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

*Analysis of Variances by Function*

| <b>Operating Fund Expenditure by Function</b> | <b>Amended Budget 2023/24</b> | <b>Actual 2023/24</b> | <b>Amended Budget 2022/23</b> | <b>Actual 2022/23</b> |
|---|-------------------------------|-----------------------|-------------------------------|-----------------------|
| Instruction                                   | 81,484,882                    | 79,869,117            | 73,700,164                    | 73,776,687            |
| District Administration                       | 3,845,181                     | 3,658,454             | 3,526,204                     | 3,413,180             |
| Operations and Maintenance                    | 10,237,526                    | 10,007,947            | 9,767,530                     | 9,217,468             |
| Transportation                                | 1,784,700                     | 1,744,420             | 1,658,321                     | 1,700,255             |
| Fund transfer                                 | 973,820                       | 869,407               | 960,000                       | 1,758,685             |
| <b>Total</b>                                  | <b>98,326,109</b>             | <b>96,149,345</b>     | <b>89,612,219</b>             | <b>89,866,275</b>     |

**Instruction** – 2023/24 budgeted expenditures exceed 2022/23 budgeted expenditures by \$7.8 million. This increase is primarily attributable to increased wages and benefits budgets for instructional staff.

In 2023/24 actual instruction cost was below budget by \$1.6 million primarily due to service and supply budgets not being fully expended.

**District Administration** – 2023/24 budgeted expenditures exceed 2022/23 budgeted expenditures by \$0.3 million attributable to salary inflation. In 2023/24 actual costs were \$0.2 million below budget primarily due to underspend of service and supply budgets.

**Operations and Maintenance and Fund Transfer** – 2023/24 budgeted expenditures exceeded 2022/23 budgeted expenditures by \$0.5 million attributable to salary escalation and service and supply inflation.

When Operations and Maintenance expense is combined with fund transfers (operating fund capital expenditures), expenditure was close to budget (\$0.3 million below budget).

**Transportation** – 2023/24 budgeted expenditures exceed 2022/23 budgeted expenditures by \$0.13 million attributable inflation in fuel, supplies and wages. Actual expense in 2023/24 was close to budget.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

Accumulated Operating Surplus

Understanding the components of accumulated operating surplus is necessary for knowing how much of the balance relates to multi-year funding of programs (surplus carry-forwards) and how much of the balance is available to reduce financial risk associated with unforeseen expenditures or to fund additional expenditures in the future. The components of closing accumulated surplus are presented in the table below:

|  | <b>Budget 2024/25</b>              | <b>Budget 2023/24</b>        |                                    |
|--|------------------------------------|------------------------------|------------------------------------|
|  | 2023/24<br>Financial<br>Statements | 2023/24<br>Amended<br>Budget | 2022/23<br>Financial<br>Statements |
| School Activities (multi-year funding)       | 431,369                            | 252,928                      | 252,928                            |
| District Activities (multi-year funding)     | 1,477,760                          | 522,701                      | 522,701                            |
| Appropriated for Budget in Following Year    | 1,769,467                          | 582,976                      | 1,384,307                          |
| <b>Total Internally Restricted</b>           | <b>3,678,596</b>                   | <b>1,358,605</b>             | <b>2,159,936</b>                   |
| Contingency Reserve (Unappropriated Surplus) | 3,081,561                          | 2,300,838                    | 1,499,507                          |
| <b>Total Accumulated Surplus</b>             | <b>6,760,157</b>                   | <b>3,659,443</b>             | <b>3,659,443</b>                   |

The right column in the above table shows how accumulated surplus was restricted in the prior year (2022/23) financial statements, and the middle column shows how this prior year accumulated surplus was then allocated in the 2023/24 amended budget adopted by the Board in February 2024 (following confirmation of actual fall enrolment).

During the year ended June 30, 2024 accumulated operating surplus increased from \$3,659,443 at the beginning of the year to \$6,760,157 at the end of the year. The left column shows that \$1,769,467 of this balance has been allocated to fund continuing expenditures in the 2024/25 Preliminary Budget, \$1,909,129 (\$431,369 plus \$1,477,760) has been allocated to multi-year funding of district and school programs, and \$3,081,561 has been allocated to contingency reserve.

Allocation of accumulated surplus for multi-year funding of district and school programs increased significantly over the prior year because of reducing spending of service and supply accounts in general, and increased unspent targeted funding in the operating fund (this includes \$0.4 million in unspent funding for the Jordan's Principle Speech Language Pathologist project).



**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

Appropriation of accumulated surplus to fund continuing expenditures is sustainable only when sufficient conservatism is embedded in the budget such that the appropriation balances off with average budget underspend and overall accumulated operating surplus remains stable or grows. Growth in the appropriation of accumulated surplus to fund the 2024/25 budget (from \$582,976 to \$1,769,467) increases the risk that accumulated surplus will decline in 2024/25 and that budgetary balance cannot be sustained longer term. This risk is compounded by the likelihood that inflationary pressure will continue to outpace funding growth in future years.

**Statement of Operations by Fund – Special Purpose Fund**

|                                      | Amended Budget<br>2023/24 | Actual 2023/24 | Amended<br>Budget 2022/23 | Actual 2022/23 |
|--------------------------------------|---------------------------|----------------|---------------------------|----------------|
| Provincial Grants                    | <b>15,183,611</b>         | 14,955,072     | 13,322,083                | 13,344,812     |
| Other Revenues                       | <b>3,153,750</b>          | 4,008,211      | 2,985,000                 | 3,723,766      |
| Expenditures                         | <b>(18,337,361)</b>       | (18,811,699)   | (16,307,083)              | (17,004,997)   |
| Fund transfers<br>(assets purchased) | -                         | (151,584)      | -                         | (63,581)       |
| Annual Surplus<br>(Deficit)          | -                         | -              | -                         | -              |

2023/24 budgeted grant revenues in the special purpose fund increased by \$1.9 million relative to 2022/23 budgeted revenues primarily due to funding increases for wage inflation, and the additional of new funding programs (Feeding Futures and Project Penny).

Actual 2023/24 Provincial Grants were close to budget (\$0.2 million below). Other revenues in 2022/23 exceeded budget by \$0.8 million as school generated revenues exceeded budget.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

**Statement of Operations by Fund – Capital Fund**

|   | Amended Budget<br>2023/24 | Actual<br>2023/24 | Amended Budget<br>2022/23 | Actual<br>2022/23 |
|---|---------------------------|-------------------|---------------------------|-------------------|
| Revenues  | 5,373,000                 | 5,659,842         | 4,812,120                 | 5,324,743         |
| Expenses  | (7,107,847)               | (8,034,306)       | (6,981,468)               | (7,157,656)       |
| Fund Transfers<br>(capital assets<br>purchased in other<br>funds) | <u>973,820</u>            | <u>1,020,991</u>  | 960,000                   | 1,822,266         |
| Change in<br>Accumulated Surplus                                  | (761,027)                 | (1,353,473)       | (1,209,348)               | (10,647)          |
| Opening Accumulated<br>Surplus                                    |                           | <u>13,699,213</u> |                           | 13,709,860        |
| Closing Accumulated<br>Surplus                                    |                           | 12,345,740        |                           | 13,699,213        |

It is expected that revenues and expenses in the capital fund will be predictable and consistent, as they reflect the recognition of capital funding (as revenue) and the usage of capital assets over their life (as amortization expense). Capital fund expenses in 2023/24 were higher than budget and prior year, in part, because of an \$0.5 million remeasurement (increase) to the estimate for asset retirement obligations that was not budgeted.

During the year ended June 30, 2024, the district invested \$7.7 million in capital additions. Further details are presented in the Financial Highlights section.

Within the capital fund the following two balances are important as they represent funds available for future capital investment:

- Local Capital Reserve – this balance forms part of accumulated surplus in the capital fund and represents funds available for future investment in capital assets. In Saanich, these funds are generated primarily from allocation of lease revenues designated for future asset renewal.
- MEd Restricted Capital – this balance forms part of the deferred capital revenue balance in the capital fund and represents funds available for investment in capital assets at the discretion of the Ministry of Education and Childcare. These funds are generated primarily from capital project savings.

**Saanich School District**  
**Financial Statement Discussion & Analysis**  
**For the Year Ended June 30, 2024**

The table below presents the June 30, 2024 closing balances in Local Capital and MEd Restricted Capital and what portion of the balances remains uncommitted for future capital investment.

|                                 | Local Capital | MEd Restricted Capital |
|---------------------------------|---------------|------------------------|
| Balance at June 30, 2024        | 621,220       | 186,390                |
| Committed for future investment | 621,220       | -                      |
| Uncommitted Balance             | -             | 186,390                |

The local capital balance consists of the accumulated allocation of licence revenues for the future renewal of licensed space. The MEd Restricted Capital balance has not been committed to a project at this time.

Detailed information on the capital fund is presented in schedules 4 to 4D following the notes to the financial statements.

**CONTACTING THE SCHOOL DISTRICT’S FINANCIAL MANAGEMENT**

This financial report is designed to provide the School District’s stakeholders with a general overview of the School District’s finances and to demonstrate the School District’s accountability for the money it receives. If you have questions about this report or need additional financial information, please contact the Office of the Secretary Treasurer at 250-652-7332.

Audited Financial Statements of

# **School District No. 63 (Saanich)**

And Independent Auditors' Report thereon

June 30, 2024

# School District No. 63 (Saanich)

June 30, 2024

## Table of Contents

|   |       |
|---|-------|
| Management Report .....   | 1     |
| Independent Auditors' Report .....  | 2-5   |
| Statement of Financial Position - Statement 1 .....   | 6     |
| Statement of Operations - Statement 2 .....   | 7     |
| Statement of Changes in Net Debt - Statement 4 .....  | 8     |
| Statement of Cash Flows - Statement 5 .....   | 9     |
| Notes to the Financial Statements .....   | 10-32 |
| Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 (Unaudited) ..... | 33    |
| Schedule of Operating Operations - Schedule 2 (Unaudited) .....                             | 34    |
| Schedule 2A - Schedule of Operating Revenue by Source (Unaudited) .....                     | 35    |
| Schedule 2B - Schedule of Operating Expense by Object (Unaudited) .....                     | 36    |
| Schedule 2C - Operating Expense by Function, Program and Object (Unaudited) .....           | 37    |
| Schedule of Special Purpose Operations - Schedule 3 (Unaudited) .....                       | 39    |
| Schedule 3A - Changes in Special Purpose Funds and Expense by Object (Unaudited) .....      | 40    |
| Schedule of Capital Operations - Schedule 4 (Unaudited) .....                               | 43    |
| Schedule 4A - Tangible Capital Assets (Unaudited) .....                                     | 44    |
| Schedule 4B - Tangible Capital Assets - Work in Progress (Unaudited) .....                  | 45    |
| Schedule 4C - Deferred Capital Revenue (Unaudited) .....                                    | 46    |
| Schedule 4D - Changes in Unspent Deferred Capital Revenue (Unaudited) .....                 | 47    |

# School District No. 63 (Saanich)

## MANAGEMENT REPORT

Version: 2805-2060-9077

### Management's Responsibility for the Financial Statements

The accompanying financial statements of School District No. 63 (Saanich) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 63 (Saanich) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements regularly throughout the year and externally audited financial statements yearly.

The external auditors, Office of the Auditor General of British Columbia, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 63 (Saanich) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 63 (Saanich)

---

|  |             |
|--|-------------|
| 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 of Financial Position

As at June 30, 2024

|  | 2024<br>Actual       | 2023<br>Actual       |
|--|----------------------|----------------------|
|  | \$                   | \$                   |
| <b>Financial Assets</b>                                  |                      |                      |
| Cash and Cash Equivalents                                | 21,521,971           | 22,012,831           |
| Accounts Receivable                                      |                      |                      |
| Due from Province - Ministry of Education and Child Care | 1,379,570            | 676,380              |
| Due from Province - Other                                | 95,581               | 65,019               |
| Due from First Nations                                   | 809,892              | 877,020              |
| Other (Note 3)   | 1,108,086            | 1,070,272            |
| Portfolio Investments (Note 4)                           | 6,222,682            | 211,584              |
| Construction Security Deposits (Note 5)                  | 61,275               | 587,929              |
| <b>Total Financial Assets</b>                            | <b>31,199,057</b>    | <b>25,501,035</b>    |
| <b>Liabilities</b>                                       |                      |                      |
| Accounts Payable and Accrued Liabilities                 |                      |                      |
| Due to Province - Ministry of Education and Child Care   | -                    | 12,720               |
| Other (Note 6)   | 11,308,508           | 10,212,568           |
| Unearned Revenue (Note 7)                                | 6,054,707            | 5,764,611            |
| Deferred Revenue (Note 8)                                | 2,781,680            | 2,149,937            |
| Deferred Capital Revenue (Note 9)                        | 119,395,220          | 118,349,608          |
| Employee Future Benefits (Note 10)                       | 4,364,897            | 4,080,077            |
| Asset Retirement Obligation (Note 11)                    | 13,198,443           | 12,688,641           |
| Debt (Note 12)   | 200,000              | -                    |
| <b>Total Liabilities</b>                                 | <b>157,303,455</b>   | <b>153,258,162</b>   |
| <b>Net Debt</b>  | <b>(126,104,398)</b> | <b>(127,757,127)</b> |
| <b>Non-Financial Assets</b>                              |                      |                      |
| Tangible Capital Assets (Note 13)                        | 144,289,281          | 144,083,042          |
| Prepaid Expenses   | 921,014              | 1,032,741            |
| <b>Total Non-Financial Assets</b>                        | <b>145,210,295</b>   | <b>145,115,783</b>   |
| <b>Accumulated Surplus (Deficit) (Note 14)</b>           | <b>19,105,897</b>    | <b>17,358,656</b>    |

Contractual Obligations (Note 15)

Contractual Rights (Note 16)

Contingent Liabilities (Note 17)

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 of Operations  
Year Ended June 30, 2024

|   | 2024<br>Budget<br>(Note 18)<br>\$ | 2024<br>Actual<br>\$      | 2023<br>Actual<br>\$ |
|---|-----------------------------------|---------------------------|----------------------|
| <b>Revenues</b>   |                                   |                           |                      |
| Provincial Grants   |                                   |                           |                      |
| Ministry of Education and Child Care                                    | 99,262,582                        | <b>100,548,302</b>        | 90,859,714           |
| Other   | 172,333                           | <b>200,332</b>            | 181,545              |
| Federal Grants  | 574,918                           | <b>578,601</b>            |                      |
| Tuition   | 4,252,428                         | <b>4,412,299</b>          | 4,193,697            |
| Other Revenue   | 9,871,452                         | <b>11,062,163</b>         | 10,161,076           |
| Rentals and Leases  | 442,402                           | <b>411,696</b>            | 415,440              |
| Investment Income   | 751,750                           | <b>1,027,763</b>          | 791,767              |
| Amortization of Deferred Capital Revenue                                | 5,350,000                         | <b>5,632,028</b>          | 5,320,843            |
| <b>Total Revenue</b>  | <u>120,677,865</u>                | <u><b>123,873,184</b></u> | <u>111,924,082</u>   |
| <b>Expenses (Note 19)</b>   |                                   |                           |                      |
| Instruction   | 99,088,644                        | <b>98,069,767</b>         | 90,184,042           |
| District Administration   | 3,937,003                         | <b>3,745,100</b>          | 3,499,815            |
| Operations and Maintenance  | 17,593,398                        | <b>17,712,028</b>         | 16,617,224           |
| Transportation and Housing  | 2,178,452                         | <b>2,089,246</b>          | 1,969,162            |
| Revaluation of Asset Retirement Obligation                              |                                   | <b>509,802</b>            |                      |
| <b>Total Expense</b>  | <u>122,797,497</u>                | <u><b>122,125,943</b></u> | <u>112,270,243</u>   |
| <b>Surplus (Deficit) for the year</b>                                   | <u>(2,119,632)</u>                | <u><b>1,747,241</b></u>   | <u>(346,161)</u>     |
| <b>Accumulated Surplus (Deficit) from Operations, beginning of year</b> |                                   | <b>17,358,656</b>         | 17,704,817           |
| <b>Accumulated Surplus (Deficit) from Operations, end of year</b>       |                                   | <u><b>19,105,897</b></u>  | <u>17,358,656</u>    |



# School District No. 63 (Saanich)

## Statement of Changes in Net Debt

Year Ended June 30, 2024

|   | 2024<br>Budget<br>(Note 18) | 2024<br>Actual              | 2023<br>Actual       |
|---|-----------------------------|-----------------------------|----------------------|
|   | \$                          | \$                          | \$                   |
| <b>Surplus (Deficit) for the year</b>   | (2,119,632)                 | <b>1,747,241</b>            | (346,161)            |
| <b>Effect of change in Tangible Capital Assets</b>                              |                             |                             |                      |
| Acquisition of Tangible Capital Assets  | (850,000)                   | <b>(7,730,743)</b>          | (6,877,314)          |
| Amortization of Tangible Capital Assets   | 7,107,847                   | <b>7,524,504</b>            | 7,157,656            |
| <b>Total Effect of change in Tangible Capital Assets</b>                        | 6,257,847                   | <b>(206,239)</b>            | 280,342              |
| Acquisition of Prepaid Expenses   |                             | <b>(921,014)</b>            | (1,032,741)          |
| Use of Prepaid Expenses   |                             | <b>1,032,741</b>            | 368,575              |
| <b>Total Effect of change in Other Non-Financial Assets</b>                     | -                           | <b>111,727</b>              | (664,166)            |
| <b>(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)</b> | <u>4,138,215</u>            | <b>1,652,729</b>            | (729,985)            |
| <b>Net Remeasurement Gains (Losses)</b>   |                             |                             |                      |
| <b>(Increase) Decrease in Net Debt</b>  |                             | <b>1,652,729</b>            | (729,985)            |
| <b>Net Debt, beginning of year</b>  |                             | <b>(127,757,127)</b>        | (127,027,142)        |
| <b>Net Debt, end of year</b>  |                             | <u><b>(126,104,398)</b></u> | <u>(127,757,127)</u> |

# School District No. 63 (Saanich)

Statement 5

Statement of Cash Flows

Year Ended June 30, 2024

|   | 2024<br>Actual     | 2023<br>Actual     |
|---|--------------------|--------------------|
|   | \$                 | \$                 |
| <b>Operating Transactions</b>                                 |                    |                    |
| Surplus (Deficit) for the year                                | 1,747,241          | (346,161)          |
| Changes in Non-Cash Working Capital                           |                    |                    |
| Decrease (Increase)   |                    |                    |
| Accounts Receivable   | (704,438)          | 742,889            |
| Prepaid Expenses  | 111,727            | (664,166)          |
| Increase (Decrease)   |                    |                    |
| Accounts Payable and Accrued Liabilities                      | 1,083,220          | 1,083,248          |
| Unearned Revenue  | 290,096            | 708,904            |
| Deferred Revenue  | 631,743            | 126,545            |
| Employee Future Benefits                                      | 284,820            | 18,816             |
| Asset Retirement Obligations                                  | 509,802            | -                  |
| Amortization of Tangible Capital Assets                       | 7,524,504          | 7,157,656          |
| Amortization of Deferred Capital Revenue                      | (5,632,028)        | (5,320,843)        |
| Construction Works Deposits                                   | 526,654            | (500,829)          |
| <b>Total Operating Transactions</b>                           | <b>6,373,341</b>   | <b>3,006,059</b>   |
| <b>Capital Transactions</b>                                   |                    |                    |
| Tangible Capital Assets Purchased                             | (2,270,378)        | (2,889,926)        |
| Tangible Capital Assets -WIP Purchased                        | (5,260,365)        | (3,987,388)        |
| Tangible Capital Assets Purchased With Loan                   | (200,000)          | -                  |
| <b>Total Capital Transactions</b>                             | <b>(7,730,743)</b> | <b>(6,877,314)</b> |
| <b>Financing Transactions</b>                                 |                    |                    |
| Loan Proceeds   | 200,000            | -                  |
| Capital Revenue Received                                      | 6,677,640          | 4,085,127          |
| <b>Total Financing Transactions</b>                           | <b>6,877,640</b>   | <b>4,085,127</b>   |
| <b>Investing Transactions</b>                                 |                    |                    |
| Investments in Portfolio Investments                          | (6,011,098)        | (2,819)            |
| <b>Total Investing Transactions</b>                           | <b>(6,011,098)</b> | <b>(2,819)</b>     |
| <b>Net Increase (Decrease) in Cash and Cash Equivalents</b>   | <b>(490,860)</b>   | <b>211,053</b>     |
| <b>Cash and Cash Equivalents, beginning of year</b>           | <b>22,012,831</b>  | <b>21,801,778</b>  |
| <b>Cash and Cash Equivalents, end of year</b>                 | <b>21,521,971</b>  | <b>22,012,831</b>  |
| <b>Cash and Cash Equivalents, end of year, is made up of:</b> |                    |                    |
| Cash  | 21,381,202         | 11,498,886         |
| Cash Equivalents  | 140,769            | 10,513,945         |
|   | <b>21,521,971</b>  | <b>22,012,831</b>  |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 1            AUTHORITY AND PURPOSE**

The school district operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 63 (Saanich)", and operates as "School District No. 63 (Saanich)". A board of education ("Board") is elected for a four-year term and governs the school district. The school district provides educational programs to students enrolled in schools in the district, and is principally funded by the Province of British Columbia through the Ministry of Education and Child Care. School District No. 63 (Saanich) is exempt from federal and provincial corporate income taxes.

**NOTE 2            SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the school district are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the school district are as follows:

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(f) and 2(m).

In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the school district before or after this regulation was in effect.

As noted in notes 2(f) and 2(m), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the school district to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense.

As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital revenue would be recorded differently under Canadian Public Sector Accounting Standards.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**

b) Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

d) Portfolio Investments

The school district has investments in Guaranteed Investment Certificates (GICs) with terms to maturity of greater than three months. GICs are reported at cost.

e) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

f) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2 (m).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations.

This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards, which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

g) Employee Future Benefits

The school district provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The school district accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method prorated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing. The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARSL) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2022 and projected to March 31, 2025. The next valuation will be performed at March 31, 2025 for use at June 30, 2025. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The school district and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are jointly trusted plans where assets and obligations are not separated. The costs are expensed as incurred.

h) Asset Retirement Obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) the past transaction or event giving rise to the liability has occurred;
- (c) it is expected that future economic benefits will be given up; and
- (d) a reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous material in several of the buildings owned by the school district has been recognized based on estimated cost of remediation if this was to occur at the financial statement date. The liability is adjusted yearly based on a remediation cost escalation percentage as an accretion expense. The recognition of a liability resulted in an accompanying increase in the respective tangible capital assets. The buildings capital assets affected by the asbestos liability are being amortized with the buildings over their remaining useful lives (see note 2 j). Assumptions used in the calculations are reviewed annually.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**

i) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the school district:
  - is directly responsible; or
  - accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

j) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.
- Work in progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the school district to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other non-purchased intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. Work in progress is not amortized until available for productive use. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

j) Tangible Capital Assets (continued)

regular basis or if significant events initiate the need to revise. Estimated useful life is as follows:

|                       |          |
|-----------------------|----------|
| Buildings             | 40 years |
| Furniture & Equipment | 10 years |
| Vehicles              | 10 years |
| Computer Software     | 5 years  |
| Computer Hardware     | 5 years  |

k) Prepaid Expenses

Amounts for insurance and other services are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

l) Funds and Reserves

Certain amounts, as approved by the Board are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (see Note 14 – Accumulated Surplus).

m) Revenue Recognition

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the school district has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

m) Revenue Recognition (continued)

The accounting treatment for restricted contributions that are government transfers is not consistent with the requirements of Canadian public sector accounting standards, which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished.

Revenue from transactions with performance obligations is recognized when (or as) the performance obligation is satisfied (by providing the promised goods or services to a payor).

Revenue from transactions with no performance obligations is recognized when the district:

- (a) has the authority to claim or retain an inflow of economic resources; and
- (b) identifies a past transaction or event that gives rise to an asset.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

n) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals and Vice-Principals employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Assistant Superintendents, Secretary-Treasurers, Directors of Instruction, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and indigenous education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.



**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

o) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The school district recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, construction security deposits, accounts payable and accrued liabilities and debt. All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these instruments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

p) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, liability for asset retirement obligations, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

q) Adoption of New Accounting Policies

(i) On July 1, 2023, the school district adopted PS 3400 Revenue. Under the new accounting standard, there are two categories of revenue – exchange and non-exchange. If the transaction gives rise to one or more performance obligations, it is an exchange transaction. If no performance obligations are present, it is a non-exchange transaction. Management has assessed the impact of adopting PS 3400 on the financial statements of the school district and has found that there is no resulting impact to the amounts presented in these financial statements for fiscal years beginning on or after July 2023.

(ii) On July 1, 2023, the school district adopted Canadian Public Sector Accounting Standard PS 3160, Public Private Partnerships (“PS 3160”). The new accounting standard addresses the recognition, measurement, presentation, and disclosure of infrastructure procured by public sector entities through certain types of public private partnership arrangements. Management has assessed the impact of adopting PS 3160 on the financial statements of the school district and has found that at present no such items meet the criteria to be recognized as a public private partnership.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 2            SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

q) Adoption of New Accounting Policies (continued)

(iii) On July 1, 2023, the school district adopted Public Sector Guideline PSG-8, Purchased Intangibles, applied on a prospective basis ("PSG-8"). PSG-8 defines purchased intangibles as identifiable non-monetary economic resources without physical substance acquired through an arm's length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Intangibles acquired through a transfer, contribution, or inter-entity transaction, are not purchased intangibles.

Management has assessed the impact of adopting PSG-8 and found that at present no such items meet the criteria to be recognized as a purchased intangible.

r) Comparative Figures

Certain comparative figures presented in the financial statements have been reclassified to conform to the financial statement presentation adopted in the current year.

**NOTE 3            ACCOUNTS RECEIVABLE – OTHER RECEIVABLES**

|                             | June 30, 2024 | June 30, 2023 |
|-----------------------------|---------------|---------------|
|                             | \$            | \$            |
| Due from Federal Government | 137,627       | 180,336       |
| Other                       | 213,260       | 100,062       |
| Accrued Interest Receivable | 128,129       | -             |
| BCPSEA benefit surplus      | 629,070       | 789,874       |
|                             | 1,108,086     | 1,070,272     |

**NOTE 4            PORTFOLIO INVESTMENTS**

|                               | June 30, 2024 | June 30, 2023 |
|-------------------------------|---------------|---------------|
| Investments measured at cost: | \$            | \$            |
| GICs                          | 6,222,682     | 211,584       |
|                               | 6,222,682     | 211,584       |

**NOTE 5            CONSTRUCTION SECURITY DEPOSIT**

The school district has paid construction security deposits as security for performance of various obligations during construction in progress.

|                             | June 30, 2024 | June 30, 2023 |
|-----------------------------|---------------|---------------|
|                             | \$            | \$            |
| District of Saanich         | -             | 6,680         |
| District of Central Saanich | 61,275        | 581,249       |
|                             | 61,275        | 587,929       |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 6      ACCOUNTS PAYABLE AND ACCRUED LIABILITIES – OTHER**

|                               | June 30, 2024 | June 30, 2023 |
|-------------------------------|---------------|---------------|
|                               | \$            | \$            |
| Trade payables                | 1,898,581     | 1,526,541     |
| Salaries and benefits payable | 8,909,359     | 8,180,782     |
| Accrued vacation pay          | 500,568       | 505,245       |
|                               | 11,308,508    | 10,212,568    |

**NOTE 7      UNEARNED REVENUE**

|  | June 30, 2024 | June 30, 2023 |
|--|---------------|---------------|
|  | \$            | \$            |
| Balance, beginning of year                   | 5,764,611     | 5,055,707     |
| Changes for the year:                        |               |               |
| Increase:                                    |               |               |
| Tuition fees collected                       | 4,043,054     | 4,646,942     |
| Homestay fees collected                      | 1,893,960     | 2,621,179     |
|  | 5,937,014     | 7,268,121     |
| Decrease:                                    |               |               |
| Tuition and other fees recognized as revenue | (3,563,795)   | (4,193,697)   |
| Homestay fees recognized as revenue          | (2,083,123)   | (2,365,520)   |
| Net changes for the year                     | 290,096       | 708,904       |
| Balance, end of year                         | 6,054,707     | 5,764,611     |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 8 DEFERRED REVENUE**

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled. Detailed information about the changes in deferred revenue is included in Schedule 3A.

|                            | June 30, 2024 | June 30, 2023 |
|----------------------------|---------------|---------------|
|                            | \$            | \$            |
| Balance, beginning of year | 2,149,937     | 2,023,392     |
| Changes for the year:      |               |               |
| Increase:                  |               |               |
| Provincial Grants          | 15,363,938    | 13,474,963    |
| Other                      | 4,136,461     | 3,715,161     |
| Investment Income          | 94,627        | 4,999         |
|                            | 19,595,026    | 17,195,123    |
| Decrease:                  |               |               |
| Transfers to Revenue       | (18,963,283)  | (17,068,578)  |
| Net changes for the year   | 631,743       | 126,545       |
| Balance, end of year       | 2,781,680     | 2,149,937     |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 9 DEFERRED CAPITAL REVENUE**

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired. Detailed information about the changes in deferred capital revenue is included in Schedules 4C and 4D.

|   | June 30, 2024  | June 30, 2023  |
|---|----------------|----------------|
| Balance, deferred capital revenue, subject to amortization, beginning of year     | \$ 114,196,808 | \$ 117,452,523 |
| Changes for the year:   |                |                |
| Increase:   |                |                |
| Capital Additions   | 1,369,740      | 1,184,480      |
| Transfer from work in progress  | 8,328,568      | 880,648        |
| Decrease:   |                |                |
| Amortization  | (5,632,028)    | (5,320,843)    |
| Net changes for the year  | 4,066,280      | (3,255,715)    |
| Balance, deferred capital revenue, subject to amortization, end of year           | 118,263,088    | 114,196,808    |
| Balance, deferred capital revenue, not subject to amortization, beginning of year | 3,980,814      | 874,074        |
| Transfer from unspent deferred capital revenue – work in progress                 | 5,255,793      | 3,987,388      |
| Transfer completed projects to deferred capital revenue, subject to amortization  | (8,328,568)    | (880,648)      |
| Net changes for the year  | (3,072,775)    | 3,106,740      |
| Balance, deferred capital revenue not subject to amortization, end of year        | 908,039        | 3,980,814      |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 9 DEFERRED CAPITAL REVENUE (continued)**

|  |             |             |
|--|-------------|-------------|
| Balance, unspent deferred capital revenue,<br>beginning of year  | 171,986     | 1,258,727   |
| Changes for the year:  |             |             |
| Increase:  |             |             |
| Provincial Grants, Ministry of Education and Child Care          | 3,654,473   | 3,363,265   |
| Provincial Grants, Other   | 1,577,547   | -           |
| Other Capital  | 169,000     | 149,561     |
| Investment income  | 40,107      | 2,100       |
| Return of Construction Security Deposit after Project Completion | 10,000      | -           |
| Receivable from Ministry of Education and Child Care – COA Draws | 697,785     | 48,567      |
| Receivable from Ministry of Education and Child Care - Daycare   | 528,728     | 521,634     |
| Decrease:  |             |             |
| Transferred to deferred capital revenue – Capital Additions      | (1,369,740) | (1,184,480) |
| Transferred to deferred capital revenue – Work in Progress       | (5,255,793) | (3,987,388) |
| Net changes for the year   | 52,107      | (1,086,741) |
| Balance, unspent deferred capital revenue,<br>end of year        | 224,093     | 171,986     |
| Balance, end of year   | 119,395,220 | 118,349,608 |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 10 EMPLOYEE FUTURE BENEFITS**

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the school district has provided for the payment of these benefits.

|  | June 30, 2024 | June 30, 2023 |
|--|---------------|---------------|
| <b>Reconciliation of Accrued Benefit Obligation</b>          |               |               |
|  | \$            | \$            |
| Accrued Benefit Obligation – April 1                         | 4,380,630     | 4,414,972     |
| Service Cost   | 327,302       | 336,442       |
| Interest Cost  | 180,095       | 146,862       |
| Benefit Payments   | (447,760)     | (556,874)     |
| Actuarial (Gain)/Loss  | (42,216)      | 39,228        |
|  | 4,398,051     | 4,380,630     |
| <b>Reconciliation of Funded Status at End of Fiscal Year</b> |               |               |
| Accrued Benefit Obligation – March 31                        | 4,398,051     | 4,380,630     |
| Market Value of Plan Assets – March 31                       | -             | -             |
| Funded Status – Deficit                                      | (4,398,051)   | (4,380,630)   |
| Employer Contributions After Measurement Date                | 181,622       | 329,763       |
| Benefits Expense After Measurement Date                      | (128,433)     | (126,850)     |
| Unamortized Net Actuarial (Gain)/Loss                        | (20,035)      | 97,640        |
|  | (4,364,897)   | (4,080,077)   |
| <b>Reconciliation of Change in Accrued Benefit Liability</b> |               |               |
| Accrued Benefit Liability – July 1                           | 4,080,077     | 4,061,261     |
| Net expense for Fiscal Year                                  | 584,439       | 620,714       |
| Employer Contributions                                       | (299,619)     | (601,898)     |
|  | 4,364,897     | 4,080,077     |
| <b>Components of Net Benefit Expense</b>                     |               |               |
|  | \$            | \$            |
| Service Cost   | 322,730       | 328,154       |
| Interest Cost  | 192,882       | 181,087       |
| Amortization of Net Actuarial (Gain)/Loss                    | 54,979        | 75,459        |
| Net Benefit Expense (Income)                                 | 570,591       | 584,700       |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 10**      **EMPLOYEE FUTURE BENEFITS (continued)**

The significant actuarial assumptions adopted for measuring the school district's accrued benefit obligations are:

|                                    | June 30, 2024        | June 30, 2023        |
|------------------------------------|----------------------|----------------------|
| Discount Rate – April 1            | 4.00%                | 3.25%                |
| Discount Rate – March 31           | 4.25%                | 4.00%                |
| Long Term Salary Growth – April 1  | 2.50% +<br>seniority | 2.50% +<br>seniority |
| Long Term Salary Growth – March 31 | 2.50% +<br>seniority | 2.50% +<br>seniority |
| EARSL – March 31                   | 11.1 years           | 11.1 years           |

**NOTE 11**      **ASSET RETIREMENT OBLIGATION**

Legal liabilities exist for the removal and disposal of asbestos within some district owned buildings that will undergo major renovations or demolition in the future. The obligation has been measured at current cost as the timing of future cash flows cannot be reasonably determined. These costs have been capitalized as part of the assets' carrying value and are amortized over the assets' estimated useful lives.

|  |            |
|--|------------|
|  | \$         |
| Asset Retirement Obligation, opening balance | 12,688,641 |
| Settlements during the year                  | -          |
| Revaluation of asset retirement obligation   | 509,802    |
| Asset Retirement Obligation, closing balance | 13,198,443 |

**NOTE 12**      **DEBT**

The following loan approved under *Section 144* of the *School Act* is outstanding:

|  | June 30, 2024 | June 30, 2023 |
|--|---------------|---------------|
| Go Zero Emission School Bus British Columbia Inc. loan | \$<br>200,000 | \$<br>-       |
|  | 200,000       | -             |

Go Zero Emission School Bus British Columbia Inc. is a wholly owned subsidiary of the Association of School Transportation Services of BC. The \$200,000 loan was approved on June 21, 2023 to purchase two electric buses, borrowed on October 20, 2023 for a term of 12 years, bearing interest at 1% per annum. The loan is repayable in blended quarterly principal plus interest payments with payments not exceeding operating cost savings of electric vs. diesel buses. The loan is secured by two vehicles which have a carrying value of \$519,665 per bus. Principal and interest paid to date are \$0 and \$0 respectively.



**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 12 DEBT (continued)**

Anticipated annual principal repayments over the next 5 years and thereafter are as follows:

|                      | \$     |        |        |        |        |            |
|----------------------|--------|--------|--------|--------|--------|------------|
|                      | 2025   | 2026   | 2027   | 2028   | 2029   | Thereafter |
| Principal repayments | 16,667 | 16,667 | 16,667 | 16,667 | 16,667 | 116,665    |

**NOTE 13 TANGIBLE CAPITAL ASSETS**

**Net Book Value:**

|  | Net Book Value<br>2024 | Net Book Value<br>2023 |
|--|------------------------|------------------------|
|  | \$                     | \$                     |
| Sites                                    | 6,088,418              | 6,088,418              |
| Buildings                                | 125,454,692            | 125,031,774            |
| Buildings - Work in Progress             | 142,902                | 2,793,079              |
| Furniture & Equipment                    | 8,084,718              | 5,804,800              |
| Furniture & Equipment - Work in Progress | 769,710                | 1,187,735              |
| Vehicles                                 | 1,779,827              | 871,411                |
| Computer Software                        | 1,067                  | 6,753                  |
| Computer Hardware                        | 1,967,947              | 2,299,072              |
| <b>Total</b>                             | <b>144,289,281</b>     | <b>144,083,042</b>     |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 13 TANGIBLE CAPITAL ASSETS (continued)**

**June 30, 2024**

| Cost:                 | Opening Cost       | Additions        | Disposals        | Transfers   | Total 2024         |
|-----------------------|--------------------|------------------|------------------|-------------|--------------------|
|                       | \$                 | \$               | \$               | \$          | \$                 |
| Sites                 | 6,088,418          | -                | -                | -           | 6,088,418          |
| Buildings             | 241,726,698        | 1,288,589        | -                | 5,099,392   | 248,114,679        |
| Work in Progress      | 2,793,079          | 2,449,215        | -                | (5,099,392) | 142,902            |
| Furniture & Equipment | 9,060,220          | 939,033          | (470,125)        | 2,389,845   | 11,918,973         |
| Work in Progress      | 1,187,735          | 2,811,150        | -                | (3,229,175) | 769,710            |
| Vehicles              | 1,695,590          | 295,381          | -                | 839,330     | 2,830,301          |
| Computer Software     | 46,159             | -                | (35,461)         | -           | 10,698             |
| Computer Hardware     | 3,836,598          | 457,177          | (247,351)        | -           | 4,046,424          |
| <b>Total</b>          | <b>266,434,497</b> | <b>8,240,545</b> | <b>(752,937)</b> | <b>-</b>    | <b>273,922,105</b> |

| Accumulated Amortization: | Opening Accumulated Amortization | Additions        | Disposals        | Transfers | Total 2024         |
|---------------------------|----------------------------------|------------------|------------------|-----------|--------------------|
|                           | \$                               | \$               | \$               | \$        | \$                 |
| Sites                     | -                                | -                | -                | -         | -                  |
| Buildings                 | 116,694,924                      | 5,965,063        | -                | -         | 122,659,987        |
| Furniture & Equipment     | 3,255,420                        | 1,048,960        | (470,125)        | -         | 3,834,255          |
| Vehicles                  | 824,179                          | 226,295          | -                | -         | 1,050,474          |
| Computer Software         | 39,406                           | 5,686            | (35,461)         | -         | 9,631              |
| Computer Hardware         | 1,537,526                        | 788,302          | (247,351)        | -         | 2,078,477          |
| <b>Total</b>              | <b>122,351,455</b>               | <b>8,034,306</b> | <b>(752,937)</b> | <b>-</b>  | <b>129,632,824</b> |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 13 TANGIBLE CAPITAL ASSETS (continued)**

**June 30, 2023**

| Cost:                 | Opening Cost       | Additions        | Disposals          | Transfers | Total 2023         |
|-----------------------|--------------------|------------------|--------------------|-----------|--------------------|
|                       | \$                 | \$               | \$                 | \$        | \$                 |
| Sites                 | 6,088,418          | -                | -                  | -         | 6,088,418          |
| Buildings             | 240,471,751        | 905,100          | -                  | 349,847   | 241,726,698        |
| Work in Progress      | 384,116            | 2,758,810        | -                  | (349,847) | 2,793,079          |
| Furniture & Equipment | 8,870,039          | 645,742          | (986,362)          | 530,801   | 9,060,220          |
| Work in Progress      | 489,958            | 1,228,578        | -                  | (530,801) | 1,187,735          |
| Vehicles              | 1,579,837          | 118,499          | (2,746)            | -         | 1,695,590          |
| Computer Software     | 98,444             | -                | (52,285)           | -         | 46,159             |
| Computer Hardware     | 3,039,001          | 1,220,585        | (422,988)          | -         | 3,836,598          |
| <b>Total</b>          | <b>261,021,564</b> | <b>6,877,314</b> | <b>(1,464,381)</b> | <b>-</b>  | <b>266,434,497</b> |

| Accumulated Amortization: | Opening Accumulated Amortization (restated) | Additions        | Disposals          | Transfers | Total 2023         |
|---------------------------|---|------------------|--------------------|-----------|--------------------|
|                           | \$  | \$               | \$                 | \$        | \$                 |
| Sites                     | -   | -                | -                  | -         | -                  |
| Buildings                 | 111,299,573                                 | 5,395,351        | -                  | -         | 116,694,924        |
| Furniture & Equipment     | 3,345,269                                   | 896,513          | (986,362)          | -         | 3,255,420          |
| Vehicles                  | 663,153                                     | 163,772          | (2,746)            | -         | 824,179            |
| Computer Software         | 77,231                                      | 14,460           | (52,285)           | -         | 39,406             |
| Computer Hardware         | 1,272,954                                   | 687,560          | (422,988)          | -         | 1,537,526          |
| <b>Total</b>              | <b>116,658,180</b>                          | <b>7,157,656</b> | <b>(1,464,381)</b> | <b>-</b>  | <b>122,351,455</b> |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 14      ACCUMULATED SURPLUS**

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

|                                     | June 30, 2024 | June 30, 2023 |
|-------------------------------------|---------------|---------------|
|                                     | \$            | \$            |
| Invested in tangible capital assets | 11,724,520    | 13,221,588    |
| Local capital surplus               | 621,220       | 477,625       |
| Operating surplus                   | 6,760,157     | 3,659,443     |
|                                     | 19,105,897    | 17,358,656    |

Inter-fund transfers between the operating, special purpose and capital funds for the year ended June 30, 2024, were as follows:

- \$749,054 was transferred from the operating fund to the capital fund and \$151,584 was transferred from the special purpose fund to the capital fund for the purchase of capital assets.
- \$120,353 was transferred from the operating fund to the local capital fund for future purchases of capital assets.

The operating surplus has been internally restricted (appropriated) by the Board for the 2024/2025 budget.

|                                       | June 30, 2024 |
|---------------------------------------|---------------|
|                                       | \$            |
| School Activities                     | 431,369       |
| District Activities                   | 1,477,760     |
| Appropriated for 2024/25 Budget       | 1,769,467     |
| Subtotal Internally Restricted        | 3,678,596     |
| Unrestricted Operating Surplus        | 3,081,561     |
| Total Available for Future Operations | 6,760,157     |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 15      CONTRACTUAL OBLIGATIONS**

The school district has entered into contracts related to capital projects with a remaining cost of approximately \$3,031,492.

The following table summarizes other contractual obligations of the school district:

| \$                         |         |         |         |        |      |            |
|----------------------------|---------|---------|---------|--------|------|------------|
| Contractual Obligations    | 2025    | 2026    | 2027    | 2028   | 2029 | Thereafter |
| Various purchase contracts | 578,436 | 407,156 | 225,362 | 41,035 | -    | -          |

**NOTE 16      CONTRACTUAL RIGHTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The school district's contractual rights arise because of contracts entered into for the license or lease of district facilities. The following table summarizes the contractual rights of the school district for future assets:

| \$                 |         |         |         |         |         |            |
|--------------------|---------|---------|---------|---------|---------|------------|
| Contractual Rights | 2025    | 2026    | 2027    | 2028    | 2029    | Thereafter |
| Leases of Property | 476,139 | 490,685 | 455,727 | 230,590 | 231,951 | 1,544,423  |

**NOTE 17      CONTINGENT LIABILITIES**

The school district, in conducting its usual business activities, is involved in various legal claims and litigation. In the event any unsettled claims are successful, management believes that such claims are not expected to have a material effect on the school district's financial position, and accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year in which the related litigation is settled.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 18      BUDGET FIGURES**

Budget figures included in the financial statements were approved by the Board through the adoption of an amended annual budget bylaw on February 14, 2024. The original annual budget was adopted on May 17, 2023. The original and amended budgets are presented below.

|  | <b>2024 Amended<br/>Annual Budget</b> | <b>2024 Annual<br/>Budget</b> |
|--|---------------------------------------|-------------------------------|
| <b>Revenues</b>                                |                                       |                               |
|  | \$                                    | \$                            |
| Provincial Grants                              | 99,434,915                            | 95,660,078                    |
| Federal Grants                                 | 574,918                               | -                             |
| Tuition  | 4,252,428                             | 4,048,515                     |
| Other Revenue                                  | 9,871,452                             | 8,879,408                     |
| Rentals and Leases                             | 442,402                               | 430,500                       |
| Investment Income                              | 751,750                               | 658,000                       |
| Amortization of Deferred Capital Revenue       | 5,350,000                             | 5,350,000                     |
| <b>Total Revenue</b>                           | <b>120,677,865</b>                    | <b>115,026,501</b>            |
| <b>Expenses</b>                                |                                       |                               |
| Instruction                                    | 99,088,644                            | 94,127,839                    |
| District Administration                        | 3,937,003                             | 3,691,723                     |
| Operations and Maintenance                     | 17,593,398                            | 17,706,969                    |
| Transportation and Housing                     | 2,178,452                             | 1,952,571                     |
| <b>Total Expense</b>                           | <b>122,797,497</b>                    | <b>117,479,102</b>            |
| <b>Net Revenue (Expense)</b>                   | <b>(2,119,632)</b>                    | <b>(2,452,601)</b>            |
| <b>Budgeted Allocation of Surplus</b>          | <b>1,358,605</b>                      | <b>1,682,754</b>              |
| <b>Budgeted Surplus (Deficit) for the year</b> | <b>(761,027)</b>                      | <b>(769,847)</b>              |

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

**NOTE 19      EXPENSE BY OBJECT**

|  | June 30, 2024 | June 30, 2023 |
|--|---------------|---------------|
|  | \$            | \$            |
| Salaries and benefits                      | 97,895,301    | 88,966,754    |
| Services and supplies                      | 16,196,336    | 16,145,833    |
| Amortization                               | 7,524,504     | 7,157,656     |
| Revaluation of asset retirement obligation | 509,802       | -             |
|  | 122,125,943   | 112,270,243   |

**NOTE 20      EMPLOYEE PENSION PLANS**

The school district and its employees contribute to the Teachers’ Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are jointly trustee defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2023, the Teachers’ Pension Plan has about 51,000 active members and approximately 42,000 retired members. As of December 31, 2023, the Municipal Pension Plan has about 256,000 active members, including approximately 31,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary’s calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers’ Pension Plan as at December 31, 2020, indicated a \$1,584 million surplus for basic pension benefits on a going concern basis.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The school district paid \$8,024,885 for employer contributions to the plans for the year ended June 30, 2024 (2023: \$7,331,367).

The next valuation for the Teachers’ Pension Plan will be as at December 31, 2023, with results available in late 2024. The next valuation for the Municipal Pension Plan will be as at December 31, 2024, with results available in 2025.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 21      RELATED PARTY TRANSACTIONS**

The school district is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Related parties also include key management personnel and close family members. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

**NOTE 22      ECONOMIC DEPENDENCE**

The operations of the school district are dependent on continued funding from the Ministry of Education and Child Care and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

**NOTE 23      RISK MANAGEMENT**

The school district has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. The Board ensures that the school district has identified its risks and ensures that management monitors and controls them.

a) Credit Risk

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash and cash equivalents, amounts receivable and investments.

The school district is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the school district is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the school district invests solely in GICs.

b) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the school district is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The school district is exposed to interest rate risk through its investments. It is management's opinion that the school district is not exposed to significant interest



**SCHOOL DISTRICT No. 63 (SAANICH)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

---

**NOTE 23      RISK MANAGEMENT (continued)**

b) Market Risk (continued)

rate risk as they invest solely in guaranteed investment certificates that have a maturity date of no more than 3 years. The school district is also exposed to interest rate risk through its debt. It is management's opinion that the school district is not exposed to significant interest rate risk as interest rate is low and fixed.

c) Liquidity Risk

Liquidity risk is the risk that the school district will not be able to meet its financial obligations as they become due.

The school district manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the school district's reputation.

Risk Management and insurance services for all school districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.

# School District No. 63 (Saanich)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2024

|   | Operating<br>Fund | Special Purpose<br>Fund | Capital<br>Fund    | 2024<br>Actual    | 2023<br>Actual   |
|---|-------------------|-------------------------|--------------------|-------------------|------------------|
|   | \$                | \$                      | \$                 | \$                | \$               |
| <b>Accumulated Surplus (Deficit), beginning of year</b>         | 3,659,443         |                         | 13,699,213         | <b>17,358,656</b> | 17,704,817       |
| <b>Changes for the year</b>                                     |                   |                         |                    |                   |                  |
| Surplus (Deficit) for the year                                  | 3,970,121         | 151,584                 | (2,374,464)        | <b>1,747,241</b>  | (346,161)        |
| Interfund Transfers   |                   |                         |                    |                   |                  |
| Tangible Capital Assets Purchased                               | (749,054)         | (151,584)               | 900,638            | -                 |                  |
| Local Capital   | (120,353)         |                         | 120,353            | -                 |                  |
| <b>Net Changes for the year</b>                                 | <b>3,100,714</b>  | -                       | <b>(1,353,473)</b> | <b>1,747,241</b>  | <b>(346,161)</b> |
| <b>Accumulated Surplus (Deficit), end of year - Statement 2</b> | <b>6,760,157</b>  | -                       | <b>12,345,740</b>  | <b>19,105,897</b> | 17,358,656       |

# School District No. 63 (Saanich)

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2024

|   | 2024<br>Budget<br>(Note 18)<br>\$ | 2024<br>Actual<br>\$     | 2023<br>Actual<br>\$ |
|---|-----------------------------------|--------------------------|----------------------|
| <b>Revenues</b>   |                                   |                          |                      |
| Provincial Grants   |                                   |                          |                      |
| Ministry of Education and Child Care                            | 84,078,971                        | <b>85,593,230</b>        | 77,514,902           |
| Other   | 172,333                           | <b>200,332</b>           | 181,545              |
| Federal Grants  | 574,918                           | <b>578,601</b>           |                      |
| Tuition   | 4,252,428                         | <b>4,412,299</b>         | 4,193,697            |
| Other Revenue   | 6,796,452                         | <b>7,070,459</b>         | 6,442,309            |
| Rentals and Leases  | 442,402                           | <b>411,696</b>           | 415,440              |
| Investment Income   | 650,000                           | <b>983,442</b>           | 782,868              |
| <b>Total Revenue</b>  | <u>96,967,504</u>                 | <u><b>99,250,059</b></u> | <u>89,530,761</u>    |
| <b>Expenses</b>   |                                   |                          |                      |
| Instruction   | 81,484,882                        | <b>79,869,117</b>        | 73,776,687           |
| District Administration   | 3,845,181                         | <b>3,658,454</b>         | 3,413,180            |
| Operations and Maintenance                                      | 10,237,526                        | <b>10,007,947</b>        | 9,217,468            |
| Transportation and Housing                                      | 1,784,700                         | <b>1,744,420</b>         | 1,700,255            |
| <b>Total Expense</b>  | <u>97,352,289</u>                 | <u><b>95,279,938</b></u> | <u>88,107,590</u>    |
| <b>Operating Surplus (Deficit) for the year</b>                 | <u>(384,785)</u>                  | <u><b>3,970,121</b></u>  | <u>1,423,171</u>     |
| <b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b> | <u>1,358,605</u>                  |                          |                      |
| <b>Net Transfers (to) from other funds</b>                      |                                   |                          |                      |
| Tangible Capital Assets Purchased                               | (850,000)                         | <b>(749,054)</b>         | (1,641,865)          |
| Local Capital   | (123,820)                         | <b>(120,353)</b>         | (116,820)            |
| <b>Total Net Transfers</b>                                      | <u>(973,820)</u>                  | <u><b>(869,407)</b></u>  | <u>(1,758,685)</u>   |
| <b>Total Operating Surplus (Deficit), for the year</b>          | <u>-</u>                          | <u><b>3,100,714</b></u>  | <u>(335,514)</u>     |
| <b>Operating Surplus (Deficit), beginning of year</b>           |                                   | <b>3,659,443</b>         | 3,994,957            |
| <b>Operating Surplus (Deficit), end of year</b>                 |                                   | <u><b>6,760,157</b></u>  | <u>3,659,443</u>     |
| <b>Operating Surplus (Deficit), end of year</b>                 |                                   |                          |                      |
| Internally Restricted   |                                   | <b>3,678,596</b>         | 2,159,936            |
| Unrestricted  |                                   | <b>3,081,561</b>         | 1,499,507            |
| <b>Total Operating Surplus (Deficit), end of year</b>           |                                   | <u><b>6,760,157</b></u>  | <u>3,659,443</u>     |

# School District No. 63 (Saanich)

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2024

|   | 2024<br>Budget<br>(Note 18) | 2024<br>Actual     | 2023<br>Actual    |
|---|-----------------------------|--------------------|-------------------|
|   | \$                          | \$                 | \$                |
| <b>Provincial Grants - Ministry of Education and Child Care</b>       |                             |                    |                   |
| Operating Grant, Ministry of Education and Child Care                 | 85,423,304                  | <b>86,349,920</b>  | 76,627,629        |
| ISC/LEA Recovery  | (3,892,608)                 | <b>(3,344,157)</b> | (3,190,534)       |
| Other Ministry of Education and Child Care Grants                     |                             |                    |                   |
| Pay Equity  | 377,315                     | <b>377,315</b>     | 377,315           |
| Funding for Graduated Adults  | 240,000                     | <b>454,232</b>     | 335,439           |
| Student Transportation Fund   | 280,000                     | <b>280,000</b>     | 280,000           |
| FSA Scorer Grant  | 15,214                      | <b>15,214</b>      | 15,214            |
| Early Learning Framework (ELF) Implementation                         | -                           | -                  | 1,442             |
| Labour Settlement Funding   | 1,460,706                   | <b>1,460,706</b>   | 3,068,397         |
| Operating Grant Enrolment Adjustment Special Needs                    | 175,040                     | -                  | -                 |
| <b>Total Provincial Grants - Ministry of Education and Child Care</b> | <b>84,078,971</b>           | <b>85,593,230</b>  | <b>77,514,902</b> |
| <b>Provincial Grants - Other</b>                                      | <b>172,333</b>              | <b>200,332</b>     | <b>181,545</b>    |
| <b>Federal Grants</b>   | <b>574,918</b>              | <b>578,601</b>     | <b>-</b>          |
| <b>Tuition</b>  |                             |                    |                   |
| International and Out of Province Students                            | 4,252,428                   | <b>4,412,299</b>   | 4,193,697         |
| <b>Total Tuition</b>  | <b>4,252,428</b>            | <b>4,412,299</b>   | <b>4,193,697</b>  |
| <b>Other Revenues</b>   |                             |                    |                   |
| Funding from First Nations  | 3,892,608                   | <b>3,344,157</b>   | 3,192,947         |
| Miscellaneous   |                             |                    |                   |
| Miscellaneous and School Generated                                    | 190,594                     | <b>367,983</b>     | 529,491           |
| Cafeteria   | 68,000                      | <b>273,820</b>     | 247,679           |
| Textbook Deposits and Distance Ed Fees                                | 50,000                      | <b>83,250</b>      | 63,077            |
| International and Out of Province Homestay Fees                       | 2,595,250                   | <b>2,932,087</b>   | 2,365,520         |
| Community Use   | -                           | <b>69,162</b>      | 43,595            |
| <b>Total Other Revenue</b>  | <b>6,796,452</b>            | <b>7,070,459</b>   | <b>6,442,309</b>  |
| <b>Rentals and Leases</b>   | <b>442,402</b>              | <b>411,696</b>     | <b>415,440</b>    |
| <b>Investment Income</b>  | <b>650,000</b>              | <b>983,442</b>     | <b>782,868</b>    |
| <b>Total Operating Revenue</b>  | <b>96,967,504</b>           | <b>99,250,059</b>  | <b>89,530,761</b> |

# School District No. 63 (Saanich)

Schedule 2B (Unaudited)

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

|                                     | 2024<br>Budget<br>(Note 18) | 2024<br>Actual    | 2023<br>Actual |
|-------------------------------------|-----------------------------|-------------------|----------------|
|                                     | \$                          | \$                | \$             |
| <b>Salaries</b>                     |                             |                   |                |
| Teachers                            | 37,664,533                  | <b>37,577,492</b> | 34,010,766     |
| Principals and Vice Principals      | 5,098,340                   | <b>5,086,394</b>  | 4,782,113      |
| Educational Assistants              | 6,809,057                   | <b>6,384,311</b>  | 5,802,868      |
| Support Staff                       | 9,508,021                   | <b>9,187,313</b>  | 8,494,814      |
| Other Professionals                 | 4,186,423                   | <b>3,837,304</b>  | 3,342,948      |
| Substitutes                         | 4,252,008                   | <b>4,780,151</b>  | 4,336,063      |
| <b>Total Salaries</b>               | <b>67,518,382</b>           | <b>66,852,965</b> | 60,769,572     |
| <b>Employee Benefits</b>            | 16,602,466                  | <b>17,330,286</b> | 16,021,019     |
| <b>Total Salaries and Benefits</b>  | <b>84,120,848</b>           | <b>84,183,251</b> | 76,790,591     |
| <b>Services and Supplies</b>        |                             |                   |                |
| Services                            | 5,110,833                   | <b>5,109,449</b>  | 5,134,765      |
| Professional Development and Travel | 833,197                     | <b>641,820</b>    | 560,033        |
| Rentals and Leases                  | 182,000                     | <b>157,523</b>    | 157,541        |
| Dues and Fees                       | 363,228                     | <b>382,612</b>    | 304,967        |
| Insurance                           | 237,000                     | <b>257,441</b>    | 208,047        |
| Supplies                            | 4,857,748                   | <b>3,026,315</b>  | 3,344,988      |
| Utilities                           | 1,647,435                   | <b>1,521,527</b>  | 1,606,658      |
| <b>Total Services and Supplies</b>  | <b>13,231,441</b>           | <b>11,096,687</b> | 11,316,999     |
| <b>Total Operating Expense</b>      | <b>97,352,289</b>           | <b>95,279,938</b> | 88,107,590     |

# School District No. 63 (Saanich)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2024

|   | Teachers<br>Salaries | Principals and<br>Vice Principals<br>Salaries | Educational<br>Assistants<br>Salaries | Support<br>Staff<br>Salaries | Other<br>Professionals<br>Salaries | Substitutes<br>Salaries | Total<br>Salaries |
|---|----------------------|---|---------------------------------------|------------------------------|------------------------------------|-------------------------|-------------------|
|   | \$                   | \$  | \$                                    | \$                           | \$                                 | \$                      | \$                |
| <b>1 Instruction</b>                            |                      |   |                                       |                              |                                    |                         |                   |
| 1.02 Regular Instruction                        | 27,243,579           | 621,406                                       | 85,714                                | 358,758                      |                                    | 3,839,633               | 32,149,090        |
| 1.03 Career Programs                            | 353,844              | 87,198  | 2,726                                 | 69,555                       |                                    | 7,564                   | 520,887           |
| 1.07 Library Services                           | 1,013,999            |   |                                       | 402,293                      |                                    | 4,926                   | 1,421,218         |
| 1.08 Counselling                                | 1,190,759            | 17,457  |                                       |                              |                                    |                         | 1,208,216         |
| 1.10 Special Education                          | 5,364,665            | 341,054                                       | 5,923,851                             | 288,480                      | 1,024,476                          | 401,510                 | 13,344,036        |
| 1.30 English Language Learning                  | 869,885              |   |                                       |                              |                                    | 9,099                   | 878,984           |
| 1.31 Indigenous Education                       | 433,870              | 155,182                                       | 372,020                               | 43,822                       | 73,187                             | 8,252                   | 1,086,333         |
| 1.41 School Administration                      |                      | 3,687,850                                     |                                       | 1,938,883                    |                                    | 65,636                  | 5,692,369         |
| 1.62 International and Out of Province Students | 988,244              | 176,247                                       |                                       | 412,271                      | 192,870                            | 1,000                   | 1,770,632         |
| <b>Total Function 1</b>                         | <b>37,458,845</b>    | <b>5,086,394</b>                              | <b>6,384,311</b>                      | <b>3,514,062</b>             | <b>1,290,533</b>                   | <b>4,337,620</b>        | <b>58,071,765</b> |
| <b>4 District Administration</b>                |                      |   |                                       |                              |                                    |                         |                   |
| 4.11 Educational Administration                 |                      |   |                                       | 43,614                       | 902,129                            |                         | 945,743           |
| 4.40 School District Governance                 |                      |   |                                       |                              | 138,767                            |                         | 138,767           |
| 4.41 Business Administration                    |                      |   |                                       | 461,580                      | 857,753                            | 18,563                  | 1,337,896         |
| <b>Total Function 4</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>505,194</b>               | <b>1,898,649</b>                   | <b>18,563</b>           | <b>2,422,406</b>  |
| <b>5 Operations and Maintenance</b>             |                      |   |                                       |                              |                                    |                         |                   |
| 5.41 Operations and Maintenance Administration  | 118,647              |   |                                       | 128,260                      | 534,842                            | 45,604                  | 827,353           |
| 5.50 Maintenance Operations                     |                      |   |                                       | 3,865,560                    |                                    | 328,008                 | 4,193,568         |
| 5.52 Maintenance of Grounds                     |                      |   |                                       | 479,007                      |                                    |                         | 479,007           |
| 5.56 Utilities                                  |                      |   |                                       |                              |                                    |                         | -                 |
| <b>Total Function 5</b>                         | <b>118,647</b>       | <b>-</b>                                      | <b>-</b>                              | <b>4,472,827</b>             | <b>534,842</b>                     | <b>373,612</b>          | <b>5,499,928</b>  |
| <b>7 Transportation and Housing</b>             |                      |   |                                       |                              |                                    |                         |                   |
| 7.41 Transportation and Housing Administration  |                      |   |                                       | 97,816                       | 113,280                            |                         | 211,096           |
| 7.70 Student Transportation                     |                      |   |                                       | 597,414                      |                                    | 50,356                  | 647,770           |
| <b>Total Function 7</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>695,230</b>               | <b>113,280</b>                     | <b>50,356</b>           | <b>858,866</b>    |
| <b>9 Debt Services</b>                          |                      |   |                                       |                              |                                    |                         |                   |
| <b>Total Function 9</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>-</b>                     | <b>-</b>                           | <b>-</b>                | <b>-</b>          |
| <b>Total Functions 1 - 9</b>                    | <b>37,577,492</b>    | <b>5,086,394</b>                              | <b>6,384,311</b>                      | <b>9,187,313</b>             | <b>3,837,304</b>                   | <b>4,780,151</b>        | <b>66,852,965</b> |

# School District No. 63 (Saanich)

## Operating Expense by Function, Program and Object

Year Ended June 30, 2024

|   | Total Salaries    | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2024 Actual       | 2024 Budget (Note 18) | 2023 Actual       |
|---|-------------------|-------------------|-----------------------------|-----------------------|-------------------|-----------------------|-------------------|
|   | \$                | \$                | \$                          | \$                    | \$                | \$                    | \$                |
| <b>1 Instruction</b>                            |                   |                   |                             |                       |                   |                       |                   |
| 1.02 Regular Instruction                        | 32,149,090        | 8,917,112         | 41,066,202                  | 1,829,149             | 42,895,351        | 44,740,619            | 40,577,323        |
| 1.03 Career Programs                            | 520,887           | 124,142           | 645,029                     | 449,711               | 1,094,740         | 1,063,181             | 1,451,475         |
| 1.07 Library Services                           | 1,421,218         | 333,538           | 1,754,756                   | 57,673                | 1,812,429         | 1,605,279             | 1,695,447         |
| 1.08 Counselling                                | 1,208,216         | 234,587           | 1,442,803                   | 814                   | 1,443,617         | 1,317,890             | 1,447,259         |
| 1.10 Special Education                          | 13,344,036        | 3,225,932         | 16,569,968                  | 477,041               | 17,047,009        | 17,596,047            | 14,211,422        |
| 1.30 English Language Learning                  | 878,984           | 187,875           | 1,066,859                   | 4,285                 | 1,071,144         | 807,154               | 1,030,920         |
| 1.31 Indigenous Education                       | 1,086,333         | 268,200           | 1,354,533                   | 129,461               | 1,483,994         | 1,724,358             | 1,269,410         |
| 1.41 School Administration                      | 5,692,369         | 1,369,632         | 7,062,001                   | 107,440               | 7,169,441         | 6,823,603             | 6,972,475         |
| 1.62 International and Out of Province Students | 1,770,632         | 434,948           | 2,205,580                   | 3,645,812             | 5,851,392         | 5,806,751             | 5,120,956         |
| <b>Total Function 1</b>                         | <b>58,071,765</b> | <b>15,095,966</b> | <b>73,167,731</b>           | <b>6,701,386</b>      | <b>79,869,117</b> | <b>81,484,882</b>     | <b>73,776,687</b> |
| <b>4 District Administration</b>                |                   |                   |                             |                       |                   |                       |                   |
| 4.11 Educational Administration                 | 945,743           | 181,799           | 1,127,542                   | 117,910               | 1,245,452         | 1,225,727             | 1,163,161         |
| 4.40 School District Governance                 | 138,767           | 5,637             | 144,404                     | 89,451                | 233,855           | 234,223               | 241,913           |
| 4.41 Business Administration                    | 1,337,896         | 312,673           | 1,650,569                   | 528,578               | 2,179,147         | 2,385,231             | 2,008,106         |
| <b>Total Function 4</b>                         | <b>2,422,406</b>  | <b>500,109</b>    | <b>2,922,515</b>            | <b>735,939</b>        | <b>3,658,454</b>  | <b>3,845,181</b>      | <b>3,413,180</b>  |
| <b>5 Operations and Maintenance</b>             |                   |                   |                             |                       |                   |                       |                   |
| 5.41 Operations and Maintenance Administration  | 827,353           | 135,250           | 962,603                     | 419,370               | 1,381,973         | 1,401,615             | 1,186,130         |
| 5.50 Maintenance Operations                     | 4,193,568         | 1,216,902         | 5,410,470                   | 964,251               | 6,374,721         | 6,382,655             | 5,630,029         |
| 5.52 Maintenance of Grounds                     | 479,007           | 129,832           | 608,839                     | 120,887               | 729,726           | 830,821               | 794,651           |
| 5.56 Utilities                                  | -                 | -                 | -                           | 1,521,527             | 1,521,527         | 1,622,435             | 1,606,658         |
| <b>Total Function 5</b>                         | <b>5,499,928</b>  | <b>1,481,984</b>  | <b>6,981,912</b>            | <b>3,026,035</b>      | <b>10,007,947</b> | <b>10,237,526</b>     | <b>9,217,468</b>  |
| <b>7 Transportation and Housing</b>             |                   |                   |                             |                       |                   |                       |                   |
| 7.41 Transportation and Housing Administration  | 211,096           | 51,632            | 262,728                     | 26,937                | 289,665           | 268,816               | 246,326           |
| 7.70 Student Transportation                     | 647,770           | 200,595           | 848,365                     | 606,390               | 1,454,755         | 1,515,884             | 1,453,929         |
| <b>Total Function 7</b>                         | <b>858,866</b>    | <b>252,227</b>    | <b>1,111,093</b>            | <b>633,327</b>        | <b>1,744,420</b>  | <b>1,784,700</b>      | <b>1,700,255</b>  |
| <b>9 Debt Services</b>                          |                   |                   |                             |                       |                   |                       |                   |
| <b>Total Function 9</b>                         | <b>-</b>          | <b>-</b>          | <b>-</b>                    | <b>-</b>              | <b>-</b>          | <b>-</b>              | <b>-</b>          |
| <b>Total Functions 1 - 9</b>                    | <b>66,852,965</b> | <b>17,330,286</b> | <b>84,183,251</b>           | <b>11,096,687</b>     | <b>95,279,938</b> | <b>97,352,289</b>     | <b>88,107,590</b> |

# School District No. 63 (Saanich)

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations  
Year Ended June 30, 2024

|   | 2024<br>Budget<br>(Note 18) | 2024<br>Actual    | 2023<br>Actual |
|---|-----------------------------|-------------------|----------------|
|   | \$                          | \$                | \$             |
| <b>Revenues</b>   |                             |                   |                |
| Provincial Grants   |                             |                   |                |
| Ministry of Education and Child Care                        | 15,183,611                  | <b>14,955,072</b> | 13,344,812     |
| Other Revenue   | 3,075,000                   | <b>3,991,704</b>  | 3,718,767      |
| Investment Income   | 78,750                      | <b>16,507</b>     | 4,999          |
| <b>Total Revenue</b>  | <b>18,337,361</b>           | <b>18,963,283</b> | 17,068,578     |
| <b>Expenses</b>   |                             |                   |                |
| Instruction   | 17,603,762                  | <b>18,200,650</b> | 16,407,355     |
| District Administration                                     | 91,822                      | <b>86,646</b>     | 86,635         |
| Operations and Maintenance                                  | 405,872                     | <b>405,872</b>    | 405,872        |
| Transportation and Housing                                  | 235,905                     | <b>118,531</b>    | 105,135        |
| <b>Total Expense</b>  | <b>18,337,361</b>           | <b>18,811,699</b> | 17,004,997     |
| <b>Special Purpose Surplus (Deficit) for the year</b>       | -                           | <b>151,584</b>    | 63,581         |
| <b>Net Transfers (to) from other funds</b>                  |                             |                   |                |
| Tangible Capital Assets Purchased                           |                             | <b>(151,584)</b>  | (63,581)       |
| <b>Total Net Transfers</b>                                  | -                           | <b>(151,584)</b>  | (63,581)       |
| <b>Total Special Purpose Surplus (Deficit) for the year</b> | -                           | -                 | -              |
| <b>Special Purpose Surplus (Deficit), beginning of year</b> |                             |                   |                |
| <b>Special Purpose Surplus (Deficit), end of year</b>       |                             | -                 | -              |



# School District No. 63 (Saanich)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2024

|  | Annual<br>Facility<br>Grant | Learning<br>Improvement<br>Fund | Scholarships<br>and<br>Bursaries | School<br>Generated<br>Funds | Strong<br>Start | Ready,<br>Set,<br>Learn | OLEP          | CommunityLINK | Classroom<br>Enhancement<br>Fund - Overhead |
|--|-----------------------------|---------------------------------|----------------------------------|------------------------------|-----------------|-------------------------|---------------|---------------|---|
|  | \$                          | \$                              | \$                               | \$                           | \$              | \$                      | \$            | \$            | \$  |
| <b>Deferred Revenue, beginning of year</b>               | -                           | 63,054                          | 271,116                          | 1,459,091                    | 2,060           | 17,969                  | 21,885        | -             | -   |
| <b>Add:</b> Restricted Grants                            |                             |                                 |                                  |                              |                 |                         |               |               |   |
| Provincial Grants - Ministry of Education and Child Care | 305,872                     | 318,817                         |                                  |                              | 96,000          | 19,600                  | 297,006       | 471,760       | 928,795                                     |
| Other  |                             |                                 | 142,503                          | 3,993,958                    |                 |                         |               |               |   |
| Investment Income  |                             |                                 | 16,507                           | 78,120                       |                 |                         |               |               |   |
|  | 305,872                     | 318,817                         | 159,010                          | 4,072,078                    | 96,000          | 19,600                  | 297,006       | 471,760       | 928,795                                     |
| <b>Less:</b> Allocated to Revenue                        | 305,872                     | 277,955                         | 106,666                          | 3,901,545                    | 98,060          | 36,386                  | 287,249       | 471,760       | 928,795                                     |
| <b>Deferred Revenue, end of year</b>                     | -                           | <b>103,916</b>                  | <b>323,460</b>                   | <b>1,629,624</b>             | -               | <b>1,183</b>            | <b>31,642</b> | -             | -   |
| <b>Revenues</b>  |                             |                                 |                                  |                              |                 |                         |               |               |   |
| Provincial Grants - Ministry of Education and Child Care | 305,872                     | 277,955                         |                                  |                              | 98,060          | 36,386                  | 287,249       | 471,760       | 928,795                                     |
| Other Revenue  |                             |                                 | 90,159                           | 3,901,545                    |                 |                         |               |               |   |
| Investment Income  |                             |                                 | 16,507                           |                              |                 |                         |               |               |   |
|  | 305,872                     | 277,955                         | 106,666                          | 3,901,545                    | 98,060          | 36,386                  | 287,249       | 471,760       | 928,795                                     |
| <b>Expenses</b>  |                             |                                 |                                  |                              |                 |                         |               |               |   |
| Salaries   |                             |                                 |                                  |                              |                 |                         |               |               |   |
| Teachers   |                             |                                 |                                  |                              |                 |                         | 113,361       |               |   |
| Principals and Vice Principals                           |                             |                                 |                                  |                              |                 |                         |               | 69,837        | 147,059                                     |
| Educational Assistants                                   |                             | 224,413                         |                                  |                              |                 |                         |               |               | 198,240                                     |
| Support Staff  |                             |                                 |                                  |                              | 64,652          |                         |               | 307,058       | 79,296                                      |
| Other Professionals                                      |                             |                                 |                                  |                              |                 |                         |               |               | 72,812                                      |
| Substitutes  |                             |                                 |                                  |                              |                 |                         | 58,070        |               | 241,790                                     |
|  | -                           | 224,413                         | -                                | -                            | 64,652          | -                       | 171,431       | 376,895       | 739,197                                     |
| Employee Benefits  |                             | 53,143                          |                                  |                              | 16,016          |                         | 34,564        | 94,865        | 162,598                                     |
| Services and Supplies                                    | 305,872                     | 399                             | 106,666                          | 3,843,035                    | 17,392          | 36,386                  | 81,254        |               | 27,000                                      |
|  | 305,872                     | 277,955                         | 106,666                          | 3,843,035                    | 98,060          | 36,386                  | 287,249       | 471,760       | 928,795                                     |
| <b>Net Revenue (Expense) before Interfund Transfers</b>  | -                           | -                               | -                                | 58,510                       | -               | -                       | -             | -             | -   |
| <b>Interfund Transfers</b>                               |                             |                                 |                                  |                              |                 |                         |               |               |   |
| Tangible Capital Assets Purchased                        |                             |                                 |                                  | (58,510)                     |                 |                         |               |               |   |
|  | -                           | -                               | -                                | (58,510)                     | -               | -                       | -             | -             | -   |
| <b>Net Revenue (Expense)</b>                             | -                           | -                               | -                                | -                            | -               | -                       | -             | -             | -   |

# School District No. 63 (Saanich)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2024

|  | Classroom<br>Enhancement<br>Fund - Staffing | Classroom<br>Enhancement<br>Fund - Remedies | First Nation<br>Student<br>Transportation | Mental<br>Health<br>in Schools | Changing<br>Results for<br>Young Children | Student &<br>Family<br>Affordability | SEY2KT<br>(Early Years to<br>Kindergarten) | ECL<br>(Early Care<br>& Learning) | Feeding<br>Futures<br>Fund |
|--|---|---|---|--------------------------------|---|--------------------------------------|--|-----------------------------------|----------------------------|
|  | \$  | \$  | \$  | \$                             | \$  | \$                                   | \$   | \$                                |                            |
| <b>Deferred Revenue, beginning of year</b>               | -   | -   | 101,728                                   | -                              | 29,239                                    | 92,638                               | -  | 91,157                            | -                          |
| <b>Add:</b> Restricted Grants                            |   |   |   |                                |   |                                      |  |                                   |                            |
| Provincial Grants - Ministry of Education and Child Care | 9,288,171                                   | 1,942,023                                   | 134,177                                   | 52,000                         | 6,000                                     | 247,000                              | 19,000                                     | 175,000                           | 862,717                    |
| Other  |   |   |   |                                |   |                                      |  |                                   |                            |
| Investment Income  |   |   |   |                                |   |                                      |  |                                   |                            |
|  | 9,288,171                                   | 1,942,023                                   | 134,177                                   | 52,000                         | 6,000                                     | 247,000                              | 19,000                                     | 175,000                           | 862,717                    |
| <b>Less:</b> Allocated to Revenue                        | 9,288,171                                   | 1,942,023                                   | 118,531                                   | 52,000                         | 31,539                                    | 109,249                              | 12,893                                     | 164,807                           | 629,782                    |
| <b>Deferred Revenue, end of year</b>                     | -   | -   | <b>117,374</b>                            | -                              | <b>3,700</b>                              | <b>230,389</b>                       | <b>6,107</b>                               | <b>101,350</b>                    | <b>232,935</b>             |
| <b>Revenues</b>  |   |   |   |                                |   |                                      |  |                                   |                            |
| Provincial Grants - Ministry of Education and Child Care | 9,288,171                                   | 1,942,023                                   | 118,531                                   | 52,000                         | 31,539                                    | 109,249                              | 12,893                                     | 164,807                           | 629,782                    |
| Other Revenue  |   |   |   |                                |   |                                      |  |                                   |                            |
| Investment Income  |   |   |   |                                |   |                                      |  |                                   |                            |
|  | 9,288,171                                   | 1,942,023                                   | 118,531                                   | 52,000                         | 31,539                                    | 109,249                              | 12,893                                     | 164,807                           | 629,782                    |
| <b>Expenses</b>  |   |   |   |                                |   |                                      |  |                                   |                            |
| Salaries   |   |   |   |                                |   |                                      |  |                                   |                            |
| Teachers   | 7,490,460                                   | 238,026                                     |   | 18,160                         |   |                                      |  | 35,055                            |                            |
| Principals and Vice Principals                           |   |   |   |                                |   |                                      |  | 62,822                            | 26,515                     |
| Educational Assistants                                   |   |   |   |                                |   |                                      |  |                                   | 213,369                    |
| Support Staff  |   |   | 49,586                                    |                                |   |                                      |  |                                   |                            |
| Other Professionals                                      |   |   |   |                                |   |                                      |  |                                   |                            |
| Substitutes  |   | 1,373,326                                   |   |                                | 8,660                                     |                                      | 5,000                                      | 15,833                            |                            |
|  | 7,490,460                                   | 1,611,352                                   | 49,586                                    | 18,160                         | 8,660                                     | -                                    | 5,000                                      | 113,710                           | 239,884                    |
| Employee Benefits  | 1,797,711                                   | 330,671                                     | 12,656                                    | 4,196                          | 2,165                                     |                                      | 1,250                                      | 22,865                            | 65,950                     |
| Services and Supplies                                    |   |   | 56,289                                    | 29,644                         | 20,714                                    | 109,249                              | 6,643                                      | 28,232                            | 323,948                    |
|  | 9,288,171                                   | 1,942,023                                   | 118,531                                   | 52,000                         | 31,539                                    | 109,249                              | 12,893                                     | 164,807                           | 629,782                    |
| <b>Net Revenue (Expense) before Interfund Transfers</b>  | -   | -   | -   | -                              | -   | -                                    | -  | -                                 | -                          |
| <b>Interfund Transfers</b>                               |   |   |   |                                |   |                                      |  |                                   |                            |
| Tangible Capital Assets Purchased                        | -   | -   | -   | -                              | -   | -                                    | -  | -                                 | -                          |
| <b>Net Revenue (Expense)</b>                             | -   | -   | -   | -                              | -   | -                                    | -  | -                                 | -                          |

# School District No. 63 (Saanich)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2024

|  | <b>Project<br/>Penny</b> | <b>TOTAL</b>     |
|--|--------------------------|------------------|
|  | \$                       | \$               |
| <b>Deferred Revenue, beginning of year</b>               | -                        | 2,149,937        |
| <b>Add:</b> Restricted Grants                            |                          |                  |
| Provincial Grants - Ministry of Education and Child Care | 200,000                  | 15,363,938       |
| Other  |                          | 4,136,461        |
| Investment Income  |                          | 94,627           |
|  | 200,000                  | 19,595,026       |
| <b>Less:</b> Allocated to Revenue                        | 200,000                  | 18,963,283       |
| <b>Deferred Revenue, end of year</b>                     | <b>-</b>                 | <b>2,781,680</b> |
| <b>Revenues</b>  |                          |                  |
| Provincial Grants - Ministry of Education and Child Care | 200,000                  | 14,955,072       |
| Other Revenue  |                          | 3,991,704        |
| Investment Income  |                          | 16,507           |
|  | 200,000                  | 18,963,283       |
| <b>Expenses</b>  |                          |                  |
| Salaries   |                          |                  |
| Teachers   |                          | 7,895,062        |
| Principals and Vice Principals                           |                          | 306,233          |
| Educational Assistants                                   |                          | 636,022          |
| Support Staff  |                          | 500,592          |
| Other Professionals                                      |                          | 72,812           |
| Substitutes  |                          | 1,702,679        |
|  | -                        | 11,113,400       |
| Employee Benefits  |                          | 2,598,650        |
| Services and Supplies                                    | 106,926                  | 5,099,649        |
|  | 106,926                  | 18,811,699       |
| <b>Net Revenue (Expense) before Interfund Transfers</b>  | <b>93,074</b>            | <b>151,584</b>   |
| <b>Interfund Transfers</b>                               |                          |                  |
| Tangible Capital Assets Purchased                        | (93,074)                 | (151,584)        |
|  | (93,074)                 | (151,584)        |
| <b>Net Revenue (Expense)</b>                             | <b>-</b>                 | <b>-</b>         |

# School District No. 63 (Saanich)

Schedule 4 (Unaudited)

## Schedule of Capital Operations

Year Ended June 30, 2024

|  | 2024                | 2024 Actual                            |                  |                    | 2023               |
|--|---------------------|--|------------------|--------------------|--------------------|
|  | Budget<br>(Note 18) | Invested in Tangible<br>Capital Assets | Local<br>Capital | Fund<br>Balance    | Actual             |
|  | \$                  | \$                                     | \$               | \$                 | \$                 |
| <b>Revenues</b>  |                     |  |                  |                    |                    |
| Investment Income  | 23,000              |  | 27,814           | 27,814             | 3,900              |
| Amortization of Deferred Capital Revenue                 | 5,350,000           | 5,632,028                              |                  | 5,632,028          | 5,320,843          |
| <b>Total Revenue</b>                                     | <b>5,373,000</b>    | <b>5,632,028</b>                       | <b>27,814</b>    | <b>5,659,842</b>   | <b>5,324,743</b>   |
| <b>Expenses</b>  |                     |  |                  |                    |                    |
| Amortization of Tangible Capital Assets                  |                     |  |                  |                    |                    |
| Operations and Maintenance                               | 6,950,000           | 7,298,209                              |                  | 7,298,209          | 6,993,884          |
| Transportation and Housing                               | 157,847             | 226,295                                |                  | 226,295            | 163,772            |
| Revaluation of Asset Retirement Obligation               | -                   | 509,802                                |                  | 509,802            | -                  |
| <b>Total Expense</b>                                     | <b>7,107,847</b>    | <b>8,034,306</b>                       | <b>-</b>         | <b>8,034,306</b>   | <b>7,157,656</b>   |
| <b>Capital Surplus (Deficit) for the year</b>            | <b>(1,734,847)</b>  | <b>(2,402,278)</b>                     | <b>27,814</b>    | <b>(2,374,464)</b> | <b>(1,832,913)</b> |
| <b>Net Transfers (to) from other funds</b>               |                     |  |                  |                    |                    |
| Tangible Capital Assets Purchased                        | 850,000             | 900,638                                |                  | 900,638            | 1,705,446          |
| Local Capital  | 123,820             |  | 120,353          | 120,353            | 116,820            |
| <b>Total Net Transfers</b>                               | <b>973,820</b>      | <b>900,638</b>                         | <b>120,353</b>   | <b>1,020,991</b>   | <b>1,822,266</b>   |
| <b>Other Adjustments to Fund Balances</b>                |                     |  |                  |                    |                    |
| Tangible Capital Assets WIP Purchased from Local Capital |                     | 4,572                                  | (4,572)          | -                  |                    |
| <b>Total Other Adjustments to Fund Balances</b>          |                     | <b>4,572</b>                           | <b>(4,572)</b>   | <b>-</b>           |                    |
| <b>Total Capital Surplus (Deficit) for the year</b>      | <b>(761,027)</b>    | <b>(1,497,068)</b>                     | <b>143,595</b>   | <b>(1,353,473)</b> | <b>(10,647)</b>    |
| <b>Capital Surplus (Deficit), beginning of year</b>      |                     | <b>13,221,588</b>                      | <b>477,625</b>   | <b>13,699,213</b>  | <b>13,709,860</b>  |
| <b>Capital Surplus (Deficit), end of year</b>            |                     | <b>11,724,520</b>                      | <b>621,220</b>   | <b>12,345,740</b>  | <b>13,699,213</b>  |

# School District No. 63 (Saanich)

Tangible Capital Assets  
Year Ended June 30, 2024

|  | Sites            | Buildings          | Furniture and<br>Equipment | Vehicles         | Computer<br>Software | Computer<br>Hardware | Total              |
|--|------------------|--------------------|----------------------------|------------------|----------------------|----------------------|--------------------|
|  | \$               | \$                 | \$                         | \$               | \$                   | \$                   | \$                 |
| <b>Cost, beginning of year</b>                             | 6,088,418        | 241,726,698        | 9,060,220                  | 1,695,590        | 46,159               | 3,836,598            | 262,453,683        |
| <b>Changes for the Year</b>                                |                  |                    |                            |                  |                      |                      |                    |
| Increase:  |                  |                    |                            |                  |                      |                      |                    |
| Purchases from:  |                  |                    |                            |                  |                      |                      |                    |
| Deferred Capital Revenue - Bylaw                           |                  | 693,514            | 510,226                    |                  |                      |                      | 1,203,740          |
| Deferred Capital Revenue - Other                           |                  |                    | 166,000                    |                  |                      |                      | 166,000            |
| Operating Fund   |                  | 85,273             | 204,297                    | 95,381           |                      | 364,103              | 749,054            |
| Special Purpose Funds                                      |                  |                    | 58,510                     |                  |                      | 93,074               | 151,584            |
| Transfer Buses from Equipment Work in Progress to Vehicles |                  |                    | (839,330)                  | 839,330          |                      |                      | -                  |
| Loan   |                  |                    |                            | 200,000          |                      |                      | 200,000            |
| Transferred from Work in Progress                          |                  | 5,099,392          | 3,229,175                  |                  |                      |                      | 8,328,567          |
|  | -                | 5,878,179          | 3,328,878                  | 1,134,711        | -                    | 457,177              | 10,798,945         |
| Decrease:  |                  |                    |                            |                  |                      |                      |                    |
| Deemed Disposals   |                  |                    | 470,125                    |                  | 35,461               | 247,351              | 752,937            |
| Revaluation of Asset Retirement Obligation                 |                  | (509,802)          |                            |                  |                      |                      | (509,802)          |
|  | -                | (509,802)          | 470,125                    | -                | 35,461               | 247,351              | 243,135            |
| <b>Cost, end of year</b>                                   | 6,088,418        | 248,114,679        | 11,918,973                 | 2,830,301        | 10,698               | 4,046,424            | 273,009,493        |
| <b>Work in Progress, end of year</b>                       |                  | 142,902            | 769,710                    |                  |                      |                      | 912,612            |
| <b>Cost and Work in Progress, end of year</b>              | 6,088,418        | 248,257,581        | 12,688,683                 | 2,830,301        | 10,698               | 4,046,424            | 273,922,105        |
| <b>Accumulated Amortization, beginning of year</b>         |                  | 116,694,924        | 3,255,420                  | 824,179          | 39,406               | 1,537,526            | 122,351,455        |
| <b>Changes for the Year</b>                                |                  |                    |                            |                  |                      |                      |                    |
| Increase: Amortization for the Year                        |                  | 5,455,261          | 1,048,960                  | 226,295          | 5,686                | 788,302              | 7,524,504          |
| Decrease:  |                  |                    |                            |                  |                      |                      |                    |
| Deemed Disposals   |                  |                    | 470,125                    |                  | 35,461               | 247,351              | 752,937            |
| Revaluation of Asset Retirement Obligation                 |                  | (509,802)          |                            |                  |                      |                      | (509,802)          |
|  |                  | (509,802)          | 470,125                    | -                | 35,461               | 247,351              | 243,135            |
| <b>Accumulated Amortization, end of year</b>               |                  | 122,659,987        | 3,834,255                  | 1,050,474        | 9,631                | 2,078,477            | 129,632,824        |
| <b>Tangible Capital Assets - Net</b>                       | <b>6,088,418</b> | <b>125,597,594</b> | <b>8,854,428</b>           | <b>1,779,827</b> | <b>1,067</b>         | <b>1,967,947</b>     | <b>144,289,281</b> |

# School District No. 63 (Saanich)

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2024

|  | Buildings             | Furniture and<br>Equipment | Computer<br>Software | Computer<br>Hardware | Total                     |
|--|-----------------------|----------------------------|----------------------|----------------------|---------------------------|
|  | \$                    | \$                         | \$                   | \$                   | \$                        |
| <b>Work in Progress, beginning of year</b> | 2,793,079             | 1,187,735                  | -                    | -                    | <b>3,980,814</b>          |
| <b>Changes for the Year</b>                |                       |                            |                      |                      |                           |
| Increase:                                  |                       |                            |                      |                      |                           |
| Deferred Capital Revenue - Bylaw           | 637,369               | 2,511,150                  |                      |                      | <b>3,148,519</b>          |
| Deferred Capital Revenue - Other           | 1,807,274             | 300,000                    |                      |                      | <b>2,107,274</b>          |
| Local Capital                              | 4,572                 |                            |                      |                      | <b>4,572</b>              |
|  |                       | -                          |                      |                      | -                         |
|  | <u>2,449,215</u>      | <u>2,811,150</u>           | -                    | -                    | <u><b>5,260,365</b></u>   |
| Decrease:                                  |                       |                            |                      |                      |                           |
| Transferred to Tangible Capital Assets     | 5,099,392             | 3,229,175                  |                      |                      | <b>8,328,567</b>          |
|  | <u>5,099,392</u>      | <u>3,229,175</u>           | -                    | -                    | <u><b>8,328,567</b></u>   |
| <b>Net Changes for the Year</b>            | <u>(2,650,177)</u>    | <u>(418,025)</u>           | -                    | -                    | <u><b>(3,068,202)</b></u> |
| <b>Work in Progress, end of year</b>       | <u><b>142,902</b></u> | <u><b>769,710</b></u>      | -                    | -                    | <u><b>912,612</b></u>     |

# School District No. 63 (Saanich)

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2024

|   | Bylaw<br>Capital          | Other<br>Provincial      | Other<br>Capital        | Total<br>Capital          |
|---|---------------------------|--------------------------|-------------------------|---------------------------|
|   | \$                        | \$                       | \$                      | \$                        |
| <b>Deferred Capital Revenue, beginning of year</b>    | 103,089,128               | 10,076,194               | 1,031,486               | <b>114,196,808</b>        |
| <b>Changes for the Year</b>                           |                           |                          |                         |                           |
| Increase:   |                           |                          |                         |                           |
| Transferred from Deferred Revenue - Capital Additions | 1,203,740                 |                          | 166,000                 | <b>1,369,740</b>          |
| Transferred from Work in Progress                     | 4,238,477                 | 4,090,091                |                         | <b>8,328,568</b>          |
|   | <u>5,442,217</u>          | <u>4,090,091</u>         | <u>166,000</u>          | <u><b>9,698,308</b></u>   |
| Decrease:   |                           |                          |                         |                           |
| Amortization of Deferred Capital Revenue              | 5,089,826                 | 462,926                  | 79,276                  | <b>5,632,028</b>          |
|   | <u>5,089,826</u>          | <u>462,926</u>           | <u>79,276</u>           | <u><b>5,632,028</b></u>   |
| <b>Net Changes for the Year</b>                       | <u>352,391</u>            | <u>3,627,165</u>         | <u>86,724</u>           | <u><b>4,066,280</b></u>   |
| <b>Deferred Capital Revenue, end of year</b>          | <u>103,441,519</u>        | <u>13,703,359</u>        | <u>1,118,210</u>        | <u><b>118,263,088</b></u> |
| <br>  |                           |                          |                         |                           |
| <b>Work in Progress, beginning of year</b>            | 1,997,997                 | 1,982,817                | -                       | <b>3,980,814</b>          |
| <b>Changes for the Year</b>                           |                           |                          |                         |                           |
| Increase  |                           |                          |                         |                           |
| Transferred from Deferred Revenue - Work in Progress  | 3,148,519                 | 2,107,274                |                         | <b>5,255,793</b>          |
|   | <u>3,148,519</u>          | <u>2,107,274</u>         | <u>-</u>                | <u><b>5,255,793</b></u>   |
| Decrease  |                           |                          |                         |                           |
| Transferred to Deferred Capital Revenue               | 4,238,477                 | 4,090,091                |                         | <b>8,328,568</b>          |
|   | <u>4,238,477</u>          | <u>4,090,091</u>         | <u>-</u>                | <u><b>8,328,568</b></u>   |
| <b>Net Changes for the Year</b>                       | <u>(1,089,958)</u>        | <u>(1,982,817)</u>       | <u>-</u>                | <u><b>(3,072,775)</b></u> |
| <b>Work in Progress, end of year</b>                  | <u>908,039</u>            | <u>-</u>                 | <u>-</u>                | <u><b>908,039</b></u>     |
| <br>  |                           |                          |                         |                           |
| <b>Total Deferred Capital Revenue, end of year</b>    | <u><b>104,349,558</b></u> | <u><b>13,703,359</b></u> | <u><b>1,118,210</b></u> | <u><b>119,171,127</b></u> |

# School District No. 63 (Saanich)

Changes in Unspent Deferred Capital Revenue  
Year Ended June 30, 2024

|  | Bylaw<br>Capital | MECC<br>Restricted<br>Capital | Other<br>Provincial<br>Capital | Land<br>Capital | Other<br>Capital    | Total                   |
|--|------------------|-------------------------------|--------------------------------|-----------------|---------------------|-------------------------|
|  | \$               | \$                            | \$                             | \$              | \$                  | \$                      |
| <b>Balance, beginning of year</b>                                | -                | 167,442                       | 1,000                          | -               | 3,544               | <b>171,986</b>          |
| <b>Changes for the Year</b>                                      |                  |                               |                                |                 |                     |                         |
| Increase:  |                  |                               |                                |                 |                     |                         |
| Provincial Grants - Ministry of Education and Child Care         | 4,352,259        |                               |                                |                 |                     | <b>4,352,259</b>        |
| Provincial Grants - Other  |                  |                               | 2,106,274                      |                 |                     | <b>2,106,274</b>        |
| Other  |                  |                               |                                |                 | 169,000             | <b>169,000</b>          |
| Investment Income  |                  | 8,948                         | 31,159                         |                 | -                   | <b>40,107</b>           |
| Return of Construction Security Deposit After Project Completion |                  | 10,000                        |                                |                 |                     | <b>10,000</b>           |
|  | <u>4,352,259</u> | <u>18,948</u>                 | <u>2,137,433</u>               | <u>-</u>        | <u>169,000</u>      | <b><u>6,677,640</u></b> |
| Decrease:  |                  |                               |                                |                 |                     |                         |
| Transferred to DCR - Capital Additions                           | 1,203,740        |                               |                                |                 | 166,000             | <b>1,369,740</b>        |
| Transferred to DCR - Work in Progress                            | 3,148,519        |                               | 2,107,274                      |                 |                     | <b>5,255,793</b>        |
|  | <u>4,352,259</u> | <u>-</u>                      | <u>2,107,274</u>               | <u>-</u>        | <u>166,000</u>      | <b><u>6,625,533</u></b> |
| <b>Net Changes for the Year</b>                                  | <u>-</u>         | <u>18,948</u>                 | <u>30,159</u>                  | <u>-</u>        | <u>3,000</u>        | <b><u>52,107</u></b>    |
| <b>Balance, end of year</b>                                      | <u>-</u>         | <b><u>186,390</u></b>         | <b><u>31,159</u></b>           | <u>-</u>        | <b><u>6,544</u></b> | <b><u>224,093</u></b>   |



---

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid

---

Subject: Phone System Contingency Reserve Allocation

Date: September 5, 2024

---

## Purpose and Background

The purpose of this briefing note is to provide an update on the phone system replacement.

On March 15, 2023, the Board adopted the following motion:

*“That \$500,000 be allocated from the contingency reserve to fund phone system replacement, and that the contingency reserve be replenished as soon as possible through a combination of allocating phone system operating savings and, to the extent they occur, annual operating savings relative to budget.”*

The implementation of the phone system was completed last school year, with the final porting of phone lines completed on July 15, 2024. This resulted in a reduction to the number of district phone lines from 205 to 20, and results in annual estimated savings of \$88,000 going forward.

## Next Steps

The allocation from contingency reserve reduced accumulated surplus in the 2022/23 fiscal year by \$500,000, with the expectation the allocation would be replenished through a combination of phone operating cost savings and/or accumulated surplus generated from overall savings relative to budget. As annual operating savings relative to budget in 2023/24 has resulted in growth of the contingency reserve by \$780,723, the \$500,000 allocation from the contingency reserve has now been effectively replenished.

The annual operating savings of \$88,000 will be reflected as an ongoing expense reduction in the 2024/25 Amended Budget. This expense reduction will be reflected in the calculation of net funding following confirmation of fall enrolment in October 2024.

Respectfully submitted,



Jason Reid  
Secretary-Treasurer

JR/klg

---

To: Finance Facilities & and Technology Committee

Prepared By: Jason Reid  
Secretary Treasurer

---

Subject: Replacement of Brentwood Childcare Portable

Date: September 5, 2024

---

## Purpose and Background

The purpose of this briefing note is to update the Board on the plan for replacement of the childcare modular at Brentwood Elementary that has reached end of life.

At the May 14, 2024 regular meeting of the Board of Education, the following motion was carried: *“That the Board approve replacement of the Brentwood Childcare Portable using available funds in the local capital reserve.”* The briefing note included in the FF&T committee report to the May 2024 Board meeting is included as attachment 1 for reference.

In May 2024, I reported the preliminary cost estimate to replace the modular was between \$375,000 and \$425,000. The available local capital balance as at June 30, 2024 is \$621,220.

## Updated Plan

The preliminary plan was to locate the new modular in the same location as the old modular being replaced. This plan was determined not to be feasible as it would have required the removal of both the old portable (being replaced) and a second portable currently leased to CUPE 441. Considering this constraint and also the longer term vision for the site, alternate locations on the school site were considered. The site location determined to be the superior option is the west side of the property along Wallace Drive (see attachment 2). The current location of the existing portables (between the school and play structures and playfield) is not optimal as it impedes site lines for supervision and limits available play space near the school.

Consultation with the school is in progress and no concerns have been raised with the proposed location on the west side of the property. Over the summer Director Rob Lumb consulted with community users of the baseball diamond on the school site and determined that, with the addition of fencing, the proposed location of the new portable (and a second portable in the future) would not impede continued use of the baseball diamond.

The budgeted cost to install and service this new portable has increased to \$620,000, in part due to construction cost escalation and in part due to the additional cost of bringing services to this new site location. Bringing services to this location will be beneficial in the future, because when the second childcare portable needs to be replaced, it will also be sited in this new location.

Allocation of \$620,000 from local capital to replace this portable will almost fully deplete the local capital balance. The annual contribution to this local capital reserve in future years is expected to be approximately \$150,000, and increase each year by an inflationary amount. Therefore, the district should have the funds to replace another childcare modular in approximately 4 years.

### Next Steps

Last May 2024, the Board provided direction to replace this portable using available funds in the local capital reserve. As the motion did not specify the amount of the allocation, further direction from the Board is not required unless the Board has concerns with the proposed plan. Project design is underway and the modular building has been ordered. Project completion is now scheduled for the spring of 2025.

Respectfully submitted,

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

Jason Reid  
Secretary Treasurer

Attachments: 1 – Briefing Note: Replacement of Brentwood Childcare Portable (May 2024)  
2 – Modular Site Plan (September 2024)

---

To: Finance Facilities & and Technology Committee

Prepared By: Jason Reid  
Secretary Treasurer

---

Subject: Replacement of Brentwood Childcare Portable

Date: May 3, 2024

---

### **Purpose and Background**

The purpose of this briefing note is to recommend the Board approve allocation of local capital reserve to replace the childcare portable at Brentwood Elementary.

Beginning in 2018/19, the district implemented a new rental rate structure for childcare licences that includes allocation of 45% of rental revenues to a local capital reserve for future renewal of childcare space. This local capital reserve was \$477,625 as at June 30, 2023 and is expected to increase to about \$585,000 by June 30, 2024.

We've recently determined that a childcare portable at Brentwood Elementary is in urgent need of replacement. The portable is beginning to separate in the middle due to foundation issues and overall is in very poor condition.

The "Otter Be Fun Care" program at Brentwood Elementary is operated by Beacon Community Services using 2 portables on the site and shared used of the school's multipurpose room.

### **Next Steps**

The preliminary cost estimate to replace the portable with a modern modular building (with required kitchen and washroom facilities) is between \$375,000 and \$425,000. The plan is to commence design work immediately following Board approval, with the objective of replacing the building in late 2024. During the construction phase, the childcare program spaces will be accommodated within the school on a temporary basis.

### **Staff Recommendation:**

That the Board approve replacement of the Brentwood childcare portable using available funds in the local capital reserve.

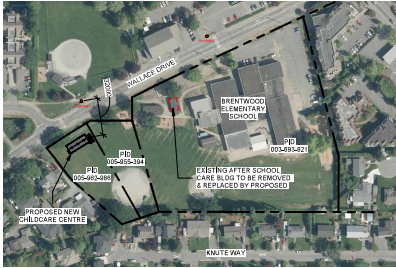
Respectfully submitted,



Jason Reid  
Secretary Treasurer

# BRENTWOOD ELEMENTARY CHILDCARE STUDIO

PROPOSED REPLACEMENT PORTABLE FOR AFTER SCHOOL CARE STUDIO FOR BRENTWOOD ELEMENTARY SCHOOL  
7085 WALLACE DRIVE, BRENTWOOD BAY, B.C. V8M 1P9



**1 CONTEXT PLAN**  
1: 2000

## ZONING SUMMARY

APPLICABLE ZONING & PLANNING DOCUMENTS:  
CENTRAL SANICH LAND USE BYLAW #2072, 2024 AMENDED

**LOT INFORMATION:**  
SITE ADDRESS: 7085 WALLACE DRIVE  
BRENTWOOD BAY, B.C. V8M 1P9  
P.L. GENERAL INSTITUTIONAL  
606483889

**BYLAWS:**  
PROPOSED USE: CLASSROOM (CHILD CARE FACILITY)  
PARKING STALLS ON SITE: CLASSROOMS X 2 SPACES PER ROOM  
PARKING STALLS REQUIRED FOR SCHOOL: 27 PER CLASSROOM

**PROPOSED HEIGHT:** 8.0 M  
**MAXIMUM HEIGHT ALLOWABLE:** 8.0 M

**SETBACKS:** ALLOWABLE PROPOSED  
FRONT: 2.0 M 7.0 M  
SIDE: 2.0 M 6.5 & 6.8 M  
REAR: 2.0 M >0M

**PARCEL COVERAGE (PID 005-662-986):**  
PARCELS AREA: APPROX. 2,702.5 M<sup>2</sup>  
MAXIMUM ALLOWABLE: 40% COVERAGE & 0.4 F.A.R.  
CURRENT COVERAGE: 0%  
PROPOSED COVERAGE: 4.8% (1133.8 M<sup>2</sup> COVERAGE)

## BUILDING CODE SUMMARY

**PROJECT SUMMARY:**  
(1) PORTABLE CLASSROOM, 1 STOREY, WOOD FRAME CONSTRUCTION

**BUILDING CODE:**  
BRITISH COLUMBIA BUILDING CODE 2024

**BUILDING CODE CLASSIFICATION:** GROUP A, DIVISION 2, ONE STOREY (322.28)

**MAJOR OCCUPANCIES:** CLASSROOM

**SEPARATION OF OCCUPANCIES:** NA

**ALLOWABLE BUILDING AREA:** 400 M<sup>2</sup> (FACING ONE STREET)

**ALLOWABLE BUILDING HEIGHT:** 13.2 M

**NUMBER OF STOREYS FACING:** 1 STOREY

**SPRINKLERED:** NO

**HYDRANT DISTANCE:** NO 34.3M - SEE CONTEXT PLAN

**ALLOWABLE CONSTRUCTION:** COMBUSTIBLE / NON-COMBUSTIBLE

**ALLOWABLE CLADDING TYPE:** COMBUSTIBLE / NON-COMBUSTIBLE

**OCCUPANT LOADS:** CLASSROOM: 89 M<sup>2</sup> x 1.85 M<sup>2</sup> = 48 P  
OFFICE: 4 M<sup>2</sup> x 9.30 M<sup>2</sup> = 2P  
KITCHEN: 7 M<sup>2</sup> x 3.00 M<sup>2</sup> = 1P  
TOTAL OCCUPANT LOAD = 48-50 P  
INTENDED OCCUPANT LOAD = 26P (24 CHLD, 2 STAFF)

**WATER CLOSETS REQUIRED:** 1 M, 2 F

**EXIT WIDTHS:** 890mm DOORS  
1100mm CORRIDORS  
900mm RAMPS AND STAIRS

**MAXIMUM TRAVEL DISTANCE TO EXIT:** 15 M

**SPATIAL SEPARATIONS:** REFER TO DIAGRAMS

**CLIMATE DATA:** REFER TO ENERGY MODELLING REPORT

**REQUIRED ASSEMBLY PERFORMANCE:** YES

**BUILDING TO COMPLY WITH CSA A227 WITH RESPECT TO ENERGY PERFORMANCE OF EXTERIOR ASSEMBLIES, INTERNAL ENERGY LOADS, AND HEATING AND VENTILATION APPLIANCES.**

**FIRE ALARMS:**  
THE FIRE ALARM SYSTEM FOR PORTABLE BUILDINGS SHALL BE CONNECTED TO THE PRINCIPAL BUILDING'S FIRE ALARM SYSTEM AND BE PROVIDED WITH MANUAL PULL STATIONS AND HEAT DETECTORS. PORTABLE FIRE DETECTORS SHALL BE PROVIDED IN ACCORDANCE WITH THE BC FIRE CODE, A FIRE SAFETY PLAN, AND FIRE ALARM VERIFICATION REPORT SHALL BE SUBMITTED AND APPROVED BY THE DISTRICT OF CENTRAL SANICH FIRE DEPARTMENT PRIOR TO FINAL INSPECTION AND OCCUPANCY.

## SHEET LIST

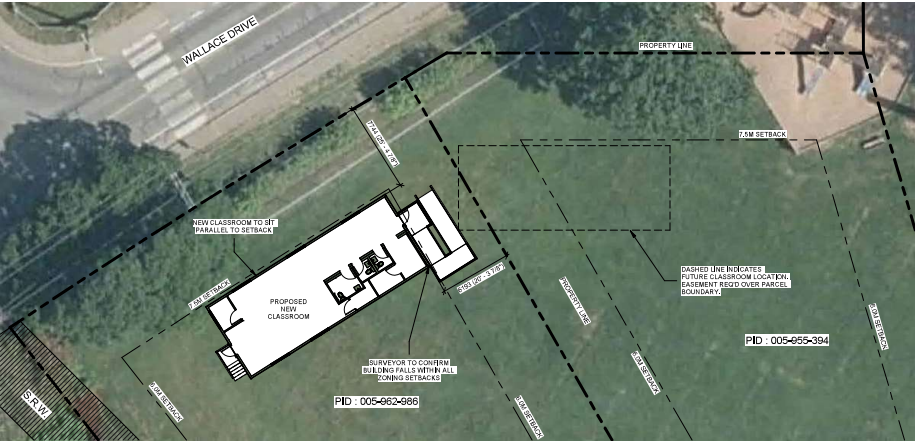
|      |                |      |                      |
|------|----------------|------|----------------------|
| A000 | COVER SHEET    | A300 | INTERIORS            |
| A100 | PLAN & SECTION | A400 | RAMP & STAIR DETAILS |
| A200 | ELEVATIONS     | A401 | ENVELOPE DETAILS     |

## GENERAL NOTES

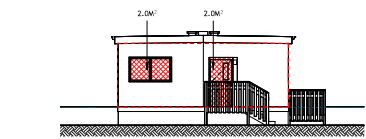
1. ALL WORK MUST COMPLY WITH THE 2018 BC BUILDING CODE AND ALL LOCAL CODES AND BYLAWS.
2. DO NOT SCALE OFF THE DRAWINGS. CONTACT THE ARCHITECT FOR ANY MISSING INFORMATION.
3. CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
4. ALL CONTRACTOR DOCUMENTS ARE TO BE READ IN WHOLE.
5. REFER TO WRITTEN SPECIFICATION DOCUMENTS WHERE APPLICABLE.
6. CLARIFY MORE DETAILED CHANGES TO THE PRECEDENT OVER THOSE OF A SMALLER SCALE.

## PROJECT TEAM

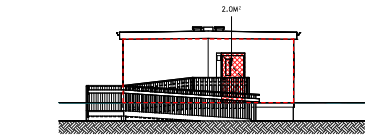
|                             |  |  |
|-----------------------------|--|--|
| <b>APPLICANT (OWNER):</b>   | SANICH SCHOOLS, 65 85<br>PRIMARY CONTACT: ROB LUMB, DIRECTOR OF FACILITIES<br>1 602 7541<br>rlumb@sanich.bc.ca   | 2100 KEATING CROSS ROAD, SAUNGHTON, BC V8M 2A5<br>1 602 7541<br>am@amarchitects.ca       |
| <b>ARCHITECT:</b>           | ANNE M. CHARBONNEAU ARCHITECT INC.<br>PRIMARY CONTACT: ANNE M. CHARBONNEAU, ARCHITECT ABC<br>1 250 591 4853<br>am@amarchitects.ca                      | 1218 LANGLEY ST, VICTORIA, BC V8W 1W2<br>1 250 591 4853<br>am@amarchitects.ca            |
| <b>CONTRACTOR:</b>          | AURORA CASCADE ENT. LTD.<br>PRIMARY CONTACT: RYAN VALENTA<br>6560 UNGWORTH RD, CHILLIWACK, BC V2R 4P4<br>1 604 796 1135<br>rvalenta@auroracascade.com  | 45801 AIRPORT RD, CHILLIWACK, BC V2R 1A3<br>1 604 792 2026<br>rvalenta@auroracascade.com |
| <b>STRUCTURAL ENGINEER:</b> | VAN DEN BRINK HUEBERT<br>PRIMARY CONTACT: BRANDON HUEBERT, P.ENG<br>1779 CLEARBROOK RD, ABBOTSFORD, BC, V2T 3A5<br>1 778 242 8111<br>dhuve@brinkhuc.ca | 45801 AIRPORT RD, CHILLIWACK, BC V2R 1A3<br>1 604 792 2026<br>brandon@brinkhuc.ca        |
| <b>MECHANICAL ENGINEER:</b> | EPRO<br>PRIMARY CONTACT: DHANVAL LEUVA, P.ENG<br>1779 CLEARBROOK RD, ABBOTSFORD, BC, V2T 3A5<br>1 778 242 8111<br>dhuve@brinkhuc.ca                    | 45801 AIRPORT RD, CHILLIWACK, BC V2R 1A3<br>1 604 792 2026<br>dhuve@brinkhuc.ca          |
| <b>ELECTRICAL ENGINEER:</b> | EPRO<br>PRIMARY CONTACT: DHANVAL LEUVA, P.ENG<br>1779 CLEARBROOK RD, ABBOTSFORD, BC, V2T 3A5<br>1 778 242 8111<br>dhuve@brinkhuc.ca                    | 45801 AIRPORT RD, CHILLIWACK, BC V2R 1A3<br>1 604 792 2026<br>dhuve@brinkhuc.ca          |
| <b>CIVIL ENGINEER:</b>      | CAJLD SERVICES LTD.<br>PRIMARY CONTACT:<br>207,270 QUADRA ST, VICTORIA, BC V8T 4E8<br>1 250 598 9819<br>emg@cajld.ca                                   | 207,270 QUADRA ST, VICTORIA, BC V8T 4E8<br>1 250 598 9819<br>emg@cajld.ca                |
| <b>ENERGY MODELLING:</b>    | TBD<br>PRIMARY CONTACT: TBD<br>1 555 555 5555<br>tbd   | TBD<br>1 555 555 5555<br>tbd   |



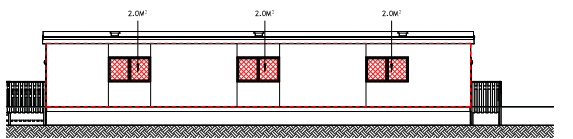
**2 SITE PLAN**  
1: 200



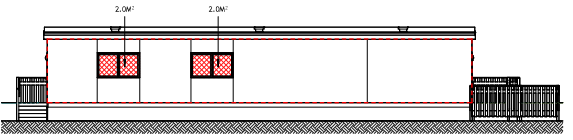
**3 WEST ELEVATION - SPATIAL SEPARATIONS**  
1: 100



**5 EAST ELEVATION - SPATIAL SEPARATIONS**  
1: 100



**4 NORTH ELEVATION - SPATIAL SEPARATIONS**  
1: 100



**6 SOUTH ELEVATION - SPATIAL SEPARATIONS**  
1: 100

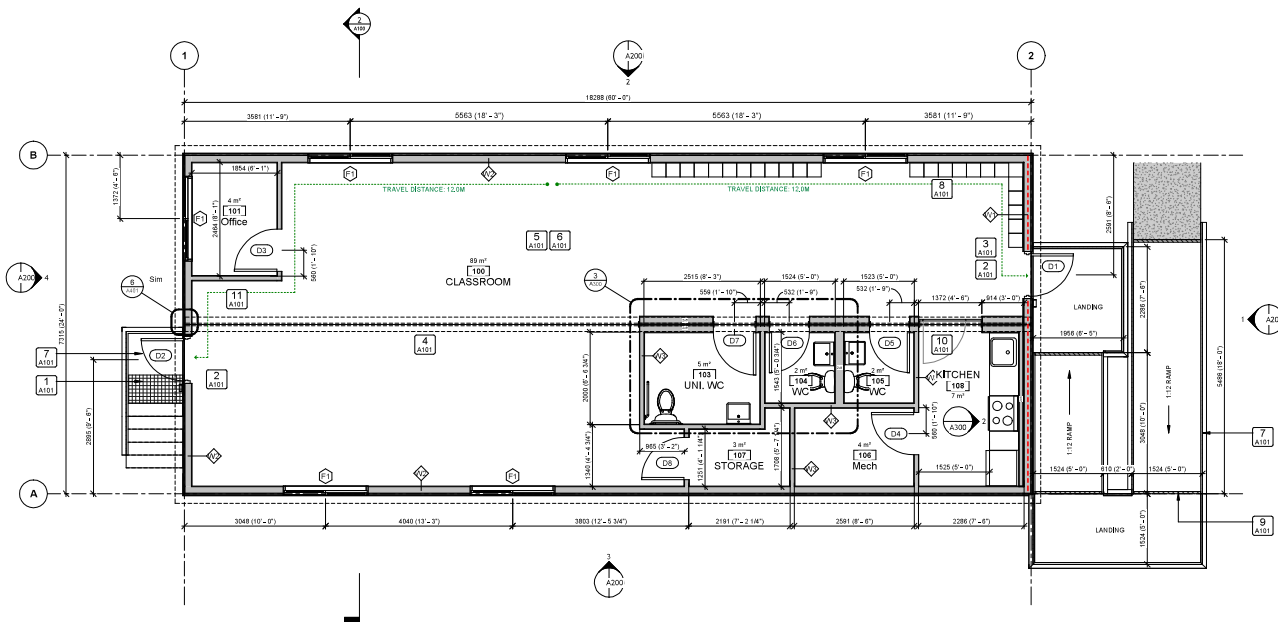
**SPATIAL SEPARATIONS - NORTH ELEVATION**

|  |                    |
|--|--------------------|
| AREA OF ELEVATION:                                   | 49.8M <sup>2</sup> |
| AREA OF UNPROTECTED OPENINGS:                        | 6.6M <sup>2</sup>  |
| PERCENTAGE OF UNPROTECTED OPENINGS:                  | 13%                |
| LIMITING DISTANCE:                                   | 5M                 |
| PERCENTAGE OF UNPROTECTED OPENINGS ALLOWABLE:        | 100%               |
| ELEVATION SATISFIES REQUIREMENTS OF TABLE 3.2.3.1.8: | YES                |
| COMBUSTIBLE CONSTRUCTION ALLOWED:                    | YES                |
| COMBUSTIBLE CLADDING ALLOWED:                        | YES                |
| REQUIRED FIRE RATINGS OF EXTERIOR ASSEMBLY:          | 0 HR               |
| ACTUAL FIRE RATINGS OF EXTERIOR ASSEMBLY:            | 0 HR               |

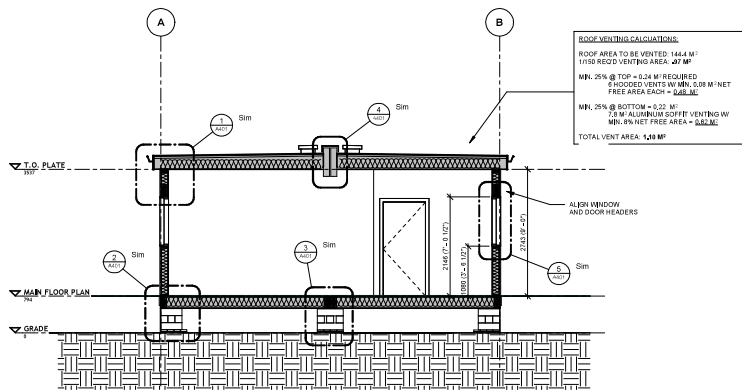
**SPATIAL SEPARATIONS - SOUTH ELEVATION**

|  |                    |
|--|--------------------|
| AREA OF ELEVATION:                                   | 49.8M <sup>2</sup> |
| AREA OF UNPROTECTED OPENINGS:                        | 4.2M <sup>2</sup>  |
| PERCENTAGE OF UNPROTECTED OPENINGS:                  | 8%                 |
| LIMITING DISTANCE:                                   | >20M               |
| PERCENTAGE OF UNPROTECTED OPENINGS ALLOWABLE:        | 100%               |
| ELEVATION SATISFIES REQUIREMENTS OF TABLE 3.2.3.1.8: | YES                |
| COMBUSTIBLE CONSTRUCTION ALLOWED:                    | YES                |
| COMBUSTIBLE CLADDING ALLOWED:                        | YES                |
| REQUIRED FIRE RATINGS OF EXTERIOR ASSEMBLY:          | 0 HR               |
| ACTUAL FIRE RATINGS OF EXTERIOR ASSEMBLY:            | 0 HR               |

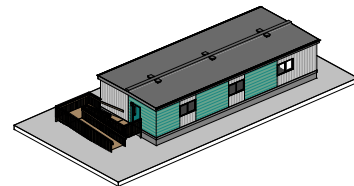




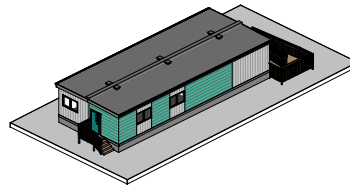
1 MAIN FLOOR PLAN  
1:50



2 SECTION  
1:50



3 ISOMETRIC VIEW - RAMP SIDE



4 ISOMETRIC VIEW - STAIR SIDE

FLOOR PLAN NOTES

| NOTE    | DESCRIPTION   |
|---------|---|
| 1 A100  | 800mm x FULL WIDTH TACTILE WARNING STRIPS WHERE INDICATED AT TOP OF STAIRS. |
| 2 A100  | EXIT SIGNAGE AS PER BCBC 3.4.5.1  |
| 3 A100  | MANUAL FIRE PULL STATION AS PER BCBC 3.2.4.16                               |
| 4 A101  | GLULAM BEAMS OVERHEAD. REFER TO STRUCTURAL.                                 |
| 5 A101  | RATE OF RISE HEAT DETECTOR.   |
| 6 A100  | HORN/STROBE COMBINATION FIRE ALARM.   |
| 7 A100  | SEE A400 FOR TYPICAL STAIR AND RAMP DETAILS.                                |
| 8 A101  | 12" COAT & SHOES CUBBY STORAGE. SEE A300 FOR DETAILS.                       |
| 9 A101  | COLOUR CONTRAST STRIP AT CHANGES IN SLOPE.                                  |
| 10 A101 | COUNTER HEIGHT GATE AT ENTRANCE TO KITCHEN.                                 |
| 11 A101 | MEASUREMENT STORAGE T.A.D. AREA MUST BE INCLUDED IN VMA CALCULATIONS.       |

ASSEMBLY SCHEDULES

**W1 - EXTERIOR WALL - 1.1M F.S.P.**  
**R1 - S.A.S.**  
 OUTSIDE AIR FILM  
 75" VERTICAL CORRUGATED STEEL SIDING  
 TYPICAL BUILDING WRAP  
 1/2" PLYWOOD SHEATHING  
 2x6 SF STUDS @ 16"  
 R20 1/2" BATT INSULATION  
 6" ML POLYVAPOUR BARRIER  
 5/8" TYPE X DRYWALL  
 1/2" TYPE C-VINYL COVERED DRYWALL W/ BATTENS.  
 INTERIOR AIR FILM

**W2 - EXTERIOR WALL - NO F.S.P.**  
**R1 - S.A.S.**  
 OUTSIDE AIR FILM  
 75" VERTICAL CORRUGATED STEEL SIDING  
 9mm MIN. CAULKY FOR MANUSCREEN VENTING  
 TYPICAL BUILDING WRAP  
 1/2" PLYWOOD SHEATHING  
 2x6 SF STUDS @ 16"  
 R20 1/2" BATT INSULATION  
 6" ML POLYVAPOUR BARRIER  
 1/2" TYPE C-VINYL COVERED DRYWALL W/ BATTENS.  
 INTERIOR AIR FILM

**W3 - INTERIOR WALL**  
 1/2" TYPE C-VINYL COVERED DRYWALL W/ BATTENS.  
 3/12" 2x4 WOOD STUDS @ 16" O.C. UNLESS OTHERWISE NOTED.  
 1/2" TYPE C-VINYL COVERED DRYWALL W/ BATTENS.  
 3/4" PLYWOOD WHERE INDICATED

ROOF

**R1 - ROOF**  
**R1 - S.A.S.**  
 OUTSIDE AIR FILM  
 2" PVC GEBE TORUSCHN MEMBRANE. COLOUR: GREY  
 1/2" PLYWOOD SHEATHING  
 2x4 STRAPPING FOR VENTILATION  
 2x10 ROOF JOIST (TAPER-CUT 2X12 TO MIN. 285MM DEPTH @ 16" OC  
 R30 FIBERGLASS BATT INSULATION - PURPLE  
 6" ML POLYVAPOUR BARRIER  
 1/2" TYPE C-VINYL COVERED DRYWALL W/ BATTENS.  
 INTERIOR AIR FILM

FLOOR

**F1 - FLOOR**  
**R1 - FLOOR**  
 INTERIOR AIR FILM  
 TARKETT ARIA 2.2 FLOORING  
 30" UNF. - INSTALLED AS PER MANUFACTURER SPEC.  
 50" FIBER PLYWOOD FLOOR SHEATHING - SCREWED  
 2x10 @ 16" O.C. FLOOR STRUCTURE  
 R30 FIBERGLASS BATT INSULATION  
 3/8" FLINGER SHEATHING  
 OUTSIDE AIR FILM

FINISH SCHEDULE

FLOORING: TARKETT 32  
 COLOUR: TARKETT 10 GRANT GREY 0181

INTERIOR WALLS: 1/2" TYPE C VINYL COVERED DRYWALL PANELS W/ BATTENS.  
 COLOUR: LUXE SILVER

CEILING: 1/2" TYPE C VINYL COVERED DRYWALL PANELS W/ BATTENS.  
 COLOUR: PURE

INTERIOR TRIM & CASING: WOOD WINDOW CASING & 2" 1/4" MDF TRIM  
 COLOUR: WHITE TO MATCH WINDOW COLOUR

INTERIOR BASEBOARD: TARKETT 4" VINYL BASEBOARD  
 COLOUR: BLACK

INTERIOR DOORS: REFER TO ELEVATIONS & DOOR SCHEDULE  
 COLOUR:

EXTERIOR DOORS: REFER TO ELEVATIONS & DOOR SCHEDULE  
 COLOUR:

EXTERIOR CLADDING: REFER TO ELEVATIONS  
 COLOUR:

