

Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2019

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 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the 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 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$98,205,551 for the 2018/2019 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 2018/2019.

READ A FIRST TIME THE 12th DAY OF JULY, 2018;

READ A SECOND TIME THE 12th DAY OF JULY, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF JULY, 2018;

Original signed by Candace Spilsbury
Chairperson of the Board

Original signed by Jason Sandquist
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Annual Budget Bylaw 2018/2019, adopted by the Board the 12th DAY OF JULY, 2018.

Original signed by Jason Sandquist
Secretary Treasurer

School District No. 79 (Cowichan Valley)

June 30, 2019

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.

School District No. 79 (Cowichan Valley)

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,951,662	7,890,625
Adult	26,000	19,500
Total Ministry Operating Grant Funded FTE's	<u>7,977,662</u>	<u>7,910,125</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education	82,007,141	80,586,923
Other	75,000	98,087
Tuition	2,851,000	2,953,772
Other Revenue	7,154,714	6,661,605
Rentals and Leases	85,000	85,000
Investment Income	187,000	186,140
Amortization of Deferred Capital Revenue	3,815,046	3,760,468
Total Revenue	<u>96,174,901</u>	<u>94,331,995</u>
Expenses		
Instruction	78,426,889	77,409,743
District Administration	2,745,030	2,484,662
Operations and Maintenance	13,786,756	13,773,164
Transportation and Housing	2,771,804	2,783,690
Debt Services	695	1,636
Total Expense	<u>97,731,174</u>	<u>96,452,895</u>
Net Revenue (Expense)	<u>(1,556,273)</u>	<u>(2,120,900)</u>
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,800,000	2,735,068
Budgeted Reduction of Unfunded Employee Future Benefits	(50,000)	(50,000)
Budgeted Surplus (Deficit), for the year	<u>193,727</u>	<u>564,168</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	193,727	564,168
Budgeted Surplus (Deficit), for the year	<u>193,727</u>	<u>564,168</u>

School District No. 79 (Cowichan Valley)

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

	2019 Annual Budget	2018 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	81,888,898	80,531,342
Operating - Tangible Capital Assets Purchased	50,000	144,124
Operating - Reduction of Unfunded Employee Future Benefits	50,000	50,000
Special Purpose Funds - Total Expense	11,378,833	11,501,765
Special Purpose Funds - Tangible Capital Assets Purchased	351,377	419,617
Capital Fund - Total Expense	4,463,443	4,419,788
Capital Fund - Tangible Capital Assets Purchased from Local Capital	23,000	26,800
Total Budget Bylaw Amount	98,205,551	97,093,436

Approved by the Board

Original signed by Candace Spilsbury
 Signature of the Chairperson of the Board of Education

July 12, 2018
 Date Signed

Original signed by Rod Allen
 Signature of the Superintendent

July 12/2018
 Date Signed

Original signed by Jason Sandquist
 Signature of the Secretary Treasurer

July 12, 2018
 Date Signed

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(1,556,273)</u>	<u>(2,120,900)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(401,377)	(563,741)
From Local Capital	(23,000)	(26,800)
From Deferred Capital Revenue	(3,522,547)	(3,595,185)
Total Acquisition of Tangible Capital Assets	<u>(3,946,924)</u>	<u>(4,185,726)</u>
Amortization of Tangible Capital Assets	4,462,748	4,418,152
Total Effect of change in Tangible Capital Assets	<u>515,824</u>	<u>232,426</u>
Acquisitions of Prepaid Expenses	(225,000)	(257,000)
Use of Prepaid Expenses	225,000	257,000
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(1,040,449)</u>	<u>(1,888,474)</u>

School District No. 79 (Cowichan Valley)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	72,160,281	69,834,942
Other	75,000	98,087
Tuition	2,851,000	2,953,772
Other Revenue	4,867,364	4,868,344
Rentals and Leases	85,000	85,000
Investment Income	170,000	170,000
Total Revenue	<u>80,208,645</u>	<u>78,010,145</u>
Expenses		
Instruction	67,336,072	66,060,190
District Administration	2,681,020	2,484,662
Operations and Maintenance	9,408,930	9,548,687
Transportation and Housing	2,462,876	2,437,803
Total Expense	<u>81,888,898</u>	<u>80,531,342</u>
Net Revenue (Expense)	<u>(1,680,253)</u>	<u>(2,521,197)</u>
Budgeted Prior Year Surplus Appropriation	<u>1,800,000</u>	<u>2,735,068</u>
Budgeted Retirement of Deficit	<u>-</u>	<u>-</u>
Budgeted Reduction of Unfunded Employee Future Benefits	<u>(50,000)</u>	<u>(50,000)</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(50,000)	(144,124)
Other	(19,747)	(19,747)
Total Net Transfers	<u>(69,747)</u>	<u>(163,871)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 79 (Cowichan Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	75,778,779	73,440,909
DISC/LEA Recovery	(4,705,364)	(4,705,364)
Other Ministry of Education Grants		
Pay Equity	363,682	363,682
Transportation Supplement	283,524	283,524
Return of Administrative Savings		348,411
Benefit Funding	114,660	103,780
Operating Grant - Adjustment for Unique Student Needs	325,000	
Total Provincial Grants - Ministry of Education	<u>72,160,281</u>	<u>69,834,942</u>
Provincial Grants - Other	<u>75,000</u>	<u>98,087</u>
Tuition		
Continuing Education		102,772
International and Out of Province Students	2,851,000	2,851,000
Total Tuition	<u>2,851,000</u>	<u>2,953,772</u>
Other Revenues		
LEA/Direct Funding from First Nations	4,705,364	4,705,364
Miscellaneous		
International Program Registration Fees	132,000	95,000
Transportation Fees - International	30,000	30,000
Miscellaneous		37,980
Total Other Revenue	<u>4,867,364</u>	<u>4,868,344</u>
Rentals and Leases	<u>85,000</u>	<u>85,000</u>
Investment Income	<u>170,000</u>	<u>170,000</u>
Total Operating Revenue	<u>80,208,645</u>	<u>78,010,145</u>

School District No. 79 (Cowichan Valley)

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

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Salaries		
Teachers	32,893,070	32,246,830
Principals and Vice Principals	5,283,852	4,969,081
Educational Assistants	7,340,757	6,895,873
Support Staff	8,483,023	8,251,754
Other Professionals	1,960,498	1,874,623
Substitutes	3,398,709	3,641,289
Total Salaries	<u>59,359,909</u>	<u>57,879,450</u>
Employee Benefits	<u>14,453,468</u>	<u>13,599,253</u>
Total Salaries and Benefits	<u>73,813,377</u>	<u>71,478,703</u>
Services and Supplies		
Services	2,834,061	3,112,419
Student Transportation	229,600	229,600
Professional Development and Travel	519,700	501,238
Rentals and Leases	62,100	62,100
Dues and Fees	102,310	92,760
Insurance	250,134	244,209
Supplies	2,744,386	3,494,183
Utilities	1,333,230	1,316,130
Total Services and Supplies	<u>8,075,521</u>	<u>9,052,639</u>
Total Operating Expense	<u>81,888,898</u>	<u>80,531,342</u>

School District No. 79 (Cowichan Valley)

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

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
I Instruction							
1.02 Regular Instruction	25,914,372	1,093,264	66,700	312,555	64,104	2,181,997	29,632,992
1.03 Career Programs	221,908	44,936		157,888		14,338	439,070
1.07 Library Services	733,262			166,803		43,166	943,231
1.08 Counselling	952,327			335,389		28,743	1,316,459
1.10 Special Education	3,763,895	398,357	6,506,194	44,627	144,894	575,041	11,433,008
1.30 English Language Learning	381,062						381,062
1.31 Aboriginal Education	361,908	99,591	767,863	44,658		52,325	1,326,345
1.41 School Administration		3,351,865		1,241,021		99,049	4,691,935
1.61 Continuing Education	44,577	12,807					57,384
1.62 International and Out of Province Students	519,759	249,835		105,751	142,182	19,317	1,036,844
1.64 Other							
Total Function 1	32,893,070	5,250,655	7,340,757	2,408,692	351,180	3,013,976	51,258,330
4 District Administration							
4.11 Educational Administration		33,197		45,540	413,743		492,480
4.40 School District Governance					164,796		164,796
4.41 Business Administration				507,049	591,611	29,394	1,128,054
Total Function 4	-	33,197	-	552,589	1,170,150	29,394	1,785,330
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				110,238	362,478	47,503	520,219
5.50 Maintenance Operations				3,770,085		209,072	3,979,157
5.52 Maintenance of Grounds				391,029			391,029
5.56 Utilities							
Total Function 5	-	-	-	4,271,352	362,478	256,575	4,890,405
7 Transportation and Housing							
7.41 Transportation and Housing Administration				111,093	76,690	5,414	193,197
7.70 Student Transportation				1,139,297		93,350	1,232,647
Total Function 7	-	-	-	1,250,390	76,690	98,764	1,425,844
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	32,893,070	5,283,852	7,340,757	8,483,023	1,960,498	3,398,709	59,359,909

School District No. 79 (Cowichan Valley)
 Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	29,632,992	7,871,042	37,504,034	1,532,360	39,036,394	38,786,136
1.03 Career Programs	439,070	110,302	549,372	679,250	1,228,622	1,157,866
1.07 Library Services	943,231	231,861	1,175,092	68,357	1,243,449	1,203,931
1.08 Counselling	1,316,459	287,257	1,603,716	5,500	1,609,216	1,596,493
1.10 Special Education	11,433,008	2,609,400	14,042,408	79,935	14,122,343	13,576,607
1.30 English Language Learning	381,062	88,136	469,198	4,500	473,698	427,232
1.31 Aboriginal Education	1,326,345	306,393	1,632,738	235,533	1,868,271	1,856,550
1.41 School Administration	4,691,935	971,934	5,663,869	105,345	5,769,214	5,560,233
1.61 Continuing Education	57,384	14,114	71,498	11,800	83,298	78,824
1.62 International and Out of Province Students	1,036,844	242,623	1,279,467	607,900	1,887,367	1,802,118
1.64 Other	-	-	-	14,200	14,200	14,200
Total Function 1	51,258,330	12,733,062	63,991,392	3,344,680	67,336,072	66,060,190
4 District Administration						
4.11 Educational Administration	492,480	92,228	584,708	33,000	617,708	599,295
4.40 School District Governance	164,796	18,203	182,999	242,750	425,749	348,271
4.41 Business Administration	1,128,054	230,159	1,358,213	279,350	1,637,563	1,537,096
Total Function 4	1,785,330	340,590	2,125,920	555,100	2,681,020	2,484,662
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	520,219	95,366	615,585	214,487	830,072	843,053
5.50 Maintenance Operations	3,979,157	869,619	4,848,776	1,553,254	6,402,030	6,405,006
5.52 Maintenance of Grounds	391,029	88,149	479,178	124,672	603,850	597,258
5.56 Utilities	-	-	-	1,572,978	1,572,978	1,703,370
Total Function 5	4,890,405	1,053,134	5,943,539	3,465,391	9,408,930	9,548,687
7 Transportation and Housing						
7.41 Transportation and Housing Administration	193,197	38,406	231,603	22,100	253,703	249,391
7.70 Student Transportation	1,232,647	288,276	1,520,923	688,250	2,209,173	2,188,412
Total Function 7	1,425,844	326,682	1,752,526	710,350	2,462,876	2,437,803
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	59,359,909	14,453,468	73,813,377	8,075,521	81,888,898	80,531,342

School District No. 79 (Cowichan Valley)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2019

	2019	2018 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	9,441,860	10,126,981
Other Revenue	2,287,350	1,793,261
Investment Income	1,000	1,140
Total Revenue	11,730,210	11,921,382
Expenses		
Instruction	11,090,817	11,349,553
District Administration	64,010	
Operations and Maintenance	224,006	152,212
Total Expense	11,378,833	11,501,765
Net Revenue (Expense)	351,377	419,617
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(351,377)	(419,617)
Total Net Transfers	(351,377)	(419,617)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK Fund	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	947,685		16,688	1,451,817		61,879			
Add: Restricted Grants									
Provincial Grants - Ministry of Education	384,070	293,699		192,000		34,300	155,331	642,443	988,606
Other Investment Income	15,000		2,000	2,088,104					
	399,070	293,699	2,000	2,088,104		34,300	155,331	642,443	988,606
Less: Allocated to Revenue									
Deferred Revenue, end of year	384,070	293,699	5,000	2,234,150	192,000	35,000	155,331	642,443	988,606
	962,685		13,688	1,305,771		61,179			
Revenues									
Provincial Grants - Ministry of Education	384,070	293,699	4,000	2,234,150	192,000	35,000	155,331	642,443	988,606
Other Revenue Investment Income			1,000						
	384,070	293,699	5,000	2,234,150	192,000	35,000	155,331	642,443	988,606
Expenses									
Salaries									
Teachers									
Principals and Vice Principals						22,820			
Educational Assistants						22,974			
Support Staff		221,099							
Other Professionals								334,433	412,827
Substitutes								25,000	224,787
Employee Benefits								15,000	
Services and Supplies									
	32,693	72,600	5,000	2,234,150	1,000	4,500	11,000	113,723	172,487
	32,693	293,699	5,000	2,234,150	192,000	18,000	84,337	154,287	
						35,000	155,331	642,443	988,606
	351,377								
Net Revenue (Expense) before Interfund Transfers									
	(351,377)								
Interfund Transfers									
Tangible Capital Assets Purchased									
	(351,377)								
Net Revenue (Expense)									

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Classroom Enhancement Fund - Staffing	Service Delivery Transformation	Early Learning	Wendy's House	Student Inspiration	Cultural Trust	BC Hydro	TOTAL
Deferred Revenue, beginning of year	\$ 43,129	\$ 19,000	\$ 20,000	\$ 12,469	\$ 153,285			\$ 2,725,952
Add: Restricted Grants								
Provincial Grants - Ministry of Education	6,707,582							9,398,031
Other						10,200		2,098,304
Investment Income	6,707,582					10,200		17,000
								11,513,335
Less: Allocated to Revenue	6,707,582	43,129	19,000	20,000		10,200		11,730,210
Deferred Revenue, end of year					12,469		153,285	2,509,077
Revenues								
Provincial Grants - Ministry of Education	6,707,582	43,129	19,000	20,000		10,200		9,441,860
Other Revenue								2,287,350
Investment Income	6,707,582	43,129	19,000	20,000		10,200		1,000
Expenses								
Salaries	5,319,528							5,342,348
Teachers								22,974
Principals and Vice Principals								968,359
Educational Assistants								260,787
Support Staff			7,000					15,000
Other Professionals								205,005
Substitutes			7,000					6,814,473
Employee Benefits	1,388,054		2,000					1,765,364
Services and Supplies	6,707,582	43,129	10,000	20,000		10,200		2,798,996
		43,129	19,000	20,000		10,200		11,378,833
Net Revenue (Expense) before Interfund Transfers								351,377
Interfund Transfers								
Tangible Capital Assets Purchased								(351,377)
Net Revenue (Expense)								(351,377)

School District No. 79 (Cowichan Valley)

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget			2018 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	405,000		405,000	625,000
Investment Income		16,000	16,000	15,000
Amortization of Deferred Capital Revenue	3,815,046		3,815,046	3,760,468
Total Revenue	4,220,046	16,000	4,236,046	4,400,468
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,153,820		4,153,820	4,072,265
Transportation and Housing	308,928		308,928	345,887
Debt Services				
Capital Lease Interest		695	695	1,636
Total Expense	4,462,748	695	4,463,443	4,419,788
Net Revenue (Expense)	(242,702)	15,305	(227,397)	(19,320)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	401,377		401,377	563,741
Capital Lease Payment		19,747	19,747	19,747
Total Net Transfers	401,377	19,747	421,124	583,488
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	23,000	(23,000)	-	
Principal Payment				
Capital Lease	19,052	(19,052)	-	
Total Other Adjustments to Fund Balances	42,052	(42,052)	-	
Budgeted Surplus (Deficit), for the year	200,727	(7,000)	193,727	564,168