

2014-2015 Year in Review

School District No. 8 (Kootenay Lake)
Finance & Operations Committee
September 29, 2015

Financial Report Card

- Operating Fund
- Special Purpose Funds
- Capital Fund

Operating – Income Statement

Revenues			
Provincial Grants			
Ministry of Education	47,470,731	47,216,690	46,942,537
Other	125,613	126,049	118,432
Federal Grants			
Tuition	1,233,600	1,132,358	1,211,844
Other Revenue	453,727	501,105	512,696
Rentals and Leases	164,049	140,295	152,908
Investment Income	46,258	99,612	58,877
Total Revenue	49,493,978	49,216,109	48,997,294
Expenses			
Instruction	38,664,524	37,662,560	36,447,554
District Administration	1,971,657	2,025,926	2,158,885
Operations and Maintenance	6,708,780	6,709,052	7,088,970
Transportation and Housing	2,349,017	2,307,618	2,249,789
Debt Services			
Total Expense	49,693,978	48,705,156	47,945,198
Operating Surplus (Deficit) for the year	(200,000)	510,953	1,052,096

Operating – Income Statement

Operating Surplus (Deficit) for the year	(200,000)	510,953	1,052,096
Budgeted Appropriation (Retirement) of Surplus (Deficit)	400,000		
Budgeted Reduction of Unfunded Accrued Employee Future Benefits			
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(200,000)	(581,138)	(549,998)
Tangible Capital Assets - Work in Progress			
Local Capital			
Other			
Total Net Transfers	(200,000)	(581,138)	(549,998)
Total Operating Surplus (Deficit), for the year	-	(70,185)	502,098
Operating Surplus (Deficit), beginning of year		2,373,090	1,870,992
Prior Period Adjustments			
District Entered			
District Entered			
Operating Surplus (Deficit), beginning of year, as restated		2,373,090	1,870,992
Operating Surplus (Deficit), end of year		2,302,905	2,373,090

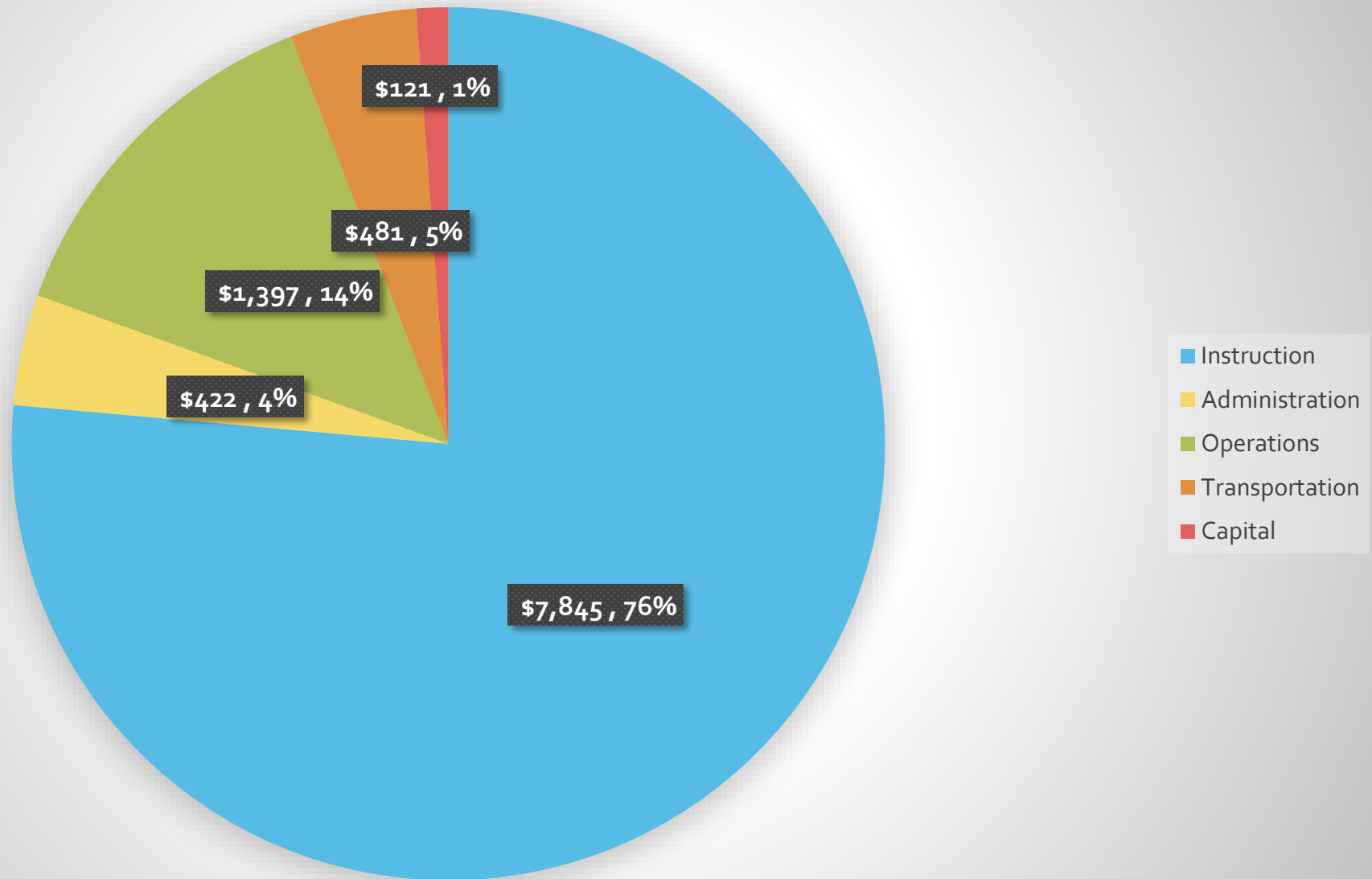
Operating – Surplus Appropriation

Schools and other programs	\$ 132,505
Aboriginal Education	195,823
Contractual Pro-D	96,856
Staffing	745,200
My Education Implementation	41,039
2014/2015 Budget	400,000
Technology: Next Generation Network	<u>115,482</u>
Subtotal internally restricted	1,726,905
District reserve	500,000
International program reserve	<u>76,000</u>
Total available for future operations	\$2,302,905

Operating - Per Pupil Expense Breakdown

	\$	% of Total	Per FTE
Operating Instruction	\$37,662,560	76%	\$7,845
Administration	\$ 2,025,926	4%	\$ 422
Operations	\$ 6,709,052	14%	\$ 1,397
Transportation	\$ 2,307,618	5%	\$ 481
Capital	<u>\$ 581,138</u>	1%	<u>\$ 121</u>
Total	\$49,286,294		\$10,266

Expense Breakdown per \$10,266/FTE Student



Operating – Expense vs. Budget (Prelim)

Operating	Expense	Budget	Under/(Over)	% Under/ (Over)
Instruction	\$37,662,560	\$38,664,524	\$1,001,964	3%
Administration	\$2,025,926	\$1,971,657	-\$54,269	-3%
Operations	\$6,709,052	\$6,708,780	-\$272	0%
Transportation	\$2,307,618	\$2,349,017	\$41,399	2%
Capital	\$581,138	\$200,000	-\$381,138	-191%
Total	\$49,286,294	\$49,893,978	\$607,684	1.22%

Operating – Expense vs. Budget (Prelim)

Operating	Expense	Budget	Under/(Over)	% Under/ (Over)
Instruction	\$37,662,560	\$38,664,524	\$1,001,964	2.59%
Made up of...				
Salaries	\$26,810,325	\$27,252,862	\$ 442,537	1.6%
Benefits	\$ 7,287,091	\$ 7,360,689	\$ 73,598	1.0%
Services & Supplies	\$ 3,565,144	\$ 4,050,973	\$ 485,829	12.0%
Total	\$37,662,560	\$38,664,524	\$1,001,964	2.59%

Operating – Revenue vs. Budget (Prelim)

Operating	Revenue	Budget	Under/(Over)	% Under/ (Over)
Ministry	\$47,216,690	\$47,470,731	\$254,041	0.5%
Provincial - Other	\$ 126,049	\$ 125,613	-\$ 436	- 0.3%
Tuition	\$ 1,132,358	\$ 1,233,600	\$101,242	8.2%
Other	\$ 501,105	\$ 453,727	-\$ 47,378	- 10.4%
Rentals and Leases	\$ 140,295	\$ 164,049	\$ 23,754	14.5%
Investments	\$ 99,612	\$ 46,258	-\$ 53,354	-115.3%
Total	\$49,216,109	\$49,493,978	\$277,869	0.6%

Capital

Capital	Total	By-law	MOE-SPF	Operating
Sites	-	-	-	-
Buildings	1,431,077	899,196	164,224	367,657
Furniture & Equipment	24,123			24,123
Vehicles	619,583	582,362		37,221
Computer Software	-			
Computer Hardware	<u>152,137</u>			<u>152,137</u>
Total	2,226,920	1,481,558	164,224	581,138

Capital Continued

▪ Additions to Asset Pool	\$2,226,920
▪ Depreciation/Amortization (***)	\$3,256,200
▪ Decrease in Asset Base	\$1,029,280

*** (Rate at which we use our assets based on standard life cycles of assets: Building 40 years/Furniture & Equipment 10 years/Vehicles 10 years/Computer Software/Hardware 5 years)

School Carry Forwards

- District Allocations – Operating (based on enrolment)
- \$362 K June 2014 to \$102 K June 2015
- 72% Reduction
- Great News is Two-Fold
 - Better spending patterns
 - DL allocation reduction
- District Allocations – Targeted (based on enrolment & Other)
- \$200 K June 2014 to \$156 K June 2015
- 22% Reduction
- Better spending patterns

School Allocations – Trust (eFunds)

- \$1,644,627 June 2014 to \$1,597,095 June 2015
- 2.9% Decrease
- Step in the right direction

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

Trust Fund and District School Allocation Transparency Framework

October 2, 2014 (Received by Board September 23, 2014)

Responsibility of: Principals

Reporting to: Superintendent

Resource: Secretary Treasurer

Purpose:

1. Ensure clear communication of information to community stakeholders: PAC, staff, Board, District,
2. Build self-awareness: PVP and Clerical Bookkeeping Staff
3. Align District School Allocations and School Trust accounts with School Growth Plans, Achievement Contract, Board Goals and Student Expectations
4. Accountability for third party contributions: parents, PAC and other donors
5. Align timing of expenditures with timing of revenues: are we spending the fees we collected from parents for this year's students, ON CURRENT YEAR'S STUDENTS or long term plan
6. Combine district school allocations and trust fund funds to meet student need

Annually in OCTOBER

Financial Statements

1. Review actual surplus for the year, revenues and expenses as a leadership team with the Secretary Treasurer
2. Summarize data and develop highlights
3. Report outlining \$\$ spent on learning goals and revenue collected vs expenditures made
4. Present to staff
5. Present to community (town hall or part of PAC meeting)
6. Revise as determined from public feedback (Use of Surplus)
7. Finalize and report to Superintendent & ST

Celebration

- Technology Evergreen - \$282,000 spend (92%)
- Tech Ed – \$72,000 spend (100%)
- Strike Savings - \$272,000 (88%)
- LIF/EF – Staying the Course - \$179,000
- Improved Alignment to Current Years' Students – District Allocations
- Continued Savings (phones, copiers, ERAC) - \$209,000
- PVP Pro-D Spending (\$60,000 from \$36,000)

Celebration

	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015	
	Enrolment	Staffing Give DH Email Dec 5, 2014	French	Career Prep (1530)	LIF (per DH Mar 10/15)	Ab Ed (1530)	School Trust (1530)	School Allocations (1530)	International	INADS	ELL	Total	PTR (Incl PVP)
Jewett	15.000	1.400			0.033							1.433	10.5
Crawford Bay	65.000	5.450			0.120	0.075						5.645	11.5
WEG	56.000	4.460			0.116	-						4.576	12.2
Salmo Sec	74.375	5.305			0.290	-						5.595	13.3
Redfish	87.000	6.081			0.168							6.249	13.9
Yahk	17.000	1.200			-							1.200	14.2
SNES (Incl. Nelson HLINKS)	180.000	12.205			0.356	0.100						12.661	14.2
Rosemont	108.000	7.200			0.175	0.040						7.415	14.6
CLES	134.000	8.478			0.400							8.878	15.1
Blewett	137.000	8.600			0.265					0.050		8.915	15.4
Erickson	182.000	11.271			0.330							11.601	15.7
JVH (Incl. Kaslo HLINKS)	235.000	14.329		0.055	0.427	0.100						14.911	15.8
Winlaw	110.000	6.499			0.300	0.100						6.899	15.9
Trafalgar (sec)	371.000	20.766			0.676	0.205		0.230			0.038	21.915	16.9
Brent Kennedy	221.000	12.327			0.360	0.150						12.837	17.2
Hume	196.000	11.034			0.283					0.040		11.357	17.3
PCSS	487.000	25.466			1.063		1.000		0.563			28.092	17.3
Wildflower	141.000	7.865			0.178							8.043	17.5
Mt Sentinel	320.000	17.162			0.698	0.125	-					17.985	17.8
ARES	323.000	17.539			0.489					0.100		18.128	17.8
Salmo Elem	189.000	10.428	-	-	-							10.428	18.1
LVR (includes Reach)	717.000	34.230	-		1.125	0.282	-	1.408	1.375	-		38.420	18.7
DESK (ALL YEAR)	150.000	5.062			0.237			0.593				5.892	25.5
Homelinks - Creston	201.000	4.795	-		0.267	-	-	0.712	-	-		5.774	34.8
International		-										-	
District		11.100										11.100	
TOTAL FTE	4,716.375	270.252	-	0.055	8.356	1.177	1.000	2.943	1.938	-	0.228	285.949	
PVP (SDS HR Mar 24)		- 29.000										- 29.000	
Contingency		-										-	
Teacher Staffing		241.252										241.252	
Give		-										-	
Teacher Staffing Total		240.000	-	0.055	8.356	1.177	1.000	2.943	1.938	-	0.228	255.697	

Celebration

Annual Savings to Schools

With No Change to Allocation Formula

2011-2013 compared to 2013-2014 Actual and 2014-2015 Estimated

	Savings/Cost	Description	Year Rolled up to District	Value
ERAC	Savings	11-12 and Prior Years \$2.34 per headcount was taken from schools	2012-2013	\$ 10,687
Cultural	Savings	11-12 and Prior Years \$2.25 per headcount was taken from schools	2012-2013	\$ 10,276
Telephones	Savings	Telus TSMA Lite 10 year Agreement commenced	2013-2014 (Partial)	\$ 37,793
Copiers	Savings	Ricoh Copier Fleet	2014-2015 (Partial)	\$ 18,603
Technology	Savings	Technology Evergreen Commenced; relieved schools of burden of saving for technology	2012-2013	\$ 53,016
				\$ 130,375
Summer Clerical	Cost	All summer crews, including school clerical removed from budget (followed suit with technology, custodial, transportation, operations)	2014-2015	-\$ 35,000
			Total Annual Savings to Schools	\$ 95,375
			As a % of Total School Allocations	8%

... and a Wish

- Teacher Average Salary and Benefits
- Aboriginal Education
- School Trust Account Spending/Surplus Roll-up

Thanks to..

- SD8 Finance Staff
- Penny Bush, Accounts Clerk
- Cora Leduc, Accounts Clerk
- Shauna Martens, Payroll & Benefits Coordinator
- Rita Robertson, Payroll & Benefits Coordinator

Penny Bush

- Primary service areas:
- accounts receivable
- Receipting
- eFunds primary support & training
- Journal entries
- scholarship and donations administration
- Long term tenant/rental tracking
- reconciliations of all kinds

Penny Bush

- Quick Stats:
- 925 invoices issued
- 1,392 receipts issued
- eFunds support to all schools
- eFunds training to new staff
- Maintenance & admin of \$621,000 in scholarships and \$60,000 in annual donations

Cora Leduc

- Primary service areas:
- accounts payable
- Purchasing card program
- Banking including timely remittance deadlines
- GST/PST Processing and Rebates
- Timely reimbursement to employees for out of pocket expenses

Cora Leduc

- Quick Stats:
- 2,303 Cheques Issued
- 4,317 ePayments issued
- 624 Visa Logs totaling \$657,000
- \$9,118,719 Receiver General payments on time/no penalty
- Eagle eye

Shauna Martens

- Primary service areas:
- Bi-Weekly (CUPE) payroll
- Bi-Weekly benefits
- Bi-Weekly Accruals (vacation, sick, banked)
- Worksafe remittances
- Reconciliation to Human Resources data
- Pension

Shauna Martens

- Quick Stats:
- Serves 344 CUPE employees
- 26,936 earnings transactions
- 44,382 deduction transactions
- 31,975 accrual transactions
- \$10.7 million total earnings

Rita Robertson

- Primary service areas:
- Monthly (Teachers, TTOC's, PVP, Trustees, Excluded) payroll
- Monthly benefits
- Monthly Accruals (vacation, sick, banked)
- Reconciliation to Human Resources data
- Pension

Rita Robertson

- Quick Stats:
- Serves 437 teachers, TTOC's, Excluded, PVP employees and Trustees
- 12,694 earnings transactions
- 61,060 deduction transactions
- 10,189 accrual transactions
- \$24.8 million total earnings

Thanks to...

- SD8 Finance Staff
- Team effort
- Commitment to students through service to employees and schools
- Ethical, dedicated, loyal, fair, compassionate, firm, professional
- Ownership and pride
- Unsung heroes/infra-structure/backbone
- Without them ... ?