# Finance Committee Minutes

Monday, January 18, 2010 – 10:00 a.m.
Board Room, Administration Office

Present: B. Mayes, Chairperson G. Buri, R. Coey, Dr. D. Michaels, G. Barnes.
Regrets: L. Ross (alternate)

BRANDON SCHOOL DIVISION
"Accepting the Challenge"

## 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:00 a.m. by Committee Chairperson, Mr. Mayes.

## 2. APPROVAL OF AGENDA

The Finance Committee Agenda was amended to include an update regarding the installation of SmartBoards throughout the Division.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS

### A) Preliminary Budget 2010/2011

Discussions were held regarding the Special Board Meeting to be held on Monday, January 18th, 2010. Secretary-Treasurer, Mr. Barnes, spoke to the documentation he would be reviewing for the Board at the meeting on the 18th of January, including the list of proposed budget sustainability requests and the Capital and Maintenance Budget. He noted he would also be reviewing the carry-over from the 2009/2010 budget. Trustees asked questions for clarification regarding new assessment figures and the Mill Rate. A copy of the sheet from the 2009/2010 Frame Report showing the Mill rates for all divisions was requested by Trustee Mayes. It was further noted that the agenda with respect to the 2011/2012 budget would read "Preliminary" Budget Discussions, to avoid any confusion and misunderstanding with respect to the purpose of the Special Board Meeting held prior to the Public Forum.

## 4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

### A) Media Reports Re: Provincial Education Funding.

Discussions held at the January 11, 2010 Regular Board Meeting relating to recent comments by the Minister of Education, Nancy Allan, regarding school funding and commercial assessments were referred to the Finance Committee for further discussion. It was noted that the commercial assessment represents approximately 40% of the Division assessments. Discussions were held regarding the negative impact to the Brandon School Division should the Province decide to reallocate, through equalization, the funds collected through commercial assessment. It was agreed a letter would be sent to the Minister of Education asking the Government to review the impact such a decision would have on school divisions that rely heavily on commercial assessment.

**Recommendation:**
That a letter be written to the Minister of Education, Nancy Allan, asking the Government to review the impact that a reallocation of funds collected through commercial assessment would have on school divisions having higher commercial assessments and to consult with Manitoba school divisions prior to implementing any changes.

B) **Confirm Payment of Accounts (December)**

The payment of accounts for December circulated to the Committee were reviewed. The Committee asked questions for clarification regarding roofing expenditures at Crocus Plains Regional Secondary High School. The payment of accounts as circulated was accepted.

C) **Review Monthly Reports (December)**

Secretary-Treasurer, Mr. Barnes, reviewed the monthly financial reports as circulated noting the status to date. Trustee inquiries regarding Educational Assistants were responded to. The Committee accepted the financial reports as presented.

D) **Policy 3013 – Form 3013**

The Committee reviewed Form 3013 – Travel Expense Account and agreed to increase the Meal Allowance from $40.00 per day to $50.00 per day. The allocation for meals would be listed as follows: Breakfast - $10.00, Lunch - $15.00 and Supper, $25.00 (Attached as Appendix "A").

**Recommendation:**
That Form 3013 be amended by changing "MEALS (TO MAXIMUM $40.00 PER DAY)" to now be "MEALS (TO MAXIMUM $50.00 PER DAY)" and "(Breakfast - $7.00/Lunch-$13.00/Supper - $20.00)" to now be "(Breakfast - $10.00/Lunch-$15.00/Supper - $25.00)".

E) **Draft Policy – Capital Projects Approval**

This item was deferred to the next meeting.

F) **SmartBoards Installation Update**

This item was briefly discussed prior to discussions regarding the Preliminary Budget when Mr. Brent Ewasiuk, Director of MIST, was briefly in attendance at the meeting. It was noted that all of last year's SmartBoards had now been installed in the schools. The 18 new SmartBoards were still not installed. It was noted that all electrical work with respect to the installation of the SmartBoards had been contracted out. In order to complete the remaining work required by the IT Department, approximately 6 to 7 hours in overtime would be needed per SmartBoard. Trustee Mayes noted he would be bringing the matter forward under "Trustee Inquiries" at the next Regular Meeting of the Board of Trustees.

## 5. OPERATIONS INFORMATION

A) **Letter from Meighen, Haddad & Co.**

The Committee reviewed the letter received from Division Solicitor, Mr. David E. Swayze, noting the fees proposed. Discussions were held regarding this matter.

**Agreed:** Secretary-Treasurer, Mr. Barnes, was directed to follow-up with Mr. Swayze in this regard.

B) **Letter from BDO Dunwoody LLP**

The letter from BDO Dunwoody LLP, regarding their amalgamation with DSCP LLP was received as information.

6. **NEXT REGULAR MEETING: Monday, February 8, 2010, 10:00 a.m.**

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

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| B. Mayes, Chair | G. Buri |
| R. Coey | L. Ross (alternate) |

APPENDIX "A"

*FORM 3013*
*Amended: December 14, 2009*

# THE BRANDON SCHOOL DIVISION

## TRAVEL EXPENSE ACCOUNT

DATE: _____

NAME: _____

EVENT: _____ LOCATION: _____

DATE OF EVENT: _____ TO _____

MILEAGE _____ Kilometers @ **38.0¢** $_____

MILEAGE TO SHILO - **$23.00/** MILEAGE TO WINNIPEG - **$161.00** _____

AIRFARE, BUS, TAXI, PARKING (ATTACH ORIGINAL RECEIPT(S) _____

HOTEL, MOTEL (ATTACH ORIGINAL RECEIPT(S) _____

MEALS (TO MAXIMUM $50.00 PER DAY WHICH INCLUDES TIPS & GRATUITIES ) (Claims for meals may not include alcoholic beverages.) (Breakfast - $10.00/Lunch- $15.00/Supper - $25.00) _____

REGISTRATION FEES (ATTACH ORIGINAL RECEIPT) _____

MISCELLANEOUS (PLEASE SPECIFY) _____ _____

_____

**NOTE: Original receipts must accompany all claims. Photocopies, Interac slips and packing slips are not accepted.**

**TOTAL EXPENSES** $ _____

LESS: PERSONAL CHARGES _____

**BALANCE DUE/REFUND IF ANY** $_____

I certify that these expenses were necessarily incurred and that I am not being reimbursed for the same expenditures by any bodies outside of Brandon School Division.

ACCOUNTING CODE: _____

SIGNATURE: _____

APPROVAL FOR PAYMENT: _____

**All claims must be signed in ink by both claimant and approving authority. Claimants should allow approximately three (3) weeks for the Accounting Department to process claims. Incomplete forms and incorrect receipts will be returned to the claimant.**