



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Tuesday, September 5, 2017 – 2:30 p.m.
Boardroom, Administration Office

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

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 2:32 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The Secretary-Treasurer added two (2) items to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 15, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Confirm Payments of Account (June & July)

The payments of account for the month of June and July were reviewed with Trustees asking questions for clarification. The reports were accepted as circulated.

B. Review Preliminary 2016-2017 Results

Mr. Denis Labossiere, Secretary-Treasurer, reviewed and provided highlights of the 2016-2017 Preliminary Financial Statements, noting that revenue is slightly lower (0.07%) than budget and operating expenses (prior to transfers to Capital) are 2.14% lower than budget.

The Variance Summary Report was reviewed by the Secretary-Treasurer. The projected Net Current Year Surplus is approximately \$1,346,000 after transfers to Capital. Trustees asked questions in regards to various variances for which the Secretary-Treasurer provided further information.

The Accumulated Surplus Analysis – Operating Fund Reports were reviewed. The projected amount over the 4% Cap per Ministerial Policy is \$1,109,000. Trustees asked questions for clarification regarding school carryforwards, transfers to Capital, non-vested sick leave, etc.

6. CAPITAL RESERVES

The Secretary-Treasurer reviewed the projected Capital Reserves balances as of June 2017 and June 2018.

He indicated that based on the 2016-2017 Preliminary Financial Statements, the Division's Accumulated Surplus will amount to 5.16% of Operating Fund Expenses based on PSFB calculations. As this amount exceeds the 4% policy limit set by the Province, the Secretary-Treasurer recommended that \$1,300,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve. The transfer will result in a school bus reserve for approximately 10 buses and will allow the Board to minimize the effect on taxes for 2018-2019 by replacing 4 buses through the reserve instead of the 2018-2019 budget.

Trustees asked questions for clarification.

The Committee agreed to the recommendation suggested by Mr. Labossiere.

Recommendation:

That the amount of \$1,300,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement and expansion of the school bus fleet.

7. OPERATIONS INFORMATION

8. NEXT REGULAR MEETING: TBD, Boardroom

The meeting adjourned at 3:27 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)