



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, October 12, 2021 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
J. Gobeil D. Kejick (by phone)
L. Letain J. Murray
L. Ross

Also Present: D. Labossiere M. Gustafson
S. Gilleshammer J. Zilkey

1. COMMITTEE ITEMS

A. Review Preliminary 2020-2021 Results

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the preliminary 2020-2021 results and indicated that the auditors performed their field audit in September and are currently completing their audit and will present to the Board on October 25th. He also reviewed the 2020-2021 Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus.

Mr. Labossiere reviewed the Variance Summary Report and highlighted variances to budget. After transfers to Capital, the Net Current Year Deficit is \$3,151,427. Of this amount, approximately \$851,000 is for designated capital projects, and approximately \$2.1 million for COVID related expenses that were to be expended from accumulated surplus prior to accessing Provincial Funding for COVID-19.

The Accumulated Surplus at June 30, 2021 is \$609,331, of which \$464,300 is designated and \$145,031 is undesignated net of non-vested sick leave. Based on Provincial calculations the surplus amounts to 1.07% of 2020-2021 Operating Fund Expenses.

Mr. Labossiere also advised that the Division's Administration cost for 2020-2021 was 2.55% of expenses, and under the Provincial limit of 2.94%.

Trustees asked questions for clarification and accepted the reports as presented.

B. Establish Stakeholder Questions, Format and Meeting Dates

The Committee reviewed, discussed and made revisions to the Stakeholder Feedback questions for 2022-2023. Due to COVID-19 and an abundance of caution, Trustees agreed that no in-person Stakeholder meetings would take place for the 2022-2023 Budget. Instead, the stakeholder groups will be sent an invitation to meet with the Board virtually via Microsoft Teams, along with the 2022-2023 Stakeholder Budget Feedback Form.

Stakeholder meeting dates were discussed, and will be scheduled as follows:

- Brandon Chamber – Tuesday, October 26 – 3:00 p.m.

- Parent Council Representatives – Tuesday, November 2 – 7:00 p.m.
- Employee Groups – Tuesday, November 9, 2021 – 4:30 p.m.

C. Individual Trustee Requests

The Committee reviewed the Trustee Budget Request form. Discussion took place regarding a change of deadline date, which would ensure the Board has heard from all Stakeholder groups prior to submitting their budget requests.

It was agreed that a motion would be put forth at the October 25th Board meeting, to change the deadline date for Trustee Budget Requests from October 31st to November 15th. The only exception to this date would be during an election year, when the deadline would be December 15th.

Recommendations:

- 1) Whereas the current deadline for Trustee budget requests does not align with the Stakeholder consultation process, be it resolved that Motion 48/2017 be reversed.
- 2) Be it resolved that the budget process requires all Trustee requests for budget adjustments to be made to the Office of the Secretary-Treasurer by November 15th; during an election year the deadline would be December 15th. Once budget requests are reviewed and endorsed by an appropriate Committee of the Board, they will be submitted for Board budget deliberations.

Board Policy 5 – Annual Planning Cycle

The Committee reviewed Board Policy 5 - Annual Planning Cycle and provided direction to Senior Administration regarding revisions. The revised policy will be reviewed by the Committee on October 25th.

D. Confirm Payments of Account (September)

The payments of account for the month of September were provided for information.

The reports were accepted as circulated.

Respectfully submitted,

K. Fallis