



"Accepting the Challenge"

Finance Committee Minutes

Monday, March 19, 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 1:05 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved.

3. COMMITTEE GOVERNANCE GOAL ITEMS

A) Post 2012/2013 Budget Discussion

- Review of the 2012-2013 Budget – Committee members felt the budget process had been transparent and worked well. They agreed to continue to meet with various stakeholders including the local taxpayer. The Committee also agreed to have a brief summary of each programming need request added to the information provided to the public at the Public Consultation held in February. Discussions were held regarding providing back-up information for trustees on dollar amounts, the number of positions and specific areas/programs which have been approved in previous budgets. It was agreed this information would be valuable to trustees, however, caution was expressed that trustees not allow this information to change their priorities. Mr. Zabowski, Secretary-Treasurer, reviewed the Summary of 2012-2013 Approved Programming Needs Requests circle graph for the Committee. (Appendix "A") The Committee agreed this would be an asset in budget discussions and directed Senior Administration to include a similar graph in the next budget process.
- 2013-2014 Budget Dates – The Committee reviewed Policy 3001 – "Budget Deadlines and Schedules". Budget dates for 2013-2014 were established as per Policy 3001, as follows:

Monday, January 21, 2013	Special Board Meeting
Wednesday, February 6, 2013	Public Budget Consultation Forum
Tuesday, February 19, 2013	All-Day Budget Meeting
Monday, March 4, 2013	Special Board Meeting – Public Presentations
Monday, March 11, 2013	Final Budget Approval

The Committee agreed that these dates would be forwarded to the City of Brandon following approval by the Board of Trustees.

Recommendation:

That the proposed budget dates for the 2013/2014 budget deliberations be as follows:

Monday, January 21, 2013	Special Board Meeting
Wednesday, February 6, 2013	Public Budget Consultation Forum
Tuesday, February 19, 2013	All-Day Budget Meeting
Monday, March 4, 2013	Special Board Meeting – Public Presentations
Monday, March 11, 2013	Final Budget Approval

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) Confirm Payments of Accounts (February)**

The Secretary-Treasurer spoke to the reports noting his department was working with the service provider to continue to refine the reports. The payments of account for February were accepted as circulated.

B) Review Monthly Reports (February)

The Secretary-Treasurer noted the Division had been contacted by the Province that we are above 4% in unallocated surplus. Mr. Zabowski confirmed this sum will be reduced due to the number of overexpenditures approved by the Board of Trustees during the past school year. The monthly financial reports for February were accepted. Assistant Secretary-Treasurer, Mr. Labossiere, reviewed the Summary of Projected Over/Under Expenditures (Appendix "B") and answered Trustee questions for clarification.

C) Trustee Inquiry – Disposal of Surplus Funds

The Committee reviewed the Trustee Inquiry of Mr. Sumner requesting the Finance Committee review the possibility "of establishing a process for the disposal of surplus funds that provides the opportunity for input from Senior Administration, the public and other stakeholders prior to any such expenditure". Concerns were expressed regarding the use of the word "disposal" as the surplus was not to be considered a "slush fund". It was agreed the surplus funds provided the Board of Trustees with the flexibility to meet needs that arise between budgets, in a timely manner. Concerns were expressed that extended consultation would reduce productivity and the Board's autonomy to meet the needs of the students of the Division in a timely manner. It was confirmed Trustees were elected to provide Governance and Senior Administration was hired to make decisions to address the needs of the Division. The purchase of SmartBoards in a previous budget was provided as an example of a decision which had to be made quickly to benefit students otherwise the Division would have lost the money in surplus at that time. It was further felt creating such a process for surplus would be redundant as the current budget process allows for input and consultation. The Committee agreed the Secretary-Treasurer Department would continue to build on the report which had been provided by the Assistant Secretary-Treasurer on a month to month basis for the Finance Committee to review.

5. OPERATIONS INFORMATION

- The Secretary-Treasurer inquired about the possibility of changing the next Committee meeting date in April. It was agreed the meeting would be moved from April 16, 2012 at 1:00 p.m. to April 23, 2012 at 1:30 p.m.

6. NEXT REGULAR MEETING: Monday, April 23, 2012, 1:30 p.m., Board Room

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

P. Bartlette

M. Sefton

L. Ross (Alternate)

Summary of 2012-2013 Approved
Programming Needs Requests

Appendix A

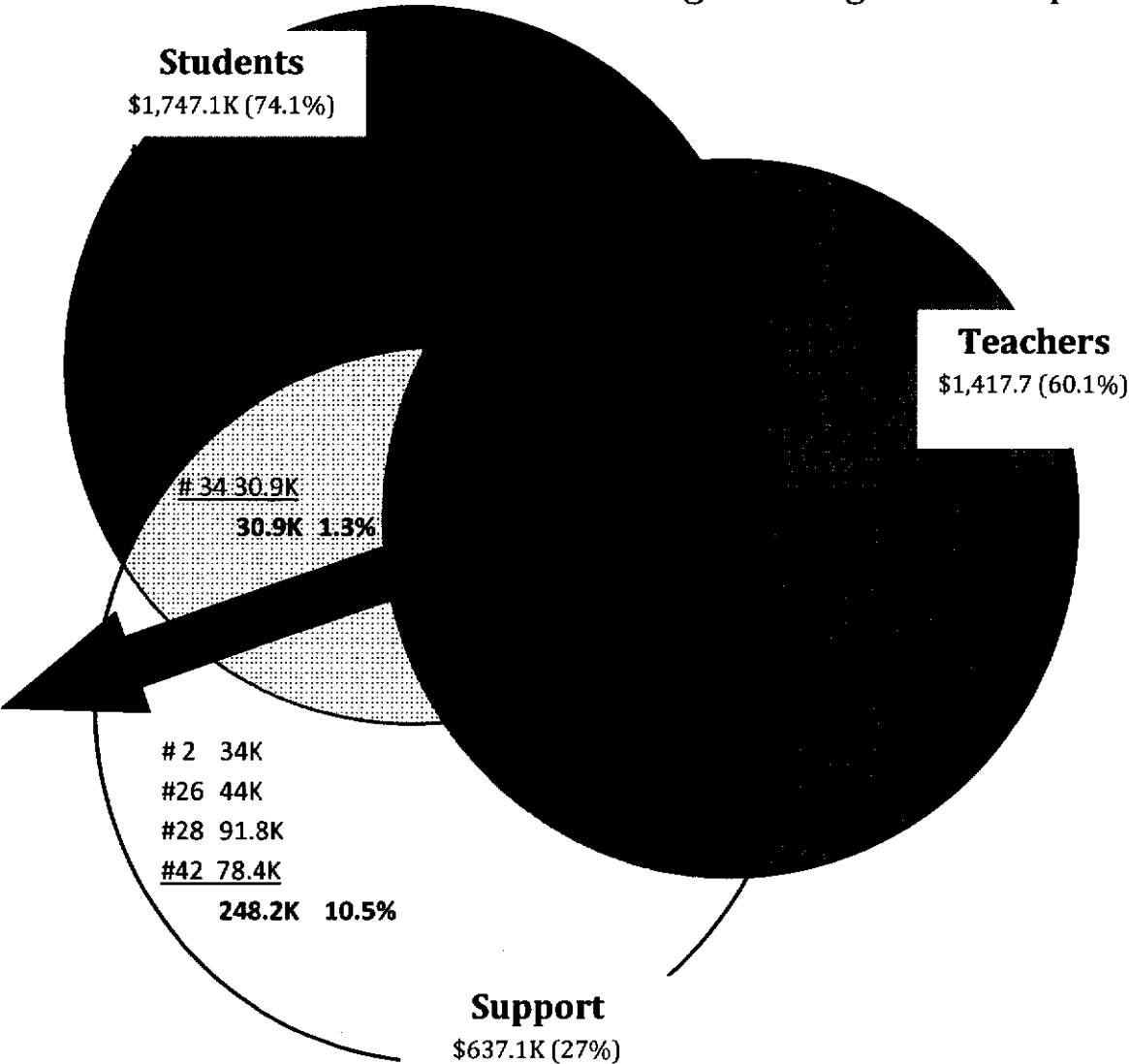
Board Governance

336.6K (14.2%)

- #6 23K
- #7 66.5K
- #35 42.6K
- #36 45.5K
- #41 29.5K
- 207.1K 8.8%

Direct Student (Classroom) Supports

K-8		9-12	
# 11	77.9K	# 19-25	500K
#14-16	160K	#30	40K
#17	132K		540K 22.9%
#18	176K		
#29	18K		
#30	115.8K		
#40	168.8K		
848.5K 36%			



Appendix B

Summary of Projected Over/Under Expenditures 2012/13

Motion Approved Over Expenditures

67/2011	2011/2012 negotiation costs		218,000.00
165/2011	VP at NE		31,800.00
158/2011	Teacher at NE & CP, Support for EAL	334,400.00	
	Increase in grant revenue for above	(326,000.00)	8,400.00
96/2011	Teacher at LL		90,000.00
80/2011	Accountant		38,450.16
	Benefits increase		51,460.02
171/2011	2nd floor Neelin Off-Campus		25,000.00
153/2011	Bus Transport to North End Community Centre		25,000.00
26/2011	Paving at CP		62,205.00
169/2011	Ameresco		38,000.00
18/2012	Crocus Plains Fieldhouse		20,000.00
20/2012	Meadows playground relocation		5,900.00
			<hr/>
			614,215.18

Unapproved Over/Under Expenditures

HR Investigation - Policy 5026	100,000.00	
Heating System Maintenance/Boiler	69,133.14	
IT Projected overage (net of cabling reserve)	35,504.40	
Hydro under expenditure (gas, hydro)	(275,084.08)	
Other various over expenditures	4,182.53	(66,264.01)
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Total Projected over expenditure		<u>547,951.17</u>