



"Accepting the Challenge"

# Finance Committee Minutes

Monday, September 19, 2011, 1:00 p.m.  
Board Room, Administration Office

Present: P. Bartlette, M. Sefton, M. Snelling, L. Ross (alternate),  
Dr. D. Michaels, G. Barnes, K. Zabowski

## 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 1:00 p.m. by Trustee Bartlette.

## 2. ELECTION/REGULAR MEETINGS/COMMITTEE RESPONSIBILITIES

It was agreed Marty Snelling would serve as Committee Chairperson for 2011-2012. It was further agreed that the Finance Committee meetings would be held on the third Monday of each month as follows:

Monday, October 17, 2011	1:30 p.m.
Monday, November 21, 2011	1:30 p.m.
Monday, December 19, 2011	1:00 p.m.
Monday, January 16, 2012	1:00 p.m.
Monday, February 13, 2012	1:00 p.m.
Monday, March 19, 2012	1:00 p.m.
Monday, April 16, 2012	1:00 p.m.
Monday, May 14, 2012	1:00 p.m.
Monday, June 18, 2012	1:00 p.m.

The Committee reviewed their responsibilities as noted on the agenda.

## 3. APPROVAL OF AGENDA

Secretary-Treasurer, Mr. Barnes, requested the addition of discussions regarding pea gravel for the Harrison Playground. The Finance Committee Agenda was approved as amended.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

## 5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

### A) Confirm Payments of Account (June/July/August)

Assistant Secretary-Treasurer, Mr. Zabowski reviewed the accounts on a month by month basis for June, July and August, 2011. Trustees asked questions for clarification. The payments of account were accepted as circulated.

**B) Review Monthly Reports (June/August)**

Secretary-Treasurer, Mr. Barnes, circulated the Budget Variance for 2010-2011 (attached as Appendix "A") and reviewed same together with the Balance Sheet Summary, Revenue and Expenditures by Function. Discussions were held regarding the difference between gross and net financial results; enrollment and EAL supportable students; and the upcoming auditor's visit. The Financial Report was accepted.

**C) 12/13 Budget Preparations**

Secretary-Treasurer, Mr. Barnes presented guidelines for the 2012/2013 Budget preparations.

Discussions were held regarding proposed budget dates; stakeholder meeting dates; increasing the heating repair budget; increasing the instructional supplies budget by 2% and the equity funding by 2%; and the capital and maintenance budget. The Committee reviewed and established proposed stakeholder meetings as follows: October 13, 2011 – Out-of-Scope; October 17, 2011 – Chamber of Commerce; October 20, 2011 – CUPE; October 27, 2011 – Local Taxpayer; November 3, 2011 – Parent Groups/Councils; and November 7, 2011 - BTA. The Committee also reviewed the budget sustainability form and agreed to use the form as presented to the Committee meeting and that all changes to programming be brought to the table as a budget enhancement. It was agreed to bring the dates and preliminary budget guidelines forward to the Board in the form of two separate motions.

**Recommendation:**

That the proposed budget dates for the 2012/2013 budget deliberations be as follows:

Wednesday, February 8, 2012	Public Forum
Tuesday, February 21, 2012	All Day Budget Meeting
Monday, March 5, 2012	Special Board Meeting – Public Presentations
Monday, March 12, 2012	Regular Board Meeting – Approve Budget

That the following guidelines be initiated for the 2012/2013 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) A 2% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) A 2% inflationary increase provided for controllable services and supplies;
- f) A 2% inflationary increase on the school instructional supply budget with an additional 2% to be allocated to the school equity account;

The 2012/2013 budget provide for expected enrollment growth.

Trustee Sefton exited the meeting at 2:45 p.m. and returned at 2:55 p.m.

**D) 2011 Flood Expenses**

Assistant Secretary-Treasurer, Mr. Zabowski, provided the Committee with a detailed list of expenses which occurred due to the 2011 Flood in Brandon. He noted he had submitted the expense information to the government for reimbursement and had been advised that it will be three or more weeks before government officials can review the claim. The 2011 Flood Expenses were received as information by the Committee.

**E) Meal Allowances**

Secretary-Treasurer, Mr. Barnes noted the proposed increase in meal allowances and provided background information regarding the increase. He confirmed the proposed increase was not a budget increase. The Committee agreed to bring the recommendation to the Board for approval. (Appendix "B").

**Recommendation:**

That the maximum meal allowance (including taxes and gratuities) be approved at \$60.00 per day (Breakfast - \$12.00, Lunch - \$18.00, Supper - \$30.00) effective October 1, 2011.

**F) Mileage Allowance**

Secretary-Treasurer, Mr. Barnes spoke to the proposed increase in car allowance and mileage for staff. He provided information regarding his reasoning for the proposed rate increase. He confirmed that the recommended rates would be within the 2011/2012 budget. The Committee agreed to bring the recommendation to the Board for approval. (Appendix "C").

**Recommendation:**

That the car allowances and mileages rates for the Brandon School Division be increased from 38.0¢/km to 40.0¢/km; the reimbursement for travel to Winnipeg be increased from \$161.00 to \$170.00; and the reimbursement for travel to Shilo and Alexander be increased from \$23.00 to \$24.00 effective October 1, 2011.

**G) Pea Gravel – Harrison Playground**

Secretary-Treasurer, Mr. Barnes, noted he had received a request from the Harrison School Playground Committee for the school division to cover the cost of pea gravel for the Harrison School Playground in the approximate amount of \$6,500. Mr. Barnes provided information as to why he recommended supporting this request. Discussions were held regarding the possibility of setting a precedent for other school playground requests and the Harrison/George Fitton Middle Ground playground. The Committee agreed to cover the cost of pea gravel for both George Fitton and Harrison School playgrounds to a maximum of \$13,000.

**Recommendation:**

That the cost of pea gravel for École Harrison and George Fitton School playgrounds in the maximum amount of \$13,000 be approved.

6. **OPERATIONS INFORMATION**

The following was presented for information:

- Legal Services Hourly Rate – Survey Results

7. **NEXT REGULAR MEETING: Thursday, October 17, 2011, 1:30 p.m., Board Room**

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

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M. Snelling (Chairperson)

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P. Bartlette

\_\_\_\_\_  
M. Sefton

\_\_\_\_\_  
L. Ross (Alternate)

# Brandon School Division

Budget Variance  
2010/2011

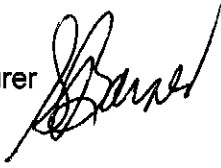
# Appendix A

<u>Revenue</u>		Surplus/(Deficit
Provincial Grants	\$	24,000
Tuition fees		110,800
Recoveries - field trips, salaries etc.		70,500
Interest		84,300
		<u>289,600</u>
<u>Expenditures</u>		
<u>Salaries &amp; Benefits</u>		
- maternity/parental leave		100,900
- leave replacement		350,300
- salary adjustments		460,300
- employee benefits (long service)		(73,400)
<u>Regular Instruction</u>		
- information technology AED's		(326,000)
- school instructional budgets		125,300
<u>Student Services</u>		
- Y and School, AFM, Special projects		92,300
<u>Divisional Administration</u>		
- Board PD, elections		15,200
- legal, drug detection, insurance recovery, etc.		34,700
- management information services		11,000
<u>Instructional Support Services</u>		
- professional development		(119,200)
<u>Transportation</u>		
- School bus operations		44,900
<u>Operations &amp; Maintenance</u>		
- utilities		287,600
- heating repairs, snow removal		(81,500)
<u>Payroll tax</u>		36,900
<u>Reserve Transfer</u>		
- School Buses		(100,000)
- Computer infrastructure		(150,000)
<u>Other</u>		58,100
		<u>767,400</u>
Surplus (Deficit)		<u>1,057,000</u>
<u>Allocation of Surplus</u>		
2011/2012 negotiation Costs	218,000	
Crocus Plains - parking/drop off	100,000	
Linden Lanes - school of choice	90,000	
		<u>(408,000)</u>
Surplus adjusted	\$	<u>649,000</u>

# BRANDON SCHOOL DIVISION

## MEMO

TO: Chairperson, Finance Committee

FROM: Gerald F. Barnes, Secretary-Treasurer 

DATE: September 6, 2011

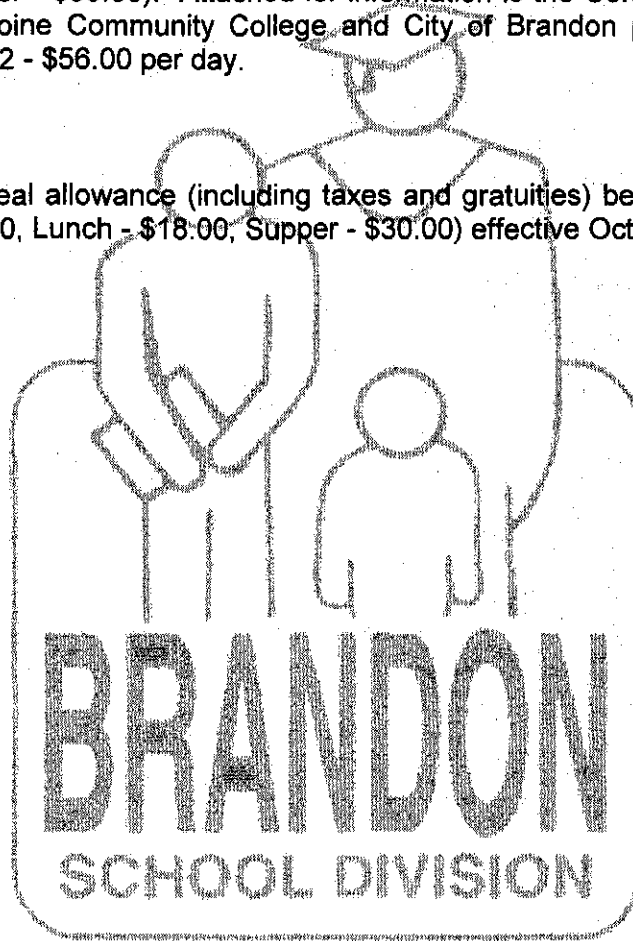
RE: Meal Allowance

In January, 2010 the maximum meal allowance was increased to \$50.00 per day (Breakfast - \$10.00, Lunch - \$12.00, Supper - \$25.00) for staff while on Division business. Due to the increase in meal prices, specifically in conference hotels, it is recommended that the meal allowance (including taxes and gratuities) be increased to \$60.00 per day (Breakfast - \$12.00, Lunch - \$18.00, Supper - \$30.00). Attached for information is the Convention Expenses report from MSBA. Assiniboine Community College and City of Brandon provide \$50.00 per day, Brandon University \$52 - \$56.00 per day.

**Recommendation:**

That the maximum meal allowance (including taxes and gratuities) be approved at \$60.00 per day (Breakfast - \$12.00, Lunch - \$18.00, Supper - \$30.00) effective October 1, 2011.

GFB/sb



*"Accepting the Challenge"*



# Brandon School Division

*"Accepting the Challenge"*

File Code:

August 4, 2011

## Appendix C

The Finance Committee  
The Brandon School Division

Dear Sir/Madam:

### **RE: Car Allowance and Mileage**

As a result of increasing fuel prices, and vehicle operating costs, the car allowance and mileage rates have been examined. Recently gasoline prices have fluctuated but remained high, presently being 114.5¢ per litre.

Car allowances for employees were last adjusted in September, 2009 and mileage rates were decreased to .38¢ per kilometre effective September 1, 2009. During the period 2009 to 2011, the Manitoba CPI has increased approximately 4.0%, which would have had a similar cost effect on vehicle ownership and operating costs. Attached is a schedule of the rate calculations and comparative mileage rates paid by other organizations in the City and other school divisions.

Based on information and the expectation that gasoline costs are not projected to decrease substantially in the foreseeable future, we propose that car allowances and the mileage rates be increased effective September 1, 2011. It is recommended that mileage rates and car allowances be adjusted as follows:

Current Mileage rate:	38.0¢/km	(Winnipeg \$161.00) (Shilo & Alexander \$23.00)
Effective September 1, 2011	40.0¢/km	(Winnipeg \$170.00) (Shilo & Alexander \$24.00)

Car allowances – approximately 5% per attached schedule.

The recommended rates would be within the 2011/2012 budget.

If agreed, we would present a motion at the August 29, 2011 Regular Board Meeting.

Yours truly,

G.F. Barnes  
Secretary-Treasurer  
GDB/sb

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