



# Finance Committee Minutes

Monday, May 17, 2010 – 10:00 a.m.  
Board Room, Administration Office

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

"Accepting the Challenge"

## 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:12 a.m. by Committee Chairperson, Mr. Mayes.

## 2. APPROVAL OF AGENDA

Secretary-Treasurer, Mr. Barnes, requested the addition of discussions regarding the SmartBoard tender. The Finance Committee Agenda was approved as amended.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS

### A) Governance Goal Review

## 4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

### A) Confirm Payment of Accounts (April)

The payment of accounts for April circulated to the Committee were reviewed. The payment of accounts as circulated was accepted.

### B) Review Monthly Reports (April)

Assistant Secretary-Treasurer, Kevin Zabowski, reviewed the monthly financial reports as circulated noting the status to date. He also presented the Budget Analysis Projections for 2009-2010 (Attached as Appendix "A"). The Committee asked questions for clarification. The Secretary-Treasurer elaborated on the over and under expenditures to date. Discussions were held regarding the possibility of a net surplus. Senior Administration recommended allocating a portion of the funds towards the connectivity accumulated surplus so that Division will not have to borrow money in order to proceed with the Connectivity project. It was noted that this would not be cutting back on services provided to the schools. Senior Administration also noted that a portion of the money could be used for EAL student who arrive over the summer and not included in the current proposed budget. The Committee agreed that these recommendations needed to be made clear to the Board when the report is brought forth to the next Regular Meeting of the Board of Trustees. The financial report was accepted.

### C) Janitorial Services

Assistant Secretary-Treasurer, Kevin Zabowski, reviewed the proposed contract extensions for Janitorial Services for both Vincent Massey and Crocus Plains Regional Secondary High School. The matter was discussed and the Committee agreed to extend the contracts.

### Recommendation:

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial & Industrial Services be extended for the 2010/2011 school year at Vincent Massey High School in the amount of \$160,383 and Crocus Plains Regional Secondary High School at \$229,444 and for the 2011/2012 school year in the amount of \$234,366 at Crocus Plains Regional Secondary High School.

**D) Letter from Minister of Education – Taxation**

The Committee reviewed and discussed the letter received from the Minister of Education in response to the Board's concern regarding varying school tax portions for single family residential and commercial property classes. It was agreed this matter needed to be discussed further with the City of Brandon who was given the authority in 2005 to vary the property tax portion for municipal taxes, to reduce tax shifting between property classes. It was further agreed this would be noted at the Board table by the Secretary-Treasurer, when the Committee Reports are presented.

**E) Trustee Request – Per Diem Rates**

The Committee discussed the request of Trustee Murray to review the Trustee Per Diem rate and the number of hours a Trustee can be reimbursed. It was noted that the Brandon School Division Staff does not get paid over time for such things as attending a reception; attending a luncheon etc., when they are at conferences and seminars. It was agreed that the Secretary-Treasurer would review the per diem request over the summer, noting it has been approximately ten years since the per diem rate changed. Mr. Barnes' report would be presented to the Board at their regular meeting in August. Should the Board approve any changes to the per diem rates, it was agreed the new rates would not go into effect until a new Board was in place in the fall.

**5. OPERATIONS INFORMATION**

- Secretary-Treasurer, Mr. Barnes, provided a verbal update regarding the proposed Connectivity Agreement, noting the agreement had been reviewed by the Division Solicitor. He confirmed a special meeting of the Finance Committee may be required in order to bring the matter to the Board in June.
- Secretary-Treasurer, Mr. Barnes, provided a verbal report regarding the tender for the projectors and SmartBoards noting the Tender is for projectors and installation of the equipment as the SmartBoards are a registered name and come from one supplier in Winnipeg.

**6. NEXT REGULAR MEETING: Monday, June 21, 2010, 10:00 a.m.**

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

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B. Mayes, Chair

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G. Buri

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R. Coey

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L. Ross (alternate)

# Brandon School Division Budget Analysis Projection 2009/2010

Revenue

Provincial Government	
Transportation	\$ 39,400
English as an Additional Language	126,300
Enrollment Change Support	96,100
Equalization	(78,800)
Special Needs	(88,300)
Education Property Tax Credit	530,300
Other	121,600
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	\$ 746,600
Federal Government	33,900
Municipal Government	(530,300)
Other School Divisions	(1,700)
First Nations	(66,600)
Private Organizations and Individuals	119,400
Interest and Other	(25,600)
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	\$ 275,700
<u>Expenditures</u>	
Teacher salary & Benefit under expenditure - instructional	624,600
Teacher assistant salary & benefits over expenditure - special ed	(179,000)
Lunchroom assistants	55,900
Supply/Services over expenditure - instructional	(92,700)
Administration - under expenditure	20,800
Transportation of pupils - under expenditure	166,800
Building Operations - Utilities	228,700
Building Operations - Other Maintenance	(135,800)
Fiscal	9,900
Other	(97,600)
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	601,600
Net Surplus (Deficit)	<hr/> <hr/>
	\$ 877,300

**BRANDON SCHOOL DIVISION  
SCHEDULE OF REVENUE AND EXPENDITURES  
2009/10 BUDGET**

	<b>2009/10 BUDGET</b>	<b>2009/10 ESTIMATED ACTUAL</b>	<b>BUDGET INCREASE (DECREASE)</b>
<b>REVENUES</b>			
Provincial Government	38,680,600	39,427,200	746,600
Federal Government	21,600	55,500	33,900
Municipal Government	24,118,200	23,587,900	(530,300)
Other School Divisions	193,400	191,700	(1,700)
First Nations	301,200	234,600	(66,600)
Private Organizations and Individuals	584,500	703,900	119,400
Other Sources	74,700	49,100	(25,600)
	<u>63,974,200</u>	<u>64,249,900</u>	<u>275,700</u>
<b>EXPENDITURES</b>			
Regular Instruction	37,031,100	36,438,300	592,800
Student Support Services	13,835,800	13,831,900	3,900
Community Education and Services	124,000	213,300	(89,300)
Divisional Administration	1,860,800	1,928,300	(67,500)
Instructional & Other Support Services	1,806,200	1,914,100	(107,900)
Transportation	1,776,500	1,609,700	166,800
Operations and Maintenance	6,084,200	5,991,300	92,900
Fiscal	1,101,100	1,091,200	9,900
	<u>63,619,700</u>	<u>63,018,100</u>	<u>601,600</u>
Transfers To Capital	354,500	354,500	-
	<u>63,974,200</u>	<u>63,372,600</u>	<u>601,600</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>-</u>	<u>877,300</u>	<u>(877,300)</u>

**BRANDON SCHOOL DIVISION  
2009/10 BUDGET ESTIMATES  
REVENUE**

<b>CODE</b>	<b>OBJECT</b>	<b>2009/10 BUDGET</b>	<b>2009/10 ESTIMATED ACTUAL</b>	<b>BUDGET INCREASE (DECREASE)</b>
<b>PROVINCIAL GOVERNMENT</b>				
	Base Support			
	Instructional Support	13,252,800	13,250,400	(2,400)
	Sparsity	80,400	80,400	-
	Curricular Materials	412,600	412,600	-
	Information Technology	309,500	309,400	(100)
	Library Services	632,700	632,600	(100)
	Student Services	2,453,100	2,452,600	(500)
	Counselling and Guidance	563,900	563,800	(100)
	Professional Development	359,600	365,700	6,100
	Occupancy	3,038,700	3,038,700	-
	Physical Education	163,200	163,300	100
	Additional Small Schools	27,800	27,900	100
		<u>21,294,300</u>	<u>21,297,400</u>	<u>3,100</u>
	Categorical Support			
	Transportation	922,700	962,100	39,400
	Special Needs	3,629,700	3,541,400	(88,300)
	Senior Years Technology Education	531,200	553,000	21,800
	English as an Additional Language	299,800	426,100	126,300
	Aboriginal Academic Achievement	293,000	293,000	-
	Heritage Language	400	500	100
	French Language Programs	138,700	153,300	14,600
	Intensive Newcomer Support	8,000	23,000	15,000
	Small Schools	32,900	32,900	-
	Enrollment Change Support	249,800	345,900	96,100
	Early Behavior Intervention	-	-	-
	Early Childhood Development	74,800	74,800	-
	Early Literacy Intervention	243,000	243,000	-
	Early Numeracy	35,000	35,000	-
	Experiential Learning	19,900	19,900	-
	Sustainable Development	15,400	15,400	-
		<u>6,494,300</u>	<u>6,719,300</u>	<u>225,000</u>
	Equalization	<u>3,734,100</u>	<u>3,655,300</u>	<u>(78,800)</u>
	Other Program Support			
	School Buildings Support "D" Projects	198,000	198,000	-
	Vocational Equipment Replacement	80,400	80,400	-
	Special Grant / Project	-	67,000	67,000
		<u>278,400</u>	<u>345,400</u>	<u>67,000</u>
	Other Department of Education, Citizenship & Youth			
	Nursing Support (URIS)	-	-	-
	Substitute Fees	13,300	13,300	-
	General Support Grant	1,022,600	1,022,600	-
	Education Property Tax Credit	5,843,600	6,373,900	530,300
	Tax Incentive Grant	-	-	-
		<u>6,879,500</u>	<u>7,409,800</u>	<u>530,300</u>
	Other Provincial Government Departments			
	Other Support	-	-	-
		<u>38,680,600</u>	<u>39,427,200</u>	<u>746,600</u>
<b>TOTAL PROVINCIAL GOVERNMENT</b>				