Finance Committee Minutes

Monday, January 16, 2012, 1:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson) P. Bartlette, M. Sefton, Dr. D. Michaels, K. Zabowski, D. Labossiere

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 1:00 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2012/2013 Budget

The Committee reviewed the Capital Maintenance Budget. Mr. Zabowski, Secretary-Treasurer, spoke to the matter and answered Trustee questions for clarification. Discussions were held regarding the carpet in the Administrative Office; the Crocus Plains parking lot; staff washrooms; and frost boils in the Transportation Department bus parking lot.

The Committee reviewed the Analysis of Programming Needs Request. Senior Administration highlighted the number of programming needs requests resulting from the implementation of Bill 13.

The Secretary-Treasurer also provided verbal updates on the budget process.

The Committee agreed to accept the documents and details provided on the 2012/2013 budget as information.

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Audit Tender

Mr. Zabowski, Secretary-Treasurer, provided the Committee with the opinion of the Division's solicitor regarding concerns which had been previously raised with respect to the Audit Tender. Following discussion, it was agreed to recommend to the Board the low tender of BDO Canada LLP for auditing services.

Recommendation:
That the request for proposal from BDO Canada LLP for auditing services for the period of five (5) years commencing with the 2011/2012 audit in the following amounts (plus PST & GST), be accepted:

2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	Total
$18,900	$19,000	$19,500	$20,000	$20,500	$97,000

B) **Confirm Payments of Account (December)**

The payments of account for December were accepted as circulated.

C) Review Monthly Reports (December)

The Secretary-Treasurer noted his Department is currently working on projections. He also highlighted the over-expenditures in salaries. The monthly financial report for December was accepted.

5. OPERATIONS INFORMATION

- The Secretary Treasurer spoke to the FRAME Report. Discussions were held regarding the costs to educate a child in the Brandon School Division.

- The *Basic Education Funding Proposal* document from Washington State, was received as information.

6. NEXT REGULAR MEETING: Monday, February 13, 2012, 1:00 p.m., Board Room

The meeting adjourned at 2:25 p.m.

Respectfully submitted,

M. Snelling (Chairperson)	P. Bartlette
M. Sefton	L. Ross (Alternate)