Cowichan Valley School District

SPECIAL OPEN BOARD MEETING

Thursday, April 27, 2017

Held at 4:00 pm in the Yuxwule' Eagle Room (Boardroom)
2557 Beverly Street, Duncan, B.C.

AGENDA

Page

1. Call to Order

We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people.

2. Adoption of Agenda

a. Motion to Adopt Agenda
"That the Board of Education adopts the agenda of the April 27, 2017 Special Open Board Meeting."

3. Secretary - Treasurer

3.1. For Board Action

a. 2017-2018 Annual Budget 2-16
"That the Board of Education gives first reading to the 2017-2018 Annual Budget in the amount of $92,468,095.00."

"That the Board of Education gives second reading to the 2017-2018 Annual Budget in the amount of $92,468,095.00."

4. Adjournment

a. Motion to Adjourn
"That there being no further business, the meeting be adjourned."

Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2018

Version: 5730-4984-3002
April 26, 2017 12:23

School District No. 79 (Cowichan Valley)

June 30, 2018

Table of Contents

Bylaw 1

Annual Budget - Revenue and Expense - Statement 2 2

Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 4

Annual Budget - Operating Revenue and Expense - Schedule 2 5

Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source 6

Schedule 2B - Annual Budget - Schedule of Operating Expense by Object 7

Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object 8

Annual Budget - Special Purpose Revenue and Expense - Schedule 3 10

Schedule 3A - Annual Budget - Changes in Special Purpose Funds 11

Annual Budget - Capital Revenue and Expense - Schedule 4 13

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

April 26, 2017 12:23

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act* , R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act* ").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District No. 79 (Cowichan Valley) Annual Budget Bylaw for fiscal year 2017/2018.

3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of $92,468,095 for the 2017/2018 fiscal year was prepared in accordance with the *Act* .

4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 27th DAY OF APRIL, 2017;

READ A SECOND TIME THE 27th DAY OF APRIL, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 2nd DAY OF MAY, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Annual Budget Bylaw 2017/2018, adopted by the Board the _____ DAY OF _____, 2017.

Secretary Treasurer

Version: 5730-4984-3002
April 26, 2017 12:23

School District No. 79 (Cowichan Valley)

Statement 2

Annual Budget - Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	**7,720.050**	7,693.125
Adult	**17.000**	23.125
Total Ministry Operating Grant Funded FTE's	**7,737.050**	7,716.250
Revenues	**$**	$
Provincial Grants		
Ministry of Education	**76,868,321**	70,458,692
Other	**75,000**	292,579
Tuition	**2,851,000**	2,751,000
Other Revenue	**6,619,246**	6,388,376
Rentals and Leases	**100,000**	120,000
Investment Income	**176,423**	157,107
Amortization of Deferred Capital Revenue	**3,757,629**	3,581,080
Total Revenue	**90,447,619**	83,748,834
Expenses		
Instruction	**73,449,988**	67,112,856
District Administration	**2,333,812**	2,230,536
Operations and Maintenance	**13,452,755**	13,087,328
Transportation and Housing	**2,794,240**	2,700,270
Total Expense	**92,030,795**	85,130,990
Net Revenue (Expense)	**(1,583,176)**	(1,382,156)
Budgeted Allocation (Retirement) of Surplus (Deficit)	**1,372,841**	1,254,250
Budgeted Reduction of Unfunded Employee Future Benefits	**(50,000)**	(50,000)
Budgeted Surplus (Deficit), for the year	**(260,335)**	(177,906)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	**(260,335)**	(177,906)
Budgeted Surplus (Deficit), for the year	**(260,335)**	(177,906)

School District No. 79 (Cowichan Valley)

Statement 2

Annual Budget - Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	**78,071,385**	76,111,393
Operating - Tangible Capital Assets Purchased		22,000
Operating - Reduction of Unfunded Employee Future Benefits	**50,000**	50,000
Special Purpose Funds - Total Expense	**9,570,646**	4,669,641
Special Purpose Funds - Tangible Capital Assets Purchased	**360,500**	558,470
Capital Fund - Total Expense	**4,388,764**	4,349,956
Capital Fund - Tangible Capital Assets Purchased from Local Capital	**26,800**	20,000
Total Budget Bylaw Amount	**92,468,095**	85,781,460

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. 79 (Cowichan Valley)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	$	$
Surplus (Deficit) for the year	**(1,583,176)**	(1,382,156)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	**(360,500)**	(580,470)
From Local Capital	**(26,800)**	(20,000)
From Deferred Capital Revenue	**(2,986,619)**	(3,279,397)
Total Acquisition of Tangible Capital Assets	**(3,373,919)**	(3,879,867)
Amortization of Tangible Capital Assets	**4,388,764**	4,349,956
Total Effect of change in Tangible Capital Assets	**1,014,845**	470,089
Acquisitions of Prepaid Expenses	**(225,000)**	
Use of Prepaid Expenses	**225,000**	
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	**(568,331)**	(912,067)

Schedule 2

School District No. 79 (Cowichan Valley)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education	**68,737,180**	67,248,017
Other	**75,000**	75,000
Tuition	**2,851,000**	2,751,000
Other Revenue	**4,830,364**	4,590,126
Rentals and Leases	**100,000**	120,000
Investment Income	**155,000**	145,000
Total Revenue	**76,748,544**	74,929,143
Expenses		
Instruction	**63,879,342**	62,443,215
District Administration	**2,333,812**	2,230,536
Operations and Maintenance	**9,408,530**	9,062,593
Transportation and Housing	**2,449,701**	2,375,049
Total Expense	**78,071,385**	76,111,393
Net Revenue (Expense)	**(1,322,841)**	(1,182,250)
Budgeted Prior Year Surplus Appropriation	**1,372,841**	1,254,250
Budgeted Reduction of Unfunded Employee Future Benefits	**(50,000)**	(50,000)
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(22,000)
Total Net Transfers	**-**	(22,000)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 79 (Cowichan Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	$	$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	**72,446,927**	70,638,257
INAC/LEA Recovery	**(4,705,364)**	(4,399,626)
Other Ministry of Education Grants		
Pay Equity	**363,682**	363,682
Transportation Supplement	**283,524**	283,524
Return of Administrative Savings	**348,411**	348,411
FSA & Exam Allocation		13,769
Total Provincial Grants - Ministry of Education	**68,737,180**	67,248,017
Provincial Grants - Other	**75,000**	75,000
Tuition		
International and Out of Province Students	**2,851,000**	2,751,000
Total Tuition	**2,851,000**	2,751,000
Other Revenues		
LEA/Direct Funding from First Nations	**4,705,364**	4,399,626
Miscellaneous		
BC Hydro Energy Manager		37,500
International Program Registration Fees	**95,000**	95,000
Transportation Fees - International	**30,000**	30,000
Miscellaneous		28,000
Total Other Revenue	**4,830,364**	4,590,126
Rentals and Leases	**100,000**	120,000
Investment Income	**155,000**	145,000
Total Operating Revenue	**76,748,544**	74,929,143

Schedule 2B

School District No. 79 (Cowichan Valley)

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	$	$
Salaries		
Teachers	**32,564,087**	31,954,748
Principals and Vice Principals	**4,756,916**	4,183,194
Educational Assistants	**6,208,380**	5,896,927
Support Staff	**8,178,578**	7,877,905
Other Professionals	**1,824,876**	1,758,935
Substitutes	**3,198,202**	3,384,920
Total Salaries	**56,731,039**	55,056,629
Employee Benefits	**13,668,444**	13,000,718
Total Salaries and Benefits	**70,399,483**	68,057,347
Services and Supplies		
Services	**2,612,177**	2,739,701
Student Transportation	**200,600**	203,600
Professional Development and Travel	**485,500**	487,752
Rentals and Leases	**62,100**	80,100
Dues and Fees	**86,760**	84,160
Insurance	**244,209**	244,134
Supplies	**2,664,426**	2,904,469
Utilities	**1,316,130**	1,310,130
Total Services and Supplies	**7,671,902**	8,054,046
Total Operating Expense	**78,071,385**	76,111,393

School District No. 79 (Cowichan Valley)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	25,845,792	871,271		296,986	63,001	1,987,540	**29,064,590**
1.03 Career Programs	396,024	42,802		195,225		14,338	**648,389**
1.07 Library Services	693,047	101,527		151,879		43,166	**989,619**
1.08 Counselling	948,453			329,372		28,743	**1,306,568**
1.10 Special Education	3,417,683	326,216	5,452,334	65,106	138,784	568,991	**9,969,114**
1.30 English Language Learning	374,966						**374,966**
1.31 Aboriginal Education	318,034	95,391	756,046	43,959		52,325	**1,265,755**
1.41 School Administration		3,058,921		1,209,031		99,049	**4,367,001**
1.61 Continuing Education	131,747						**131,747**
1.62 International and Out of Province Students	438,341	228,991		99,699	110,032	19,317	**896,380**
1.64 Other							**-**
Total Function 1	**32,564,087**	**4,725,119**	**6,208,380**	**2,391,257**	**311,817**	**2,813,469**	**49,014,129**
4 District Administration							
4.11 Educational Administration		31,797		43,297	390,205		**465,299**
4.40 School District Governance					137,574		**137,574**
4.41 Business Administration				430,526	549,801	29,394	**1,009,721**
Total Function 4	**-**	**31,797**	**-**	**473,823**	**1,077,580**	**29,394**	**1,612,594**
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				107,246	358,282	47,503	**513,031**
5.50 Maintenance Operations				3,577,021		209,072	**3,786,093**
5.52 Maintenance of Grounds				383,457			**383,457**
5.56 Utilities							**-**
Total Function 5	**-**	**-**	**-**	**4,067,724**	**358,282**	**256,575**	**4,682,581**
7 Transportation and Housing							
7.41 Transportation and Housing Administration				109,604	77,197	5,414	**192,215**
7.70 Student Transportation				1,136,170		93,350	**1,229,520**
Total Function 7	**-**	**-**	**-**	**1,245,774**	**77,197**	**98,764**	**1,421,735**
9 Debt Services							
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**32,564,087**	**4,756,916**	**6,208,380**	**8,178,578**	**1,824,876**	**3,198,202**	**56,731,039**

Version: 5730-4984-3002
April 26, 2017 12:23

School District No. 79 (Cowichan Valley)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	$	$	$	$	$	$
1 Instruction						
1.02 Regular Instruction	**29,064,590**	7,151,414	**36,216,004**	1,410,113	**37,626,117**	37,604,509
1.03 Career Programs	**648,389**	168,054	**816,443**	450,150	**1,266,593**	955,269
1.07 Library Services	**989,619**	243,933	**1,233,552**	65,257	**1,298,809**	1,276,131
1.08 Counselling	**1,306,568**	289,222	**1,595,790**	5,500	**1,601,290**	1,568,477
1.10 Special Education	**9,969,114**	2,479,981	**12,449,095**	79,935	**12,529,030**	11,991,069
1.30 English Language Learning	**374,966**	87,051	**462,017**	4,500	**466,517**	454,250
1.31 Aboriginal Education	**1,265,755**	301,584	**1,567,339**	223,267	**1,790,606**	1,791,525
1.41 School Administration	**4,367,001**	941,931	**5,308,932**	100,125	**5,409,057**	4,929,993
1.61 Continuing Education	**131,747**	31,212	**162,959**	9,000	**171,959**	170,583
1.62 International and Out of Province Students	**896,380**	219,534	**1,115,914**	589,250	**1,705,164**	1,687,209
1.64 Other	**-**		**-**	14,200	**14,200**	14,200
Total Function 1	**49,014,129**	**11,913,916**	**60,928,045**	**2,951,297**	**63,879,342**	62,443,215
4 District Administration						
4.11 Educational Administration	**465,299**	91,566	**556,865**	24,000	**580,865**	576,921
4.40 School District Governance	**137,574**	17,841	**155,415**	103,150	**258,565**	160,451
4.41 Business Administration	**1,009,721**	207,411	**1,217,132**	277,250	**1,494,382**	1,493,164
Total Function 4	**1,612,594**	**316,818**	**1,929,412**	**404,400**	**2,333,812**	2,230,536
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	**513,031**	101,796	**614,827**	214,487	**829,314**	737,587
5.50 Maintenance Operations	**3,786,093**	884,076	**4,670,169**	1,635,251	**6,305,420**	6,131,782
5.52 Maintenance of Grounds	**383,457**	96,037	**479,494**	122,000	**601,494**	497,240
5.56 Utilities	**-**		**-**	1,672,302	**1,672,302**	1,695,984
Total Function 5	**4,682,581**	**1,081,909**	**5,764,490**	**3,644,040**	**9,408,530**	9,062,593
7 Transportation and Housing						
7.41 Transportation and Housing Administration	**192,215**	40,956	**233,171**	22,100	**255,271**	247,355
7.70 Student Transportation	**1,229,520**	314,845	**1,544,365**	650,065	**2,194,430**	2,127,694
Total Function 7	**1,421,735**	**355,801**	**1,777,536**	**672,165**	**2,449,701**	2,375,049
9 Debt Services						
Total Function 9	**-**	**-**	**-**	**-**	**-**	-
Total Functions 1 - 9	**56,731,039**	**13,668,444**	**70,399,483**	**7,671,902**	**78,071,385**	76,111,393

School District No. 79 (Cowichan Valley)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education	**8,131,141**	3,210,675
Other		217,579
Other Revenue	**1,788,882**	1,798,250
Investment Income	**11,123**	1,607
Total Revenue	**9,931,146**	5,228,111
Expenses		
Instruction	**9,570,646**	4,669,641
Total Expense	**9,570,646**	4,669,641
Net Revenue (Expense)	**360,500**	558,470
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(360,500)**	(558,470)
Total Net Transfers	**(360,500)**	(558,470)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 79 (Cowichan Valley)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

		Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
		$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year		937,252	-	27,010	11,796	46,817	1,435,111	108,352	55,000	-
Add:	Restricted Grants									
	Provincial Grants - Ministry of Education	384,070	290,372					192,000	34,300	155,331
	Other						1,730,266			
	Investment Income	9,123			1,776					
		393,193	290,372	-	1,776	-	1,730,266	192,000	34,300	155,331
Less:	Allocated to Revenue	393,193	290,372	27,010	4,700	46,817	1,740,807	300,352	35,000	155,331
Deferred Revenue, end of year		**937,252**	**-**	**-**	**8,872**	**-**	**1,424,570**	**-**	**54,300**	**-**
Revenues										
	Provincial Grants - Ministry of Education	384,070	290,372	27,010		46,817		300,352	35,000	155,331
	Other Revenue				2,700		1,740,807			
	Investment Income	9,123			2,000					
		393,193	290,372	27,010	4,700	46,817	1,740,807	300,352	35,000	155,331
Expenses										
	Salaries									
	Teachers									30,000
	Educational Assistants		217,772							
	Support Staff							4,000		
	Substitutes								18,750	15,000
		-	217,772	-	-	-	-	4,000	18,750	45,000
	Employee Benefits		72,600					1,000	6,250	10,000
	Services and Supplies	32,693		27,010	4,700	46,817	1,740,807	295,352	10,000	100,331
		32,693	290,372	27,010	4,700	46,817	1,740,807	300,352	35,000	155,331
Net Revenue (Expense) before Interfund Transfers		360,500	-	-	-	-	-	-	-	-
Interfund Transfers										
	Tangible Capital Assets Purchased	(360,500)								
		(360,500)	-	-	-	-	-	-	-	-
Net Revenue (Expense)		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

School District No. 79 (Cowichan Valley)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

		CommunityLINK	Coding and Curriculum Implementation	Classroom Enhancement Fund	Early Learning	Wendy's House	Student Inspiration	Cultural Trust	BC Hydro	TOTAL
		$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year		116,614	75,829		8,582	23,755	11,293	-	120,875	**2,978,286**
Add:	Restricted Grants									
	Provincial Grants - Ministry of Education	636,178		6,070,974						**7,763,225**
	Other							10,500		**1,740,766**
	Investment Income									**10,899**
		636,178	-	6,070,974	-	-	-	10,500	-	**9,514,890**
Less:	Allocated to Revenue	745,386	75,829	6,070,974	8,582	15,000	11,293	10,500	-	**9,931,146**
Deferred Revenue, end of year		**7,406**	**-**	**-**	**-**	**8,755**	**-**	**-**	**120,875**	**2,562,030**
Revenues										
	Provincial Grants - Ministry of Education	745,386	75,829	6,070,974						**8,131,141**
	Other Revenue				8,582	15,000	11,293	10,500		**1,788,882**
	Investment Income									**11,123**
		745,386	75,829	6,070,974	8,582	15,000	11,293	10,500	-	**9,931,146**
Expenses										
	Salaries									
	Teachers			4,501,080						**4,531,080**
	Educational Assistants	394,794								**612,566**
	Support Staff	34,887		90,565	3,282					**132,734**
	Substitutes	14,000	37,953	260,833						**346,536**
		443,681	37,953	4,852,478	3,282	-	-	-	-	**5,622,916**
	Employee Benefits	121,604	12,600	1,185,799	1,000					**1,410,853**
	Services and Supplies	180,101	25,276	32,697	4,300	15,000	11,293	10,500		**2,536,877**
		745,386	75,829	6,070,974	8,582	15,000	11,293	10,500	-	**9,570,646**
Net Revenue (Expense) before Interfund Transfers		-	-	-	-	-	-	-	-	**360,500**
Interfund Transfers										
	Tangible Capital Assets Purchased									**(360,500)**
		-	-	-	-	-	-	-	-	**(360,500)**
Net Revenue (Expense)		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

School District No. 79 (Cowichan Valley)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget			
	Invested in Tangible Capital Assets	**Local Capital**	**Fund Balance**	2017 Amended Annual Budget
	$	**$**	**$**	$
Revenues				
Investment Income		10,300	**10,300**	10,500
Amortization of Deferred Capital Revenue	3,757,629		**3,757,629**	3,581,080
Total Revenue	**3,757,629**	**10,300**	**3,767,929**	3,591,580
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,044,225		**4,044,225**	4,024,735
Transportation and Housing	344,539		**344,539**	325,221
Total Expense	**4,388,764**	**-**	**4,388,764**	4,349,956
Net Revenue (Expense)	**(631,135)**	**10,300**	**(620,835)**	(758,376)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	360,500		**360,500**	580,470
Total Net Transfers	**360,500**	**-**	**360,500**	580,470
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	26,800	(26,800)	**-**	
Total Other Adjustments to Fund Balances	**26,800**	**(26,800)**	**-**	
Budgeted Surplus (Deficit), for the year	**(243,835)**	**(16,500)**	**(260,335)**	(177,906)