



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, January 26, 2015, 5:45 p.m.
Boardroom, Administration Office

Present: M. Sefton, P. Bartlette, L. Ross (by phone); K. Sumner, Dr. D. Michaels, D. Labossiere, E. Jamora, G. Malazdrewicz.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 5:50 p.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Computer Laptop Tender

The Secretary-Treasurer reviewed the Computer Laptop Tenders for the Committee. He noted that there were more tenders than we usually receive, and that the laptops will be purchased within the 2014-2015 budget. Trustee Bartlette asked questions for clarification as to why one tender for laptops did not meet the required specifications. The Assistant Secretary-Treasurer responded that when she and Brent Ewasiuk reviewed the specifications on the laptops listed it did not meet the specifications that the Division requested. Trustee Bartlette asked questions for verification about the warranty of the laptops. The Secretary-Treasurer responded that there is a standard one (1) year manufacturer's warranty with most laptops.

Recommendation:

That the low tender from HUB Computer Solutions Ltd. in the amount of \$98,525.00 plus taxes for the supply of 175 Computer Laptops, to be funded from the 2014-2015 computer replacement budget, be accepted.

B) 4% Accumulated Surplus

The Secretary-Treasurer reviewed the letter from Peter Bjornson, Minister of Education and Advanced learning, regarding the 4% cap on accumulated surplus. The division is \$788,779 over the 4% accumulated surplus government policy based on PSFB calculations. The calculations used by the Ministry are not posted on the government website nor in FRAME. Mr. Labossiere reviewed the June 2014 Accumulated Surplus Analysis – Operating Fund document and the differences in the calculations. The Secretary-Treasurer provided an update on a meeting he had with Todd Birkhan, BDO Canada LLP, the Division auditor. Mr. Birkhan confirmed the calculations used by the division are the same method as the auditor's, we remove designated surplus and non-vested sick leave when calculating.

The December 31, 2014 Accumulated Surplus Analysis was reviewed by the Secretary-Treasurer. The Division will be requesting that the government approve moving \$800,000 from accumulated surplus to a computer reserve for the Division's Enterprise Resource Planning (ERP) System Replacement – Phase 1. It was determined that this was the best option in addressing the Minister's letter and for long term sustainability.

Trustee Sefton asked how difficult it is to re-designate what is in reserves. The Secretary-Treasurer responded that a letter of request would need to be sent to PSFB.

Trustees asked questions for clarification regarding vested sick leave.

Recommendation:

That the amount of \$800,000 from the Operating Fund Accumulated Surplus be allocated to the Computer Reserve Fund for replacement of the Division's Enterprise Resource Planning (ERP) System, subject to PSFB approval.

5. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Thursday, February 19, 2015, 10:30 a.m., Boardroom.

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)