



FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

TUESDAY, FEBRUARY 18, 2020
10:30 to noon

**Teaching & Learning Centre – District Resource Centre Annex
Winchelsea Place**

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. **PRESENTATION**
3. **PROJECT UPDATES**
 - PowerSchool (Atrieve)
 - Ballenas Track Renewal
4. **ITEMS FOR DISCUSSION**
 - Childcare BC New Spaces Fund Applications
 - Electric School Bus
5. **ITEMS FOR RECOMMENDATION**
 - 2019-20 Amended Budget *(attachment)*
6. **INFORMATION ITEM**
 - 2020/2021 Budget Process Schedule *(attachment)*
7. **FUTURE TOPICS**
8. **NEXT MEETING DATE:**
 - Tuesday, April 20 at 10:30; **Qualicum Commons**
9. **ADJOURNMENT**

SCHOOL DISTRICT NO. 69 (QUALICUM)
Amended Annual Budget - Summary of Differences

2020-02-12

	2018/19		2019/20			
	Annual Budget	Amended Budget	Annual Budget	Amended Budget	Diff	Comment
REVENUE						
PROVINCIAL GRANTS						
Operating Grant	41,076,227	41,210,020	41,871,867	43,073,863	1,201,996	Recalc/Lab Settlement
Other MOE Grants-Additional grant	426,341	426,341	784,115	784,115	0	
Other MOE Grants-Pay Equity	936,176	936,176	936,176	936,176	0	
Other MOE Grants-Misc	60,000	60,000	60,000	115,777	55,777	Support Staff Benefits
TOTAL MINISTRY OF ED GRANTS	42,498,744	42,632,537	43,652,158	44,909,931	1,257,773	
OTHER REVENUES						
Other Provincial Revenues	101,450	101,450	101,450	120,000	18,550	adj to actuals
Offshore Tuition	3,900,000	4,100,000	4,100,000	4,100,000	0	
Miscellaneous other	150,000	150,000	150,000	140,000	-10,000	adj to actuals
Rental and Leases	600,000	650,000	650,000	650,000	0	
Investment Income	175,000	300,000	300,000	290,000	-10,000	adj to actuals
TOTAL OTHER REVENUE	4,926,450	5,301,450	5,301,450	5,300,000	-1,450	
TOTAL REVENUES	47,425,194	47,933,987	48,953,608	50,209,931	1,256,323	
EXPENDITURES						
SALARIES AND BENEFITS						
Teachers	18,292,873	18,033,301	18,520,319	18,470,644	-49,675	Realloc to CEF
Principals and Vice Principals	2,773,721	2,982,403	2,929,877	3,241,128	311,251	Exempt leave pressures
Educational Assistants	3,437,868	3,594,542	3,737,695	3,826,735	89,040	Add'l FTE
Support Staff	4,744,560	4,836,586	4,934,216	5,147,352	213,136	Add'l FTE
Other Professionals	1,584,275	1,630,241	1,767,784	1,761,336	-6,448	Realloc for Dir
Substitutes	1,403,867	1,386,855	1,397,532	1,574,898	177,366	Other leave pressures
Benefits	8,613,031	8,654,667	8,874,014	9,062,921	188,907	incremental benefits
TOTAL SALARIES AND BENEFITS	40,850,195	41,118,595	42,161,437	43,085,014	923,577	
Benefits as a % of Total Salaries	26.7%	26.7%	26.7%	26.6%		
SUPPLIES AND SERVICES						
Services	2,846,330	2,966,330	2,900,630	3,045,630	145,000	adj for appropriations
Training and Travel	549,085	549,085	579,085	579,085	0	
Rental and Leases	5,000	5,000	5,000	5,000	0	
Dues and Fees	71,000	71,000	71,000	71,000	0	
Insurance	164,000	164,000	164,000	164,000	0	
Supplies	1,797,652	1,958,504	1,973,652	2,167,002	193,350	adj for appropriations
Utilities	1,016,000	1,016,000	1,016,000	1,016,000	0	
Capital Equipment	418,550	418,550	418,550	418,550	0	
TOTAL SUPPLIES AND SERVICES	6,867,617	7,148,469	7,127,917	7,466,267	338,350	
TOTAL EXPENDITURES	47,717,812	48,267,064	49,289,354	50,551,281	1,261,927	
NET REVENUE (EXPENDITURE)	-292,618	-333,077	-335,746	-341,350	-5,604	
Budgeted Use of Surplus	292,618	333,077	335,746	341,350	5,604	
Surplus (Deficit), for the Year	0	0	0	0	0	
Appropriations						
School supply accts						
Capital maint						
District Programs		183,077		91,350		
Learning grant						
ERP System		150,000				
Copier/printer			250,000	250,000		
Energy projects						
Use of surplus to balance	292,618	0	85,746	0		
	292,618	333,077	335,746	341,350		
Contingency/Unappropriated						
Total Operating Surplus						

Amended Annual Budget

School District No. 69 (Qualicum)

June 30, 2020

School District No. 69 (Qualicum)

June 30, 2020

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 69 (Qualicum) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$60,018,015 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2020;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 25th DAY OF FEBRUARY, 2020.

Secretary Treasurer

School District No. 69 (Qualicum)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,310.188	4,251.000
Adult	5.250	5.500
Total Ministry Operating Grant Funded FTE's	4,315.438	4,256.500
Revenues	\$	\$
Provincial Grants		
Ministry of Education	50,060,528	48,254,967
Other	120,000	101,450
Tuition	4,100,000	4,100,000
Other Revenue	1,490,000	1,520,000
Rentals and Leases	650,000	650,000
Investment Income	310,000	300,000
Amortization of Deferred Capital Revenue	2,345,074	2,331,384
Total Revenue	59,075,602	57,257,801
Expenses		
Instruction	46,136,383	44,769,402
District Administration	2,313,650	2,162,686
Operations and Maintenance	9,039,717	8,492,802
Transportation and Housing	2,022,940	2,067,841
Total Expense	59,512,690	57,492,731
Net Revenue (Expense)	(437,088)	(234,930)
Budgeted Allocation (Retirement) of Surplus (Deficit)	341,350	335,746
Budgeted Surplus (Deficit), for the year	(95,738)	100,816
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(95,738)	100,816
Budgeted Surplus (Deficit), for the year	(95,738)	100,816

School District No. 69 (Qualicum)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	50,132,731	48,870,804
Operating - Tangible Capital Assets Purchased	418,550	418,550
Special Purpose Funds - Total Expense	6,050,597	5,522,809
Capital Fund - Total Expense	3,329,362	3,099,118
Capital Fund - Tangible Capital Assets Purchased from Local Capital	86,775	
Total Budget Bylaw Amount	60,018,015	57,911,281

Approved by the Board

Signature of the Chairperson of the Board of Education _____ Date Signed _____
Signature of the Superintendent _____ Date Signed _____
Signature of the Secretary Treasurer _____ Date Signed _____

DRAFT

School District No. 69 (Qualicum)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(437,088)</u>	<u>(234,930)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(418,550)	(418,550)
From Local Capital	(86,775)	
From Deferred Capital Revenue	<u>(1,750,000)</u>	<u>(2,025,456)</u>
Total Acquisition of Tangible Capital Assets	<u>(2,255,325)</u>	<u>(2,444,006)</u>
Amortization of Tangible Capital Assets	<u>2,659,362</u>	<u>2,649,118</u>
Total Effect of change in Tangible Capital Assets	<u>404,037</u>	<u>205,112</u>
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(33,051)</u></u>	<u><u>(29,818)</u></u>

School District No. 69 (Qualicum)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,984,302		17,994,238	19,978,540
Changes for the year				
Net Revenue (Expense) for the year	77,200		(514,288)	(437,088)
Interfund Transfers				
Tangible Capital Assets Purchased	(418,550)		418,550	-
Net Changes for the year	<u>(341,350)</u>	-	<u>(95,738)</u>	(437,088)
Budgeted Accumulated Surplus (Deficit), end of year	<u>1,642,952</u>	-	<u>17,898,500</u>	<u>19,541,452</u>

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	44,909,931	43,652,158
Other	120,000	101,450
Tuition	4,100,000	4,100,000
Other Revenue	140,000	150,000
Rentals and Leases	650,000	650,000
Investment Income	290,000	300,000
Total Revenue	50,209,931	48,953,608
Expenses		
Instruction	40,285,132	39,445,939
District Administration	2,313,650	2,162,686
Operations and Maintenance	5,853,203	5,536,532
Transportation and Housing	1,680,746	1,725,647
Total Expense	50,132,731	48,870,804
Net Revenue (Expense)	77,200	82,804
Budgeted Prior Year Surplus Appropriation	341,350	335,746
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(418,550)	(418,550)
Total Net Transfers	(418,550)	(418,550)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 69 (Qualicum)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	43,073,863	41,871,867
Other Ministry of Education Grants		
Pay Equity	936,176	936,176
Funding for Graduated Adults	8,352	
Transportation Supplement	426,341	426,341
Carbon Tax Grant	60,000	60,000
Employer Health Tax Grant	357,774	357,774
Support Staff Benefits Grant	37,312	
Miscellaneous	10,113	
Total Provincial Grants - Ministry of Education	<u>44,909,931</u>	<u>43,652,158</u>
Provincial Grants - Other	<u>120,000</u>	<u>101,450</u>
Tuition		
International and Out of Province Students	4,100,000	4,100,000
Total Tuition	<u>4,100,000</u>	<u>4,100,000</u>
Other Revenues		
Miscellaneous		
Transportation Revenue	50,000	50,000
Miscellaneous	90,000	100,000
Total Other Revenue	<u>140,000</u>	<u>150,000</u>
Rentals and Leases	<u>650,000</u>	<u>650,000</u>
Investment Income	<u>290,000</u>	<u>300,000</u>
Total Operating Revenue	<u><u>50,209,931</u></u>	<u><u>48,953,608</u></u>

School District No. 69 (Qualicum)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Salaries		
Teachers	18,470,644	18,520,319
Principals and Vice Principals	3,241,128	2,929,877
Educational Assistants	3,826,735	3,737,695
Support Staff	5,147,352	4,934,216
Other Professionals	1,761,336	1,767,784
Substitutes	1,574,898	1,397,532
Total Salaries	34,022,093	33,287,423
Employee Benefits	9,062,921	8,874,014
Total Salaries and Benefits	43,085,014	42,161,437
Services and Supplies		
Services	3,044,630	2,899,630
Student Transportation	1,000	1,000
Professional Development and Travel	579,085	579,085
Rentals and Leases	5,000	5,000
Dues and Fees	71,000	71,000
Insurance	-	-
Interest	164,000	164,000
Supplies	2,167,002	1,973,652
Utilities	1,016,000	1,016,000
Total Services and Supplies	7,047,717	6,709,367
Total Operating Expense	50,132,731	48,870,804

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	15,337,779	668,214		23,129		995,392	17,024,514
1.03 Career Programs	160,003			40,564			200,567
1.07 Library Services	588,947	32,671		234,539		23,461	879,618
1.08 Counselling	743,547					75,622	819,169
1.10 Special Education	1,299,774	219,902	3,579,344	51,542	64,840	203,671	5,419,073
1.30 English Language Learning	64,115						64,115
1.31 Indigenous Education	77,740	117,893	247,391				443,024
1.41 School Administration		1,876,765		1,095,442			2,972,207
1.62 International and Out of Province Students	198,739	255,130		68,671	182,085		704,625
1.64 Other					38,141		38,141
Total Function 1	18,470,644	3,170,575	3,826,735	1,513,887	285,066	1,298,146	28,565,053
4 District Administration							
4.11 Educational Administration		70,553			468,231		538,784
4.40 School District Governance				300,627	107,691		107,691
4.41 Business Administration					595,828	3,000	899,455
Total Function 4	-	70,553	-	300,627	1,171,750	3,000	1,545,930
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				54,237	247,016	500	301,753
5.50 Maintenance Operations				2,287,986		146,172	2,434,158
5.52 Maintenance of Grounds				169,728			169,728
5.56 Utilities							-
Total Function 5	-	-	-	2,511,951	247,016	146,672	2,905,639
7 Transportation and Housing							
7.41 Transportation and Housing Administration				53,344	57,504	500	111,348
7.70 Student Transportation				767,543		126,580	894,123
7.73 Housing							-
Total Function 7	-	-	-	820,887	57,504	127,080	1,005,471
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	18,470,644	3,241,128	3,826,735	5,147,352	1,761,336	1,574,898	34,022,093

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	17,024,514	4,676,857	21,701,371	974,335	22,675,706	21,694,280
1.03 Career Programs	200,567	54,932	255,499	448,130	703,629	728,365
1.07 Library Services	879,618	227,246	1,106,864	28,700	1,135,564	1,109,724
1.08 Counselling	819,169	195,896	1,015,065		1,015,065	959,214
1.10 Special Education	5,419,073	1,540,114	6,959,187	71,000	7,030,187	7,380,407
1.30 English Language Learning	64,115	16,762	80,877		80,877	78,206
1.31 Indigenous Education	443,024	154,881	597,905	85,530	683,435	667,162
1.41 School Administration	2,972,207	704,768	3,676,975	107,800	3,784,775	3,795,954
1.62 International and Out of Province Students	704,625	168,797	873,422	2,255,300	3,128,722	2,985,349
1.64 Other	38,141	9,031	47,172		47,172	47,278
Total Function 1	28,565,053	7,749,284	36,314,337	3,970,795	40,285,132	39,445,939
4 District Administration						
4.11 Educational Administration	538,784	103,308	642,092	103,000	745,092	595,533
4.40 School District Governance	107,691	11,049	118,740	90,340	209,080	194,126
4.41 Business Administration	899,455	188,323	1,087,778	271,700	1,359,478	1,373,027
Total Function 4	1,545,930	302,680	1,848,610	465,040	2,313,650	2,162,686
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	301,753	54,008	355,761	209,800	565,561	541,942
5.50 Maintenance Operations	2,434,158	613,335	3,047,493	784,482	3,831,975	3,565,297
5.52 Maintenance of Grounds	169,728	46,939	216,667	103,000	319,667	293,293
5.56 Utilities	-	-	-	1,136,000	1,136,000	1,136,000
Total Function 5	2,905,639	714,282	3,619,921	2,233,282	5,853,203	5,536,532
7 Transportation and Housing						
7.41 Transportation and Housing Administration	111,348	24,157	135,505	28,100	163,605	159,523
7.70 Student Transportation	894,123	272,518	1,166,641	332,500	1,499,141	1,548,124
7.73 Housing	-	-	-	18,000	18,000	18,000
Total Function 7	1,005,471	296,675	1,302,146	378,600	1,680,746	1,725,647
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	34,022,093	9,062,921	43,085,014	7,047,717	50,132,731	48,870,804

School District No. 69 (Qualicum)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

	<u>2020 Amended Annual Budget</u>	<u>2020 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,700,597	4,152,809
Other Revenue	1,350,000	1,370,000
Total Revenue	<u>6,050,597</u>	<u>5,522,809</u>
Expenses		
Instruction	5,851,251	5,323,463
Operations and Maintenance	199,346	199,346
Total Expense	<u>6,050,597</u>	<u>5,522,809</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			647,023						
Add: Restricted Grants									
Provincial Grants - Ministry of Education	199,346	157,126	1,350,000	96,000	19,600	101,323	375,902	448,742	3,169,927
Other	199,346	157,126	1,350,000	96,000	19,600	101,323	375,902	448,742	3,169,927
Less: Allocated to Revenue	199,346	157,126	1,350,000	96,000	19,600	101,323	375,902	448,742	3,169,927
Deferred Revenue, end of year	-	-	647,023	-	-	-	-	-	-
Revenues	199,346	157,126	1,350,000	96,000	19,600	101,323	375,902	448,742	3,169,927
Provincial Grants - Ministry of Education	199,346	157,126	1,350,000	96,000	19,600	101,323	375,902	448,742	3,169,927
Other Revenue	199,346	157,126	1,350,000	96,000	19,600	101,323	375,902	448,742	3,169,927
Expenses									
Salaries									
Teachers									2,644,950
Principals and Vice Principals				32,655			156,681		
Educational Assistants	166,023	127,691					38,235	354,256	
Support Staff									
Other Professionals	166,023	127,691				32,655	194,916	354,256	2,644,950
Employee Benefits	33,323	29,435			19,600	10,558	47,203	94,486	524,977
Services and Supplies	199,346	157,126	1,350,000	96,000	19,600	58,110	133,783		
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2020

	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	14,591			661,614
Add:				
Restricted Grants				
Provincial Grants - Ministry of Education	83,340	30,500	4,200	4,686,006
Other	83,340	30,500	4,200	1,350,000
	97,931	30,500	4,200	6,036,006
Less: Allocated to Revenue				
Deferred Revenue, end of year	-	-	-	6,050,597
				647,023
Revenues	97,931	30,500	4,200	4,700,597
Provincial Grants - Ministry of Education				1,350,000
Other Revenue	97,931	30,500	4,200	6,050,597
Expenses				
Salaries				
Teachers	67,545			2,712,495
Principals and Vice Principals				32,655
Educational Assistants				284,372
Support Staff				520,279
Other Professionals				38,235
	67,545	-	-	3,588,036
Employee Benefits	30,386			770,368
Services and Supplies	97,931	30,500	4,200	1,692,193
	97,931	30,500	4,200	6,050,597
Net Revenue (Expense)	-	-	-	-

School District No. 69 (Qualicum)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	450,000		450,000	450,000
Investment Income		20,000	20,000	
Amortization of Deferred Capital Revenue	2,345,074		2,345,074	2,331,384
Total Revenue	2,795,074	20,000	2,815,074	2,781,384
Expenses				
Operations and Maintenance	450,000	220,000	670,000	450,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,317,168		2,317,168	2,306,924
Transportation and Housing	342,194		342,194	342,194
Total Expense	3,109,362	220,000	3,329,362	3,099,118
Net Revenue (Expense)	(314,288)	(200,000)	(514,288)	(317,734)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	418,550		418,550	418,550
Total Net Transfers	418,550	-	418,550	418,550
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	86,775	(86,775)	-	
Total Other Adjustments to Fund Balances	86,775	(86,775)	-	
Budgeted Surplus (Deficit), for the year	191,037	(286,775)	(95,738)	100,816

2020/2021 Budget Process Schedule

January/February: Senior Staff Compile Enrolment Projections & Staffing Needs

February 4, 2020	Monthly Administrators Meeting	Time: 1:30 pm
Location:	Qualicum Commons	
Purpose:	To review Year to Date for 2019-20, provide a general overview to 2020-21 including projections and general staffing levels, discuss budget meeting schedule, discuss obligations and restraints, and identify two PVP to attend Feb 20 Budget Discussion with Stakeholders	

Compile List of Priorities/Options/Staffing Needs Due to Projections

February 10, 2020	Trustees/Senior Staff Budget Working Session	Time: 2:00 to 4:00 pm
Location:	Board Office – Rm 205	
Purpose:	Budget goal-setting exercise	

February 19/2020	Budget Discussion - Trustees/District and School Administration meet with MATA/CUPE/DPAC Representatives	Time: 1:00 to 3:00 pm
Location:	Qualicum Commons	
Purpose:	To review Year to Date for 2019-20, provide a general overview to 2020-21 which will include projections, staffing levels, obligations and restraints and will also allow for stakeholder input. Members of the public are welcome to attend and provide comments/ask questions at the end of the meeting.	

February 19/20	Staff/Public Budget Information Sessions with Trustees and Senior Staff	Time: 5:00 pm <i>Changed from 6:00</i>
Location:	Teaching & Learning Centre – DRC	
Purpose:	Following the input received from the stakeholders meeting earlier in the day, attendees will receive the same overview and have an opportunity to provide the Board with input as to District budget priorities.	

February 25, 2020	Regular Board Meeting	Time: 6:00 pm
Location:	Forum, PCTC	

March 6/20	Departments Submit Draft Budgets to Secretary-Treasurer	
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March 10/20	Regular Board Meeting	Time: 6:00 pm
Location:	Forum PCTC	

March 13/20 Funding Announcement

March 16-27 Spring Break Period

April 7/20	Monthly Administrators Meeting	Time: 1:30 pm
Location:	Qualicum Commons	
Purpose:	All administrative staff to review revised funding and priority list	

April 14/20	Trustees/District and School Administration meet with MATA/CUPE/DPAC Representatives	Time: 1:00 to 3:00 pm
Location	Teaching & Learning Centre - DRC	
Purpose:	To review draft budgets in comparison to preliminary revenues. Members of the public are welcome to attend and provide comments/ask questions at the end of the meeting.	

Additional Board/Senior Staff Budget Discussions as Required

April 21/20	Location: Special Public Budget Meeting	Time: 6:00 pm
Location:	Forum PCTC	
Purpose:	To review draft budget	

April 28/20	Regular Board Meeting	Time: 6:00 pm
Location:	Forum PCTC	
Purpose:	Adopt 2020/2021 Preliminary Budget	