



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, September 25, 2018 – 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora
Guest: L. Ross

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:04 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the June 19, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. BDO Canada LLP – June 30, 2018 Year-End

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Client and Engagement letters from BDO Canada LLP regarding the June 30, 2018 Audit and answered Trustee questions.

B. 2019-2020 Budget Preparations

The Secretary-Treasurer reviewed the 2019-2020 Budget Schedule and discussed the suggested Committee Meeting dates of December 17 to 21, 2018 for Trustee Budget Requests to be reviewed and endorsed by Committees. The Committee agreed to the Budget timelines as presented, noting that Committee meeting dates will depend on the new Board.

The following Budget Dates were set at the August 30, 2018 Board Strategic Planning meeting:

- Thursday, February 21, 2019 – Budget Presentations
- Monday, February 25, 2019 – Budget Deliberations
- Monday, March 4, 2019 – Public Budget Consultation
- Monday, March 11, 2019 – Final Budget Approval
- March 15, 2019 – Deadline for submission of Special Levy to Municipalities
- March 31, 2019 – Deadline for submission of Final Budget to the Province of Manitoba

The Secretary-Treasurer reviewed the updated Trustee Budget Request form for 2019-2020, which takes into consideration motion 48/2017 and the revised Board Goals. Trustee Budget Requests are due by December 15, 2018, although it is recommended that the Budget requests be submitted as early as possible.

(Trustee Ross exited at 1:23 p.m., returned at 1:24 p.m.)

C. Establish Stakeholder Questions regarding budget

The Committee discussed the Stakeholder questions to be used regarding the 2019-2020 Budget. The questions will be provided to the Stakeholders prior to their meeting with the Finance and Facilities Committee.

The Committee also agreed to post the budget questions on the Brandon School Division website in November to receive feedback from the community.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Review Monthly Reports

The Secretary-Treasurer reviewed the Schedule of Revenue, Expenses and Accumulated Surplus Variances, Accumulated Surplus Analysis – Operating Fund, and Capital Reserves documents.

The reports were accepted as circulated.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Wednesday, October 17, 2018, 1:00 p.m., Boardroom.

The meeting adjourned at 2:21 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)