

Special Committee of the Whole Meeting

Tuesday, January 16, 2024



ITEM 6.1	Discussion	File No.	8010.20.2023-2024
TO:	Committee of the Whole		
FROM:	D. Welsh, Director of Finance	C. Becker, Secretary-Treasurer	
SUBJECT:	2023-2024 Amended Budget		

1. **Summary:** Attached is supporting information for the amended budget, which will be compiled into the formal ministry budget bylaw template for final board approval. The information provided reflects an update of the preliminary budget, based on known changes to enrolment, funding, staffing, and other operating costs. Pending no additional significant adjustments, the budget bylaw is expected to be presented at the February 13th special committee of the whole meeting, and at the February 20th board meeting for adoption.

2. **Background:** The Amended Budget Bylaw must be adopted by the end of February each year. The amended budget includes updates of critical information from the preliminary budget, considering the actual enrolment in September, grant funding confirmed by the Ministry in December, and any other required changes to estimates made during the preliminary budget process in the spring. During the months of November and December, staff review information, consider necessary forecast adjustments, and begin pulling the amended budget together.

As additional funding is not available at this time, no additional items are presented for consideration. All staffing changes included with this amended budget are deemed essential changes – such as additional classroom teachers due to enrolment changes at specific schools, or additional education assistants to support an increased number of students with additional needs. The budget also includes the estimated costs and funding related to labour settlement agreements.

3. **Discussion:** Summary information is provided for review and discussion, identifying the significant changes to the preliminary budget approved in the spring.

4. **Options:**

5. **Analysis and Impact:**

1. **Alignment with the [Strategic Plan](#):**

- a. Honouring Culture and Territory
- b. Future Orientation
- c. Student Centred Learning
- d. Effective Learning Environments
- e. Quality Teaching and Leadership

2. **Alignment with the Equity Path:**

[Q'pethet Ye Tel:exw](#), Gathering to Understand: A Framework for Creating a Culture of Equity

3. Funding Guidelines, Costing, & Budget Impact

4. Policy, Legislation, Regulation

5. Organizational Capacity

a. Risks

1. Organizational
2. Reputational
3. Strategic

- b. Benefits
 - 1. Organizational
 - 2. Reputational
 - 3. Strategic

6. Public Participation:

7. Implementation:

8. Attachments:

- a. Summary – All Funds
- b. Summary – Operating Fund
- c. Changes – Operating Revenue
- d. Changes – Operating Expenses
- e. Changes – Special Purpose Fund Expenses
- f. Changes - Reserves
- g. Enrolment Chart 1
- h. Enrolment Chart 2
- i. Loan Summary
- j. Reserves



OPERATING REVENUE

	23/24 Amended Budget				
	Operating	Special	Operating / Special	Capital	Total
Grants					
Ministry of Education - Operating	77,945,580	13,017,217	90,962,797		90,962,797
Other Ministry of Education	1,958,305		1,958,305		1,958,305
Provincial - Other	300,840	211,003	511,843		511,843
Total Grants	80,204,725	13,228,220	93,432,945	-	93,432,945
Tuition	2,320,000		2,320,000		2,320,000
Other Revenue	255,000	2,259,596	2,514,596		2,514,596
Rental Revenue	211,650		211,650		211,650
Investment Income	650,000		650,000		650,000
TOTAL OPERATING REVENUE	83,641,375	15,487,816	99,129,191	-	99,129,191
Gain on Disposal of Capital Assets				-	-
Amortization of Deferred Capital			-	3,252,863	3,252,863
STATEMENT 2 REVENUE	83,641,375	15,487,816	99,129,191	3,252,863	102,382,054
OPERATING EXPENSE					
Salaries					
Teachers	32,809,471	6,537,717	39,347,188		39,347,188
Principals and Vice-Principals	5,016,100	181,000	5,197,100		5,197,100
Education Assistants	9,256,458	798,000	10,054,458		10,054,458
Support Staff	9,152,230	335,146	9,487,376		9,487,376
Other Professionals	2,816,662	75,000	2,891,662		2,891,662
Substitutes	3,980,600	260,592	4,241,192		4,241,192
Total Salaries	63,031,521	8,187,455	71,218,976	-	71,218,976
Employee Benefits	14,647,607	1,990,159	16,637,766		16,637,766
Total Salaries and Benefits	77,679,128	10,177,615	87,856,743	-	87,856,743
Services and Supplies					
Services	2,519,029		2,519,029		2,519,029
Student Transportation	19,000		19,000		19,000
Professional Development and Travel	617,113		617,113		617,113
Dues & Fees	97,000		97,000		97,000
Insurance	195,000		195,000		195,000
Supplies	2,516,195	5,310,201	7,826,396	-	7,826,396
Utilities	1,418,821		1,418,821		1,418,821
Interest				60,836	60,836
Amortization				4,461,822	4,461,822
Total Services and Supplies	7,382,158	5,310,201	12,692,359	4,522,658	17,215,017
TOTAL OPERATING EXPENSE	85,061,286	15,487,816	100,549,102	4,522,658	105,071,760
Net Operating Surplus (Deficit)	(1,419,911)	-	(1,419,911)	(1,269,795)	(2,689,706)
Allocation of Surplus	2,023,083		2,023,083		2,023,083
Allocation (to) from Local Capital	(603,172)		(603,172)	603,172	-
Projected Operating Surplus/(Deficit)	-	-	-	(666,623)	(666,623)

	23/24 Preliminary Budget				
	Operating	Special	Operating / Special	Capital	Total
Grants					
Ministry of Education - Operating	76,900,695	10,322,427	87,223,122		87,223,122
Other Ministry of Education	1,697,306		1,697,306		1,697,306
Provincial - Other	309,140	200,933	510,073		510,073
Total Grants	78,907,141	10,523,360	89,430,501	-	89,430,501
Tuition	2,505,040		2,505,040		2,505,040
Other Revenue	255,000	1,878,800	2,133,800		2,133,800
Rental Revenue	211,650		211,650		211,650
Investment Income	500,000		500,000		500,000
TOTAL OPERATING REVENUE	82,378,831	12,402,160	94,780,991	-	94,780,991
Gain on Disposal of Capital Assets				-	-
Amortization of Deferred Capital				3,088,696	3,088,696
STATEMENT 2 REVENUE	82,378,831	12,402,160	94,780,991	3,088,696	97,869,687
OPERATING EXPENSE					
Salaries					
Teachers	33,375,532	5,628,743	39,004,275		39,004,275
Principals and Vice-Principals	5,040,000	178,080	5,218,080		5,218,080
Education Assistants	8,466,100	736,100	9,202,200		9,202,200
Support Staff	9,143,130	353,646	9,496,776		9,496,776
Other Professionals	2,523,881		2,523,881		2,523,881
Substitutes	3,474,895	142,223	3,617,118		3,617,118
Total Salaries	62,023,538	7,038,792	69,062,330	-	69,062,330
Employee Benefits	14,403,314	1,732,714	16,136,028		16,136,028
Total Salaries and Benefits	76,426,852	8,771,507	85,198,359	-	85,198,359
Services and Supplies					
Services	2,525,557		2,525,557		2,525,557
Student Transportation	19,000		19,000		19,000
Professional Development and Travel	603,180		603,180		603,180
Dues & Fees	92,000		92,000		92,000
Insurance	191,000		191,000		191,000
Supplies	2,360,027	3,630,653	5,990,680	-	5,990,680
Utilities	1,402,001		1,402,001		1,402,001
Interest				45,321	45,321
Amortization				4,282,137	4,282,137
Total Services and Supplies	7,192,765	3,630,653	10,823,418	4,327,458	15,150,876
TOTAL OPERATING EXPENSE	83,619,617	12,402,160	96,021,777	4,327,458	100,349,235
Net Operating Surplus (Deficit)	(1,240,786)	-	(1,240,786)	(1,238,762)	(2,479,548)
Allocation of Surplus	1,801,796		1,801,796		1,801,796
Allocation (to) from Local Capital	(561,010)		(561,010)	561,010	-
Projected Operating Surplus/(Deficit)	-	-	-	(677,752)	(677,752)

Change	
Operating / Special	
\$	%
3,739,675	4.29%
260,999	15.38%
1,770	0.35%
4,002,444	4.48%
(185,040)	-7.39%
380,796	17.85%
-	0.00%
150,000	30.00%
4,348,200	4.59%
164,167	5.32%
4,512,367	4.76%
342,913	0.88%
(20,980)	-0.40%
852,258	9.26%
(9,400)	-0.10%
367,781	14.57%
624,074	17.25%
2,156,646	3.12%
501,738	3.11%
2,658,384	3.12%
(6,528)	-0.26%
-	0.00%
13,933	2.31%
5,000	5.43%
4,000	2.09%
1,835,716	30.64%
16,820	1.20%
-	
179,685	4.20%
2,048,626	17.27%
4,707,010	4.71%
(194,643)	
221,287	
(42,162)	
(15,518)	



23/24 Amended Budget

June 30, 2024

	2023/24 Amended	2023/24 Preliminary	\$ Change	% Change	2022/23 Actuals	\$ Change	% Change
OPERATING REVENUE							
Grants							
Ministry of Education - Operating Grants	77,945,580	76,900,695	1,044,885	1.36%	69,282,965	8,662,615	12.50%
Other Ministry of Education Grants	1,958,305	1,697,306	260,999	15.38%	3,876,570	(1,918,265)	-49.48%
Provincial Grants - Other	300,840	309,140	(8,300)	-2.68%	315,481	(14,641)	-4.64%
Total Grants	80,204,725	78,907,141	1,297,584	1.64%	73,475,016	6,729,709	9.16%
Tuition	2,320,000	2,505,040	(185,040)	-7.39%	2,323,048	(3,048)	-0.13%
Other Revenue	255,000	255,000	-	0.00%	303,375	(48,375)	-15.95%
Rental Revenue	211,650	211,650	-	0.00%	203,688	7,962	3.91%
Investment Income	650,000	500,000	150,000	30.00%	600,217	49,783	8.29%
TOTAL OPERATING REVENUE	83,641,375	82,378,831	1,262,544	1.53%	76,905,344	6,736,031	8.76%
OPERATING EXPENSE							
Salaries							
Teachers	32,809,471	33,375,532	(566,061)	-1.70%	30,159,972	2,649,499	8.78%
Principals and Vice-Principals	5,016,100	5,040,000	(23,900)	-0.47%	4,720,860	295,240	6.25%
Education Assistants	9,256,458	8,466,100	790,358	9.34%	7,324,169	1,932,289	26.38%
Support Staff	9,152,230	9,143,130	9,100	0.10%	8,110,579	1,041,651	12.84%
Other Professionals	2,816,662	2,523,881	292,781	11.60%	2,431,140	385,522	15.86%
Substitutes	3,980,600	3,474,895	505,705	14.55%	3,558,874	421,726	11.85%
Total Salaries	63,031,521	62,023,538	1,007,983	1.63%	56,305,594	6,725,927	11.95%
Employee Benefits	14,647,607	14,403,314	244,293	1.70%	13,462,529	1,185,078	8.80%
Total Salaries and Benefits	77,679,128	76,426,852	1,252,276	1.64%	69,768,123	7,911,005	11.34%
Services and Supplies							
Services	2,519,029	2,525,557	(6,528)	-0.26%	2,306,280	212,749	9.22%
Student Transportation	19,000	19,000	-	0.00%	15,224	3,776	24.80%
Professional Development and Travel	617,113	603,180	13,933	2.31%	534,807	82,306	15.39%
Rentals & Leases	-	-	-	0.00%	10,132	(10,132)	-100.00%
Dues & Fees	97,000	92,000	5,000	5.43%	90,936	6,064	6.67%
Insurance	195,000	191,000	4,000	2.09%	171,268	23,732	13.86%
Supplies	2,516,195	2,360,027	156,168	6.62%	2,354,328	161,867	6.88%
Utilities	1,418,821	1,402,001	16,820	1.20%	1,267,852	150,969	11.91%
Total Services and Supplies	7,382,158	7,192,765	189,393	2.63%	6,750,827	631,331	9.35%
Total Operating Fund Expenses	85,061,286	83,619,617	1,441,669	1.72%	76,518,950	8,542,336	11.16%
OPERATING SURPLUS (DEFICIT)	(1,419,911)	(1,240,786)	(179,125)		386,394	(1,806,305)	-467.48%
Allocation (to) from Local Capital	(603,172)	(561,010)	(42,162)		(764,068)	160,896	-21.06%
TOTAL OPERATING SURPLUS (DEFICIT)	(2,023,083)	(1,801,796)	(221,287)		(377,674)	(1,645,409)	435.67%
Allocation of Restricted Surplus	490,417	150,000	340,417			490,417	
Allocation of Unrestricted Surplus	1,532,666	1,651,796	(119,130)		377,674	1,154,992	
Operating Surplus/(Deficit)	-	-	-		-	-	

23/24 Amended Budget
Reconciliation of Changes - Operating Revenue

Operating Revenue	Increase (Decrease)
Operating Grant	
Enrolment - Regular schools	(118,803)
Enrolment - Inclusive education	843,380
Enrolment - Distance learning	306,010
Enrolment - Continuing education	14,016
Enrolment - Indigenous education	44,460
Enrolment - English language learning	(45,110)
Enrolment - Alternate program	(43,125)
Salary differential supplement	48,234
Equity of opportunity supplement	(4,177)
Other MOE Grant	
Labour settlement	204,880
Integrated child and youth program	57,071
Early learning	(952)
Other Provincial	
Industry training authority	(8,300)
Tuition	
International	(126,100)
Riverside	(58,940)
Investment Income	
Bank interest	150,000
Grand Total	1,262,544

23/24 Amended Budget
Reconciliation of Changes - Operating Expense

Operating Expense	Increase (Decrease)
Teacher	
FTE change	99,300
FTE allocation to classroom enhancement fund	(834,299)
Maternity leave	22,500
Education leave	9,600
Severance	59,338
Wage adjustments	77,500
PVP	
FTE change	44,700
Wage adjustments	(68,600)
EA	
FTE change	790,358
Support	
Wage adjustments	9,100
Other Prof	
FTE change - Clinical counsellors (ICY)	196,876
FTE change - Leaves/unfilled/timing	(55,100)
Wage adjustments	151,005
Substitute	
FTE and wage adjustments	505,705
Benefits	
Due to wage, FTE, rate changes	244,293
Services	
Contract services - Equity scan (Province)	12,655
Contract services - Equity scan (District)	9,488
Contract services - Facilities	10,000
Contract services - Enrolment reporting	5,700
Department reviews	5,000
Audit fees	10,000
Agent fees - International	(59,371)
PD & Travel	
Teacher mentorship	34,233
Contract pro-D	4,700
International - Student activities	(25,000)
Dues & Fees	
Membership fees - BCSTA	3,000
Department reviews	2,000
Insurance	
School protection plan	4,000
Supplies	
Integrated child and youth program	54,165
Department reviews	48,000
Indigenous education	44,273
Flight team	4,000
Schools - Enrolment change	3,530
Schools - Additional classrooms	2,200
Utilities	
Water/sewer	25,000
IT network	(8,180)
Grand Total	1,441,669

23/24 Amended Budget

Reconciliation of Changes - Special Purpose Fund Expenses

(Changes in expense are matched by changes in revenue)

Special Purpose Fund	Increase (Decrease)	Explanation
Annual Facilities Grant	-	No change
Learning Improvement Fund	-	No change
Scholarships and Bursaries	(50,000.00)	Adjustment based on review (primarily related to Mission Community Foundation)
School Generated Funds	427,594.00	Adjustment based on review of prior year financials; post covid increase
Strong Start	(9,439.00)	Reduction in prior year carryforward (unspent)
Changing Results for Young Children	8,137.00	Adjustment based on review of prior year financials
Ready, Set, Learn	1,606.00	Adjustment based on review of prior year financials
Official Languages Program (OLEP)	282,481.00	Increase due to temporary federal funding for growth of French Immersion program
Community Link	-	No change
Early Learning and Child Care	22,652.00	Increase in prior year carryforward (unspent)
Strengthening Early Years to Kindergarten Transition	3,015.00	Increase in prior year carryforward (unspent)
Student and Family Affordability	(46,683.00)	Reduction in prior year carryforward (unspent)
Feeding Futures	-	No change
Classroom Enhancement Fund - Overhead	7,127.00	COLA wage increases related to TTOC costs
Classroom Enhancement Fund - Staffing (Teacher)	1,042,874.00	Allocation from operating fund due to extra Ministry CEF funding from review, plus COLA wage increases
Classroom Enhancement Fund - Remedies (Teacher)	1,295,671.00	Estimated remedy costs for the year (no preliminary funding estimated is allocated by province)
Safe Return to Class (Ventilation)	21,343.00	Increase in prior year carryforward (unspent)
First Nation Student Transportation	14,006.00	Increase in prior year carryforward (unspent)
Mental Health in Schools	52,000.00	Funding recently confirmed by province
Early Years - Ministry of Children and Family Dev	14,758.00	Increase in prior year carryforward (unspent)
Middle Years - Ministry of Children and Family Dev	5,574.00	Increase in prior year carryforward (unspent)
Police Service Branch Mentorship Grant	(10,262.00)	Reduction in prior year carryforward (unspent)
Heritage Park Childcare Centre	(6,064.00)	Reduction in prior year carryforward (unspent)
Decoda Literacy	9,266.00	New program - funding recently confirmed
Grand Total	3,085,656.00	

23/24 Amended Budget
Reconciliation of Changes - Reserve Allocations

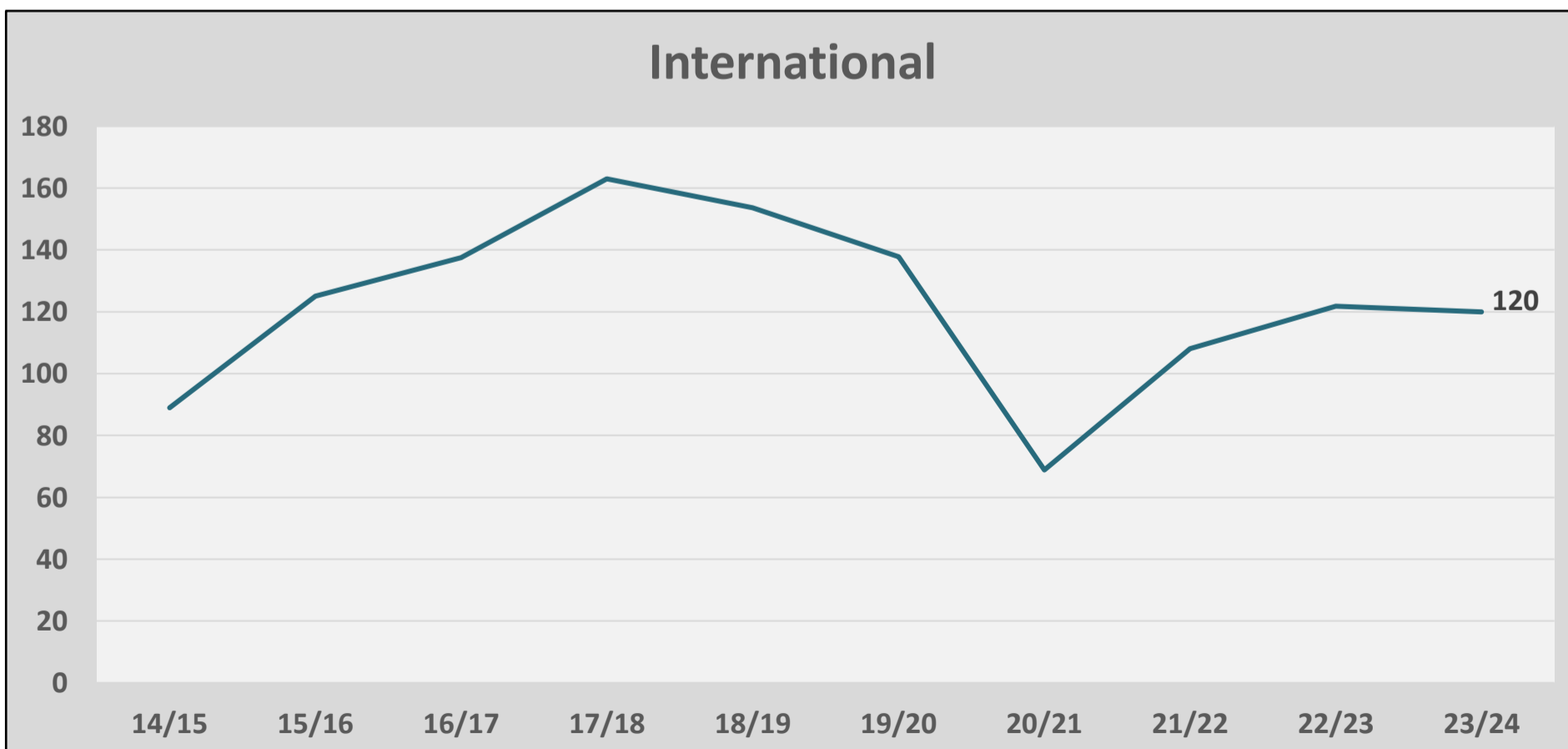
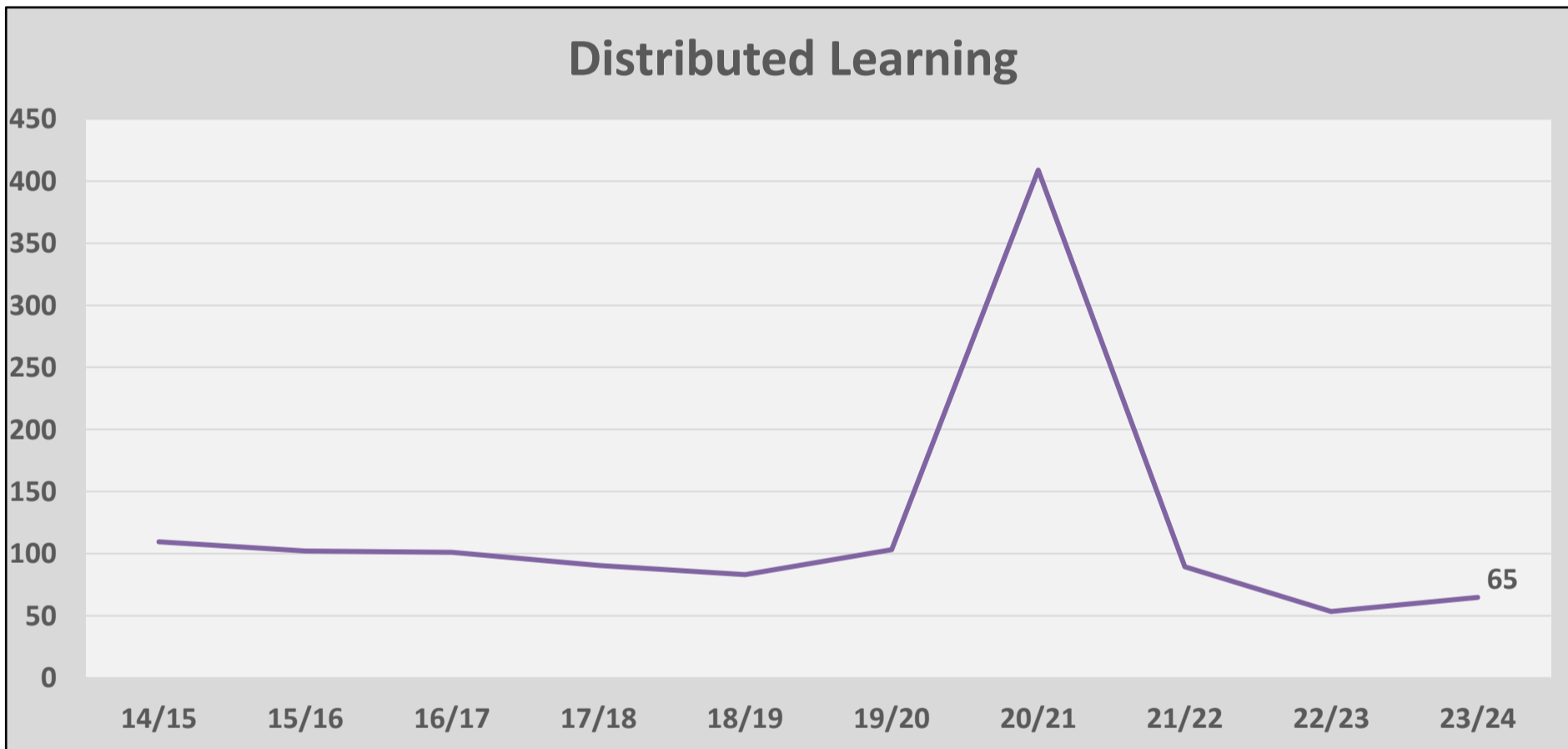
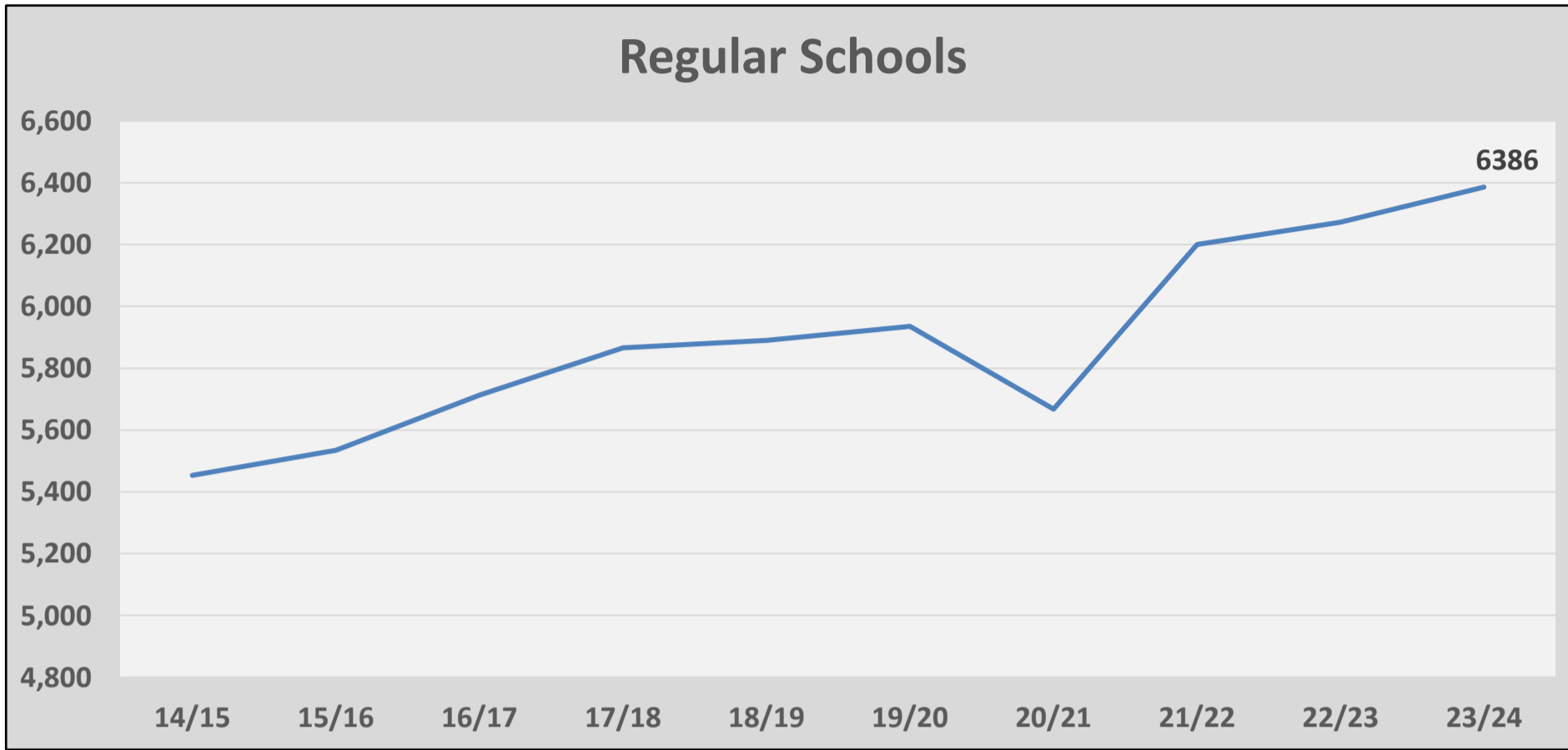
Local Capital Allocations	Increase (Decrease)
Local Capital	
Computer loan payments	42,162
Grand Total	42,162

Use of Surplus	Increase (Decrease)
Surplus	
Use of restricted surplus - Integrated child and youth program	357,388
Use of restricted surplus - Teacher mentorship	34,233
Use of restricted surplus - Equity scan	17,143
Use of restricted surplus - Indigenous education	(68,347)
Use of unrestricted surplus	(119,130)
Grand Total	221,287



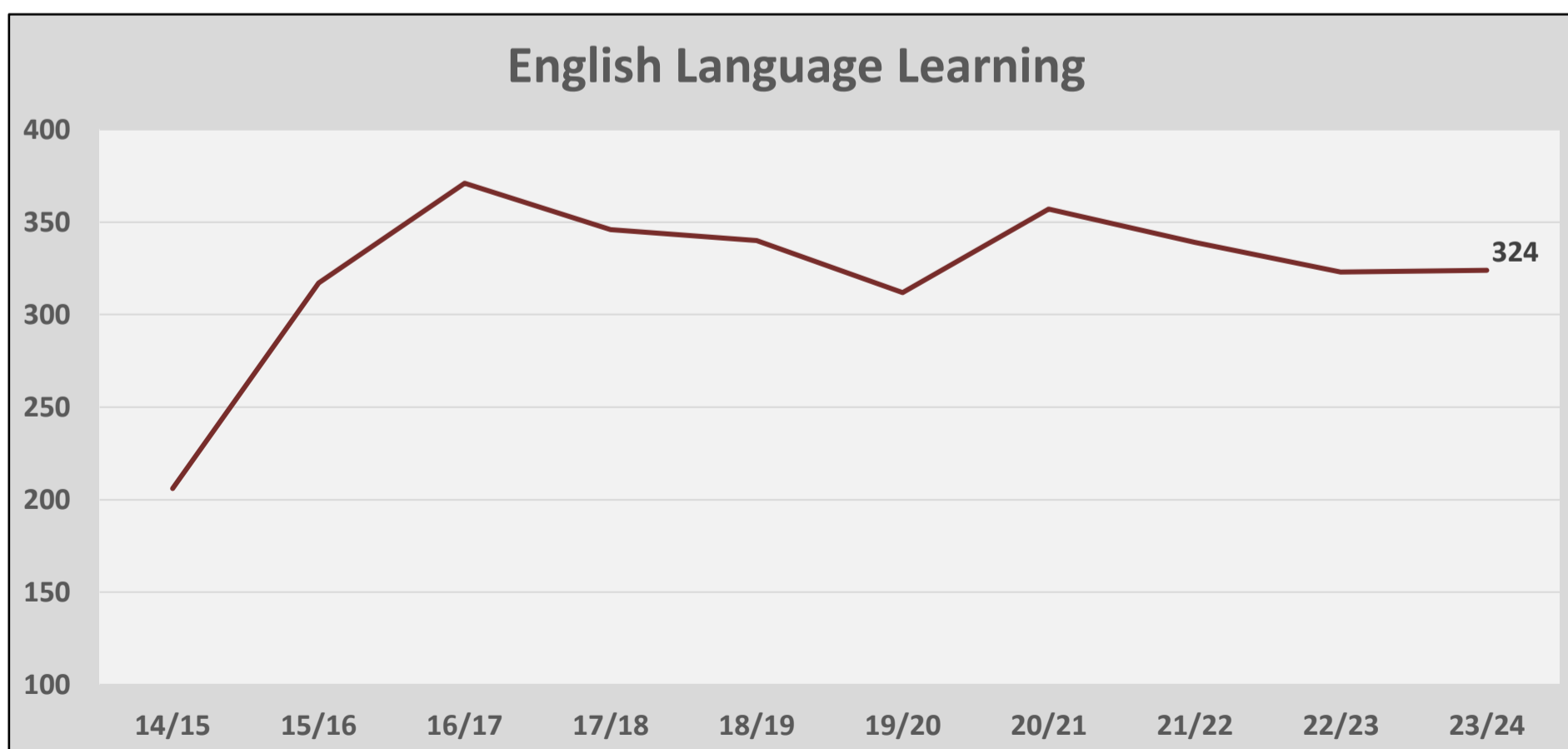
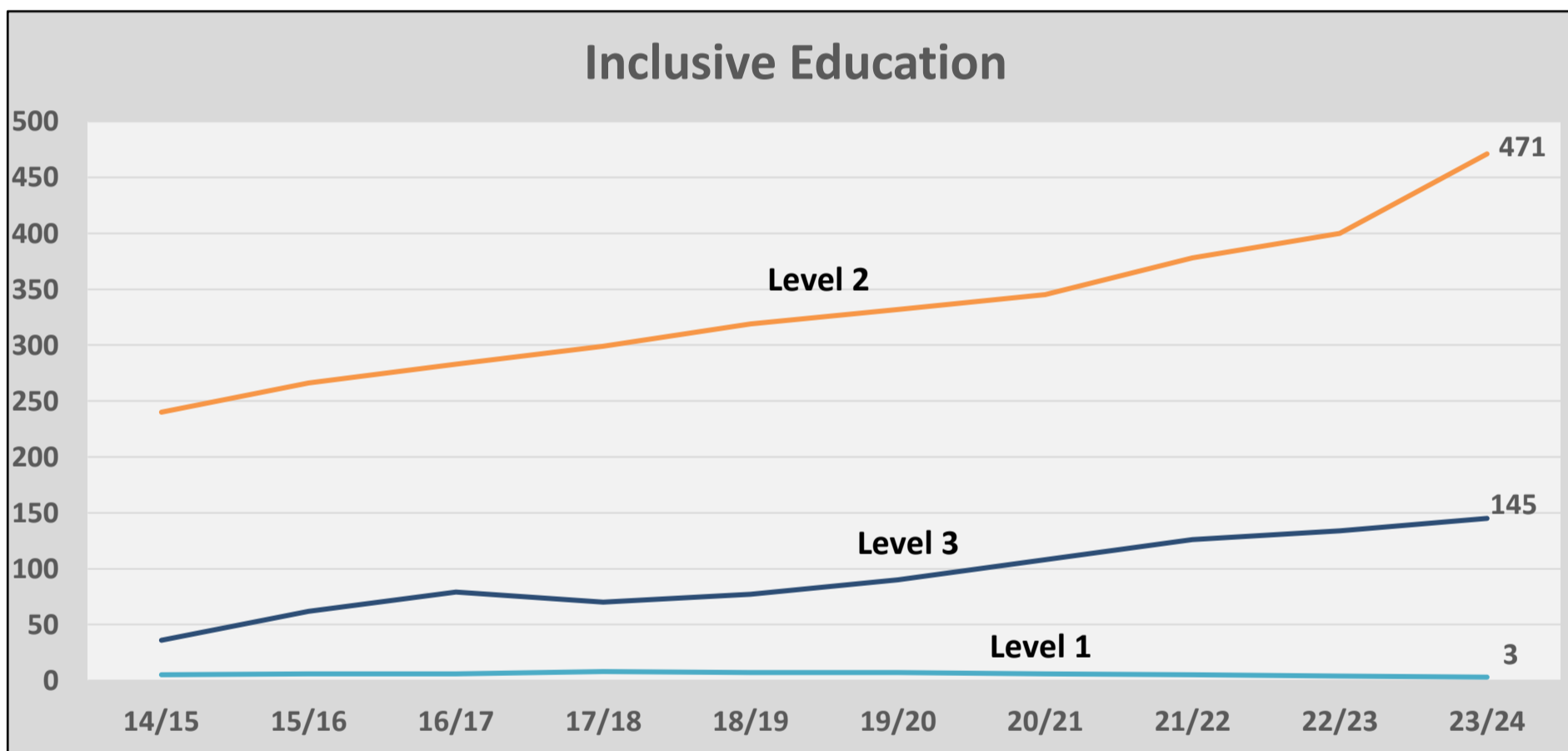
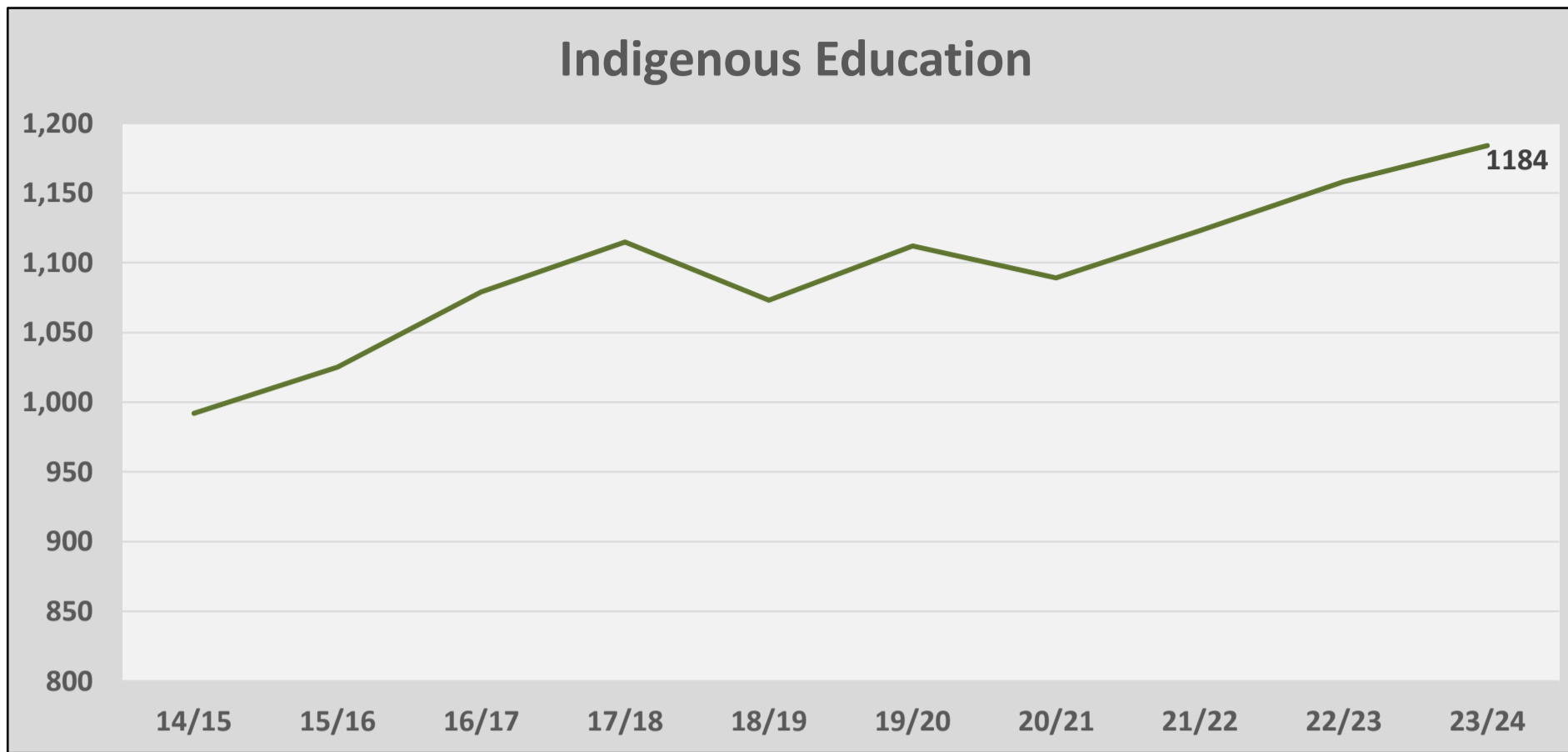
Enrolment

Sep 2023



Enrolment

Sep 2023



Loan Summary

Dec 31, 2023

	Loan 1 Nov 30, 2021	Loan 2 Jul 15, 2022	Loan 3 Jun 15, 2023	Loan 4 (Est) Mar 1, 2024	Total
2023-24 Amended Budget:					
Original loan amount	190,000	450,000	480,000	550,000	1,670,000
Amortization (months)	60	60	60	60	60
Interest rate	5.61%	5.61%	5.61%	5.61%	5.61%
Payment	38,915	93,239	108,883	42,134	283,172
Principal reduction	32,154	73,867	84,271	32,044	222,336
Interest expense	6,761	19,372	24,612	10,090	60,836
2023-24 Preliminary Budget:					
Original loan amount	190,000	420,000	480,000		1,090,000
Amortization (months)	60	60	60		60
Interest rate	5.06%	5.06%	5.06%		5.06%
Payment	38,915	93,239	108,857		241,011
Principal reduction	32,769	75,631	87,289		195,690
Interest expense	6,146	17,608	21,567		45,321
Payment change (annual):					
Principal	(615)	(1,764)	(3,018)	32,044	26,646
Interest	615	1,764	3,045	10,090	15,515
Total Payment	0	(0)	26	42,134	42,161



Reconciliation of Reserves

	Projected			30-Jun-24
	30-Jun-23	Add	Use	
Restricted operating surplus:				
Internally restricted - Schools	255,960			255,960
Internally Restricted - ICY	357,388		(357,388)	-
Internally Restricted - Teacher Mentorship	134,233		(34,233)	100,000
Internally restricted - Indigenous Ed	81,653		(81,653)	-
Internally Restricted - Equity Scan	17,143		(17,143)	-
Total restricted operating surplus	846,377	-	(490,417)	355,960
Unrestricted operating surplus (contingency)	3,257,632		(1,532,666)	1,724,966 1.74%
Total operating surplus	4,104,009	-	(2,023,083)	2,080,926
Restricted local capital reserve				
Planned projects	896,961	603,172	(608,172)	891,961
Total local capital surplus	896,961	603,172	(608,172)	891,961
Total Reserve Accounts Available	\$ 5,000,970	\$ 603,172	\$ (2,631,255)	\$ 2,972,887

Contingency Fund Targets:

1% of Operating Rev	991,292
2% of Operating Rev	1,982,584
5% of Operating Rev	4,956,460

CHANGES FROM JANUARY 16, 2024 COMMITTEE OF THE WHOLE



OPERATING REVENUE

Grants

	23/24 Amended Budget				Changes from COTW Discussion			Explanation	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special		Total
Ministry of Education - Operating	77,945,580	12,826,762	90,772,342	-	90,772,342	-	(190,455)	(190,455)	CEF labour settlement funding moved to operating
Other Ministry of Education	2,148,760	-	2,148,760	-	2,148,760	190,455	-	190,455	CEF labour settlement funding moved to operating
Provincial - Other	300,840	211,003	511,843	-	511,843	-	-	-	

Total Grants

Tuition	2,320,000	-	2,320,000	-	2,320,000	-	-	-	
Other Revenue	255,000	2,259,596	2,514,596	-	2,514,596	-	-	-	
Rental Revenue	211,650	-	211,650	-	211,650	-	-	-	
Investment Income	650,000	-	650,000	-	650,000	-	-	-	

TOTAL OPERATING REVENUE

Gain on Disposal of Capital Assets	-	-	-	-	-	-	-	-	
Amortization of Deferred Capital	-	-	-	3,252,863	3,252,863	-	-	-	

STATEMENT 2 REVENUE

	83,831,830	15,297,361	99,129,191	3,252,863	102,382,054	190,455	(190,455)	-	
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OPERATING EXPENSE

Salaries

Teachers	32,890,590	6,456,598	39,347,188	-	39,347,188	81,119	(81,119)	-	CEF Teacher labour settlement costs moved to operating
Principals and Vice-Principals	5,016,100	181,000	5,197,100	-	5,197,100	-	-	-	
Education Assistants	9,256,458	798,000	10,054,458	-	10,054,458	-	-	-	
Support Staff	9,152,230	335,146	9,487,376	-	9,487,376	-	-	-	
Other Professionals	2,816,662	75,000	2,891,662	-	2,891,662	-	-	-	
Substitutes	3,986,797	254,395	4,241,192	-	4,241,192	6,197	(6,197)	-	CEF TOC labour settlement costs moved to operating

Total Salaries

Employee Benefits	14,668,818	1,968,948	16,637,766	-	16,637,766	21,211	(21,211)	-	
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Total Salaries and Benefits

	77,787,655	10,069,088	87,856,743	-	87,856,743	108,527	(108,527)	-	
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Services and Supplies

Services	2,519,029	-	2,519,029	-	2,519,029	-	-	-	
Student Transportation	19,000	-	19,000	-	19,000	-	-	-	
Professional Development and Travel	617,113	-	617,113	-	617,113	-	-	-	
Dues & Fees	97,000	-	97,000	-	97,000	-	-	-	
Insurance	195,000	-	195,000	-	195,000	-	-	-	
Supplies	2,598,123	5,228,273	7,826,396	-	7,826,396	81,928	(81,928)	-	CEF Remedy labour settlement costs moved to operating
Utilities	1,418,821	-	1,418,821	-	1,418,821	-	-	-	
Interest	-	-	-	60,836	60,836	-	-	-	

Amortization

	-	-	-	4,461,822	4,461,822	-	-	-	
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Total Services and Supplies

	7,464,086	5,228,273	12,692,359	4,522,658	17,215,017	81,928	(81,928)	-	
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TOTAL OPERATING EXPENSE

	85,251,741	15,297,361	100,549,102	4,522,658	105,071,760	190,455	(190,455)	-	
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Net Operating Surplus (Deficit)

	(1,419,911)	-	(1,419,911)	(1,269,795)	(2,689,706)	-	-	-	
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Allocation of Surplus

Allocation (to) from Local Capital	2,023,083	-	2,023,083	-	2,023,083	-	-	-	
	(603,172)	-	(603,172)	603,172	-	-	-	-	

Projected Operating Surplus/(Deficit)

	-	-	-	(666,623)	(666,623)	-	-	-	
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