



# FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

TUESDAY, OCTOBER 15, 2019  
10:30 to noon  
The Forum - PCTC

*Mandate:*

*To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.*

## AGENDA

**Facilitator:** Trustee Eve Flynn

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**
2. **PROJECT UPDATES** (Chris/John)
  - Copier Replacement
  - PowerSchool
  - Capital
  - Solar
3. **ENROLMENT UPDATE** (Ron/Gillian) (attachment)
4. **QUARTERLY FINANCIAL SUMMARY** (Ron/Ryan) (attachment)
5. **DAYCARE MODULARS** (Ron/Chris)
6. **BALLENAS TRACK STEERING COMMITTEE UPDATE** (Keven)
7. **NEXT MEETING DATE(S):**
  - Tuesday, October 15 at 10:30; PCTC Forum
8. **ADJOURNMENT**

School District No. 69 - Qualicum  
 Preliminary Enrollment Summary  
 (as submitted for September 30/19)

	ACTUAL				FOR BUDGET				ACTUAL												Y/Y chg									
	18/19 Enrollment				19/20 Enrollment				19/20 Enrollment												H/C	FTE								
	Total	ISP	FTE		Total	ISP	FTE		KF	1	2	3	4	5	6	7	8	9	10	11	12	Total	ISP	FTE						
<b>School Based:</b>																														
Ballenas	Reg	753	101	827.3750	731	100	792.0										125	154	141	157	144	721	95	836.0625	-38	8.6875				
	FI	90			86												21	15	16	21	11	84								
Kwailikum	Reg	585	71	590.3125	604	75	586.0										136	129	117	141	116	639	75	626.8125	54	36.5000				
PASS/Woodwinds	Alt	113		113.0000	107		115.0										7	14	19	27	49	122		122.0000	9	9.0000				
		1541	172	1530.6875	1528	175	1493.0										1	289	312	293	346	320	1566	170	1584.8750	25	54.1875			
District H/B																														
Arrowview	Reg	286		286.0000	280		280.0	6									33	36	40	48	31	24	58	28	298	1	298.0000	12	12.0000	
Bowser	Reg	193		193.0000	191		191.0										23	22	20	16	30	26	26	25	188		188.0000	-5	-5.0000	
Errington	Reg	302		302.0000	298		298.0										37	35	35	35	40	29	33	56	300		300.0000	-2	-2.0000	
False Bay	Reg	28		28.0000	27		27.0										1	4	4	2	5	3	1	24		24.0000	-4	-4.0000		
Nanoose	Reg	285	3	285.0000	319		319.0										44	41	36	45	31	34	33	36	300	3	300.0000	15	15.0000	
Springwood	Reg	456	2	456.0000	444		444.0										59	59	58	49	46	70	66	65	472	2	472.0000	16	16.0000	
Qualicum	Reg	387	1	387.0000	389		389.0										29	40	46	46	39	66	60	60	386		386.0000	-1	-1.0000	
Oceanside	Reg	125	1	473.0000	126		495.0										0	11	11	10	19	13	15	23	102	3	473.0000	0	0.0000	
	FI	348			369												54	56	62	50	37	39	41	32	371					
		2410	7	2410.0000	2443	6	2443.0										280	304	312	303	275	306	335	326	0	2441	9	2441.0000	31	31.0000
School Based		3951	179	3940.6875	3971	181	3936.0										280	304	312	303	277	306	338	327	289	4007	179	4025.8750	56	85.1875
Continuing Ed	CE	2		0.2500	10	7	2.0										3	5	3	5	4	3	2	5	12	3	0.3750	1	0.1250	
CEAP	DL	491	4	157.0625	425		160.0										3	5	3	5	4	3	2	5	17	443	2	133.6875	-48	-23.3750
Total		4444	183	4098.0000	4406	188	4098.0										283	309	315	308	281	309	340	332	301	4453	181	4159.9375	9	61.9375

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budgt	Actual	Annual Budget	YTD Sep-19	% of Budgt
<b>REVENUE</b>							
<b>PROVINCIAL GRANTS</b>							
Operating Grant	41,210,020	4,997,903	12.1%	41,437,983	41,871,867	5,086,673	12.1%
Other MOE Grants-Additional grant	426,341			426,341	784,115		0.0%
Other MOE Grants-Pay Equity	936,176	30,519	3.3%	936,176	936,176	30,519	3.3%
Other MOE Grants-Misc	60,000		0.0%	163,666	60,000		0.0%
<b>TOTAL MINISTRY OF ED GRANTS</b>	<b>42,632,537</b>	<b>5,028,422</b>	<b>11.8%</b>	<b>42,964,166</b>	<b>43,652,158</b>	<b>5,117,192</b>	<b>11.7%</b>
<b>OTHER REVENUES</b>							
Other Provincial Revenues	101,450	5,075	5.0%	169,625	101,450	27,420	27.0%
Offshore Tuition	4,100,000	1,387,051	33.8%	4,005,703	4,100,000	1,372,454	33.5%
Miscellaneous other	150,000	50,533	33.7%	159,387	150,000	57,420	38.3%
Rental and Leases	650,000	663,592	102.1%	699,144	650,000	668,665	102.9%
Investment Income	300,000	79,867	26.6%	287,405	300,000	87,147	29.0%
<b>TOTAL OTHER REVENUE</b>	<b>5,301,450</b>	<b>2,186,118</b>	<b>41.2%</b>	<b>5,321,264</b>	<b>5,301,450</b>	<b>2,213,106</b>	<b>41.7%</b>
<b>TOTAL REVENUES</b>	<b>47,933,987</b>	<b>7,214,540</b>	<b>15.1%</b>	<b>48,285,430</b>	<b>48,953,608</b>	<b>7,330,298</b>	<b>15.0%</b>
<b>EXPENDITURES</b>							
<b>SALARIES AND BENEFITS</b>							
Teachers	18,033,301	1,848,931	10.3%	18,349,632	18,520,319	1,884,496	10.2%
Principals and Vice Principals	2,982,403	728,358	24.4%	2,979,831	2,929,877	765,251	26.1%
Educational Assistants	3,594,542	255,227	7.1%	3,256,262	3,737,695	342,029	9.2%
Support Staff	4,836,586	956,368	19.8%	4,732,464	4,934,216	999,394	20.3%
Other Professionals	1,630,241	388,164	23.8%	1,713,084	1,767,784	438,799	24.8%
Substitutes	1,386,855	217,272	15.7%	1,812,702	1,397,532	256,526	18.4%
Benefits	8,654,667	1,213,900	14.0%	8,529,179	8,874,014	1,229,944	13.9%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>41,118,595</b>	<b>5,608,220</b>	<b>13.6%</b>	<b>41,373,154</b>	<b>42,161,437</b>	<b>5,916,439</b>	<b>14.0%</b>
Benefits as a % of Total Salaries	26.7%	27.6%		26.0%	26.7%	26.2%	
<b>SUPPLIES AND SERVICES</b>							
Services	2,966,330	581,513	19.6%	3,183,414	2,900,630	740,035	25.5%
Training and Travel	549,085	69,555	12.7%	503,771	579,085	76,516	13.2%
Rental and Leases	5,000	1,517	30.3%	10,553	5,000	516	10.3%
Dues and Fees	71,000	41,860	59.0%	74,419	71,000	39,716	55.9%
Insurance	164,000	64,295	39.2%	149,560	164,000	87,282	53.2%
Supplies	1,958,504	362,542	18.5%	2,140,818	1,973,652	444,130	22.5%
Utilities	1,016,000	154,069	15.2%	898,395	1,016,000	157,896	15.5%
Capital Equipment	418,550	208,253	49.8%	100,677	418,550	130,925	31.3%
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>7,148,469</b>	<b>1,483,604</b>	<b>20.8%</b>	<b>7,061,607</b>	<b>7,127,917</b>	<b>1,677,016</b>	<b>23.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>48,267,064</b>	<b>7,091,824</b>	<b>14.7%</b>	<b>48,434,761</b>	<b>49,289,354</b>	<b>7,593,455</b>	<b>15.4%</b>
<b>NET REVENUE (EXPENDITURE)</b>	<b>-333,077</b>	<b>122,716</b>		<b>-149,331</b>	<b>-335,746</b>	<b>-263,157</b>	
Budgeted Use of Surplus	333,077	0			335,746	0	
<b>Surplus (Deficit), for the Year</b>	<b>0</b>	<b>122,716</b>		<b>-149,331</b>	<b>0</b>	<b>-263,157</b>	

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budgt	Actual	Annual Budget	YTD Sep-19	% of Budgt
<b>INSTRUCTION</b>							
Regular Instruction	21,573,536	2,438,713	11.3%	21,976,119	21,694,280	2,624,312	12.1%
Career Programs	725,589	77,484	10.7%	839,704	728,365	92,585	12.7%
Library Services	1,097,100	105,735	9.6%	1,097,285	1,109,724	125,225	11.3%
Counselling	949,346	105,059	11.1%	899,872	959,214	109,132	11.4%
Special Education	6,900,979	658,657	9.5%	6,760,634	7,380,407	752,191	10.2%
English as a Second Language	77,193	8,618	11.2%	79,271	78,206	8,771	11.2%
Aboriginal Education	569,848	72,524	12.7%	565,872	667,162	79,049	11.8%
School Administration	3,743,212	790,044	21.1%	3,680,377	3,795,954	797,318	21.0%
Off Shore Students	2,977,228	513,391	17.2%	2,977,106	2,985,349	573,783	19.2%
Other	46,765	10,789	23.1%	44,577	47,278	12,029	25.4%
<b>Function 1 - Instruction</b>	<b>38,660,796</b>	<b>4,781,014</b>	<b>12.4%</b>	<b>38,920,817</b>	<b>39,445,939</b>	<b>5,174,395</b>	<b>13.1%</b>
<b>DISTRICT ADMINISTRATION</b>							
Educational Administration	584,950	126,468	21.6%	689,033	595,533	154,448	25.9%
School District Governance	243,843	63,860	26.2%	231,806	194,126	74,220	38.2%
Business Administration	1,469,458	328,633	22.4%	1,419,262	1,373,027	432,447	31.5%
<b>Function 4 - District Administration</b>	<b>2,298,251</b>	<b>518,961</b>	<b>22.6%</b>	<b>2,340,101</b>	<b>2,162,686</b>	<b>661,115</b>	<b>30.6%</b>
<b>OPERATIONS AND MAINTENANCE</b>							
Operations and Maintenance Admin	537,714	224,635	41.8%	604,040	541,942	150,044	27.7%
Maintenance Operations	3,219,715	922,951	28.7%	3,533,359	3,565,297	1,035,010	29.0%
Maintenance of Grounds	290,689	65,339	22.5%	300,735	293,293	78,208	26.7%
Utilities	1,136,000	154,069	13.6%	1,026,703	1,136,000	157,896	13.9%
Capital Equipment	418,550	208,253	49.8%	100,677	418,550	130,925	31.3%
<b>Function 5 - Operations and Maint</b>	<b>5,602,668</b>	<b>1,575,247</b>	<b>28.1%</b>	<b>5,565,514</b>	<b>5,955,082</b>	<b>1,552,083</b>	<b>26.1%</b>
<b>TRANSPORTATION AND HOUSING</b>							
Transportation and Housing Admin	157,870	31,464	19.9%	135,375	159,523	30,050	18.8%
Student Transportation	1,529,479	185,138	12.1%	1,465,154	1,548,124	174,813	11.3%
Housing/Boarding	18,000	0	0.0%	7,800	18,000	1,000	5.6%
<b>Function 7 - Transportation and Housing</b>	<b>1,705,349</b>	<b>216,602</b>	<b>12.7%</b>	<b>1,608,329</b>	<b>1,725,647</b>	<b>205,863</b>	<b>11.9%</b>
<b>TOTAL FUNCTION 1-7</b>	<b>48,267,064</b>	<b>7,091,824</b>	<b>14.7%</b>	<b>48,434,761</b>	<b>49,289,354</b>	<b>7,593,456</b>	<b>15.4%</b>

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budgt	Actual	Annual Budget	YTD Sep-19	% of Budgt
<b>Special Purpose Fund (SPF) Budget</b>							
Annual Facility Grant	199,346	199,346	100.0%	199,346	199,346	199,347	100.0%
Learning Improvement Fund	159,201	9,493	6.0%	159,201	157,126	25,889	16.5%
Service Delivery/Coding	0		0.0%	30,000	0		0.0%
Classroom Enhancement Fund (incl. overhead)	3,556,739	336,876	9.5%	3,541,764	3,203,512	384,724	12.0%
School Generated Funds	1,500,000		0.0%	1,305,049	1,300,000		0.0%
Strong Start	96,000	470	0.5%	96,000	96,000	449	0.5%
Ready, Set, Learn	19,600	92	0.5%	19,600	19,600	0	0.0%
French Funds	101,323	6,788	6.7%	124,427	101,323	10,775	10.6%
Community Link	372,025	27,036	7.3%	372,025	375,902	27,708	7.4%
<b>Special Purpose Funds-Total Expenses</b>	<b>6,004,234</b>	<b>580,101</b>	<b>9.7%</b>	<b>5,847,412</b>	<b>5,452,809</b>	<b>648,892</b>	<b>11.9%</b>
<b>Operating-capital/equipment</b>							
Technology Plan	225,000	173,866	77.3%	230,090	225,000	101,746	45.2%
Scdy Shop Equipment	40,000	3,604	9.0%	62,935	40,000	1,897	4.7%
Copiers	44,000		0.0%		44,000		0.0%
Custodial Equipment	9,550		0.0%		9,550		0.0%
Vehicles	100,000	30,783	30.8%	37,733	100,000	27,282	27.3%
Tribune Bay-Capital							
	<b>418,550</b>	<b>208,253</b>	<b>49.8%</b>	<b>330,758</b>	<b>418,550</b>	<b>130,925</b>	<b>31.3%</b>
<b>Other Projects</b>							
Errington Parking Lot (RC/AFG)	289,899	231,192	79.7%	289,899			
IT Wiring (LC)	274,074	0	0.0%	138,085	135,989	2,200	1.6%
QC Capital work (LC)	200,000	0	0.0%	28,459	171,541	107,538	62.7%
<b>Bylaw Capital</b>							
AFG	780,564	313,961	40.2%	780,564	780,564	291,761	37.4%
SEP	876,620	729,862	83.3%	876,620	763,680	379,832	49.7%
Playground					105,000	0	0.0%
Bus	780,535	465,553	59.6%	465,553	442,765	0	0.0%
	<b>2,437,719</b>	<b>1,509,376</b>		<b>2,122,737</b>	<b>2,092,009</b>	<b>671,593</b>	

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2019-2020 Financial Summary

2019-10-09

	2018/19				2019/20		
	Amended Budget	YTD Sep-18	% of Budgt	Actual	Annual Budget	YTD Sep-19	% of Budgt
<b>International Student Program</b>							
Tuition Fees	2,250,000			2,261,366	2,250,000		
Homestay/Boarding	1,400,000			1,292,020	1,400,000		
Administration fees	100,000			90,037	100,000		
Other							
Activities	50,000			71,046	50,000		
Short Term programs	100,000			104,507	100,000		
Summer programs	200,000			186,726	200,000		
<b>Total Revenues</b>	<b>4,100,000</b>			<b>4,005,702</b>	<b>4,100,000</b>		
Wages and Benefits	892,476			879,996	867,049		
ISP dept costs	400,000			94,763	400,000		
School supplies	200,000			200,000	200,000		
Recruiting	337,000			359,165	337,000		
Programs	90,000			212,598	90,000		
Boarding	1,230,000			1,361,748	1,230,000		
Medical	61,300			76,066	61,300		
<b>Total Expenses</b>	<b>3,210,776</b>			<b>3,184,336</b>	<b>3,185,349</b>		
<b>Net revenue</b>	<b>889,224</b>			<b>821,366</b>	<b>914,651</b>		
<b>Rentals</b>							
Family Place	207,600			208,000	207,600		
Qualicum Commons	183,500			184,500	183,500		
Craig Street Commons	113,900			145,500	113,900		
French Creek School	65,000			93,000	65,000		
Winchelsea	10,000			17,000	10,000		
Daycares	20,000			15,000	20,000		
Evening rentals	50,000			36,144	50,000		
	<b>650,000</b>			<b>699,144</b>	<b>650,000</b>		
Custodial				201,500			
Utilities				194,700			
Insurance				51,500			
Capital improvements				60,000			
				<b>507,700</b>			
				<b>191,444</b>			