

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
AGENDA**

TUESDAY, FEBRUARY 13, 2024

3:00 – 4:30 PM PST

4:00 – 5:30 PM MST

In person: School Board Office, 811 Stanley Street, Nelson BC

Via video conference: [Zoom](#) - Webinar ID: 657 3277 9733 – Password: 495118

1. Call to Order

2. Acknowledgement of Aboriginal Territory

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.

3. Changes to Proposed Agenda

4. Adoption of Agenda

5. Receiving Presentations - Nil

6. Opportunity for Comments by the Public regarding items on this Agenda

The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.

7. Correspondence - Nil

8. Adoption of Minutes (p. 2)

App. 8

9. Unfinished Business – Nil

10. New Business – Secretary Treasurer

A. 2023-2024 Amended Annual Budget (p. 4)

App. 10A

11. Comments or Questions from the Public

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for March 12, 2024.

13. Adjournment of Meeting



**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
MINUTES**

TUESDAY, SEPTEMBER 12, 2023

Board:

L. Trenaman, Chair (via video conference)
D. Lang, Vice-Chair
M. J. Blackmore
J. Bremner
S. Chew
A. Gribbin
S. Nazaroff
M. Shunter

District Staff:

T. Smillie, Superintendent
C. MacArthur, Interim Secretary-Treasurer
B. Eaton, District Director of Instruction – Innovative Learning
D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity
C. Kerr, Director of Operations
T. Malloff, District Principal – Innovative Learning
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Partners:

A. Early, CUPE
N. Nazaroff, DPAC
C. Wilson, KLTF

Guests:

Kayla Northcote, BDO

Regrets:

K. Etheridge

1. Call to Order

Vice Chair Lang took on the role of Acting Chair for this meeting.

The meeting was called to order at 1:30 pm.

2. Acknowledgement of Aboriginal Territory

3. Changes to Proposed Agenda – Nil

4. Adoption of Agenda

The agenda for the September 12, 2023 meeting was adopted as circulated.

5. Receiving Presentations – Nil

6. Opportunity for Comments by the Public regarding items on this Agenda – Nil

7. Correspondence – Nil

8. Adoption of Minutes

The minutes to the May 09, 2023 meeting were adopted as circulated.



9. Unfinished Business – Nil

10. New Business – Secretary Treasurer

A. Terms of Reference

The Terms of Reference were reviewed during the meeting.

Pathways for engagement – as discussed in the prior meeting – will be reviewed.

B. 2022-2023 Audited Financial Statements

Interim Secretary-Treasurer MacArthur welcomed auditor Kayla Northcote from BDO to the meeting. Kayla presented the audit final report. The auditors did not find any indication of fraud. No issues were noted in the audit findings. No internal control deficiencies were flagged and there were no unadjusted errors.

Kayla highlighted changes in reporting requirements that incorporate Asset Retirement Obligations. A clean auditor’s opinion was provided to School District No. 8 (Kootenay Lake).

Interim Secretary-Treasurer MacArthur thanked Kayla Northcote and her team for their work.

Interim Secretary-Treasurer MacArthur presented the 2022-2023 Audited Financial Statements. She presented the financial results by fund as well as a comparison to budget and differences to the prior year and provided background information. The district is in a strong financial situation.

As per Board Policy 621, the district aims for a 3-5% targeted surplus level for achieving educational goals and addressing financial health, stability and risk. With accumulated surplus at targeted levels, the district will be able to do long-term planning for projects and replace ageing equipment, vehicles and school equipment and furniture.

Interim Secretary-Treasurer MacArthur responded to questions from Trustees, partners, and the public.

11. Comments or Questions from the Public – Nil

12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for February 13, 2024.

13. Adjournment of Meeting

The meeting was adjourned at 2:25 PM.

Board Chair

Secretary-Treasurer



FROM: Cathy MacArthur, Secretary-Treasurer

DATE: February 13, 2024

SUBJECT: 2023-2024 Amended Annual Budget

For Information

Background

This memorandum provides information on SD8's proposed 2023-2024 Amended Annual Budget Bylaw.

Information

During the May 9, 2023 Meeting of the Board held in Public, the Board approved the 2023-2024 Annual Budget. This budget was based on the best information available at that time, including estimated enrolment information. Revenues were based on this estimate. Every year at the end of September all districts perform a student enrolment count and subsequently report the count to the Ministry of Education and Child Care. Provincial grants are adjusted based on the actual enrolment numbers and the Board approves the Amended Annual Budget Bylaw in February each year.

The attached Amended Annual Budget Bylaw and Amended Budget Discussion provide more information on the amended budget compared to the original budget approved at the May 9, 2023 Meeting of the Board.



Amended Annual Budget

School District No. 08 (Kootenay Lake)

June 30, 2024

DRAFT



School District No. 08 (Kootenay Lake)

June 30, 2024

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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. 08 (KOOTENAY LAKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 08 (Kootenay Lake) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$85,348,309 for the 2023/2024 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 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2024;

READ A SECOND TIME THE _____ DAY OF _____, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 08 (Kootenay Lake) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,823,438	4,726,000
Adult	1,750	2,000
Total Ministry Operating Grant Funded FTE's	4,825,188	4,728,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	77,303,500	73,625,661
Other	400,685	385,676
Tuition	1,198,450	1,654,150
Other Revenue	1,848,368	1,810,616
Rentals and Leases	90,000	64,000
Investment Income	508,000	116,000
Amortization of Deferred Capital Revenue	3,002,516	2,988,080
Total Revenue	84,351,519	80,644,183
Expenses		
Instruction	62,869,316	60,638,228
District Administration	4,774,110	4,316,337
Operations and Maintenance	13,130,755	12,981,697
Transportation and Housing	3,474,128	3,370,141
Total Expense	84,248,309	81,306,403
Budgeted Surplus (Deficit), for the year	103,210	(662,220)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	103,210	(662,220)
Budgeted Surplus (Deficit), for the year	103,210	(662,220)

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	65,186,084	64,800,435
Operating - Tangible Capital Assets Purchased	1,000,000	194,000
Special Purpose Funds - Total Expense	15,053,919	12,561,668
Special Purpose Funds - Tangible Capital Assets Purchased	100,000	100,000
Capital Fund - Total Expense	4,008,306	3,944,300
Total Budget Bylaw Amount	85,348,309	81,600,403

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

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2024

	2024 Amended Annual Budget \$	2024 Annual Budget \$
Surplus (Deficit) for the year	103,210	(662,220)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,100,000)	(294,000)
From Deferred Capital Revenue	(4,514,362)	
Total Acquisition of Tangible Capital Assets	(5,614,362)	(294,000)
Amortization of Tangible Capital Assets	4,008,306	3,944,300
Total Effect of change in Tangible Capital Assets	(1,606,056)	3,650,300
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(1,502,846)	2,988,080

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2024 Amended Annual Budget \$
Accumulated Surplus (Deficit), beginning of year	5,159,703		20,764,811	25,924,514
Changes for the year				
Net Revenue (Expense) for the year	1,000,000	100,000	(996,790)	103,210
Interfund Transfers				
Tangible Capital Assets Purchased	(1,000,000)	(100,000)	1,100,000	-
Net Changes for the year	-	-	103,210	103,210
Budgeted Accumulated Surplus (Deficit), end of year	5,159,703	-	20,868,021	26,027,724

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	63,567,090	62,366,493
Other	296,176	296,176
Tuition	1,198,450	1,654,150
Other Revenue	551,368	513,616
Rentals and Leases	90,000	64,000
Investment Income	483,000	100,000
Total Revenue	66,186,084	64,994,435
Expenses		
Instruction	48,019,734	48,504,413
District Administration	4,774,110	4,266,862
Operations and Maintenance	8,942,809	8,680,585
Transportation and Housing	3,449,431	3,348,575
Total Expense	65,186,084	64,800,435
Net Revenue (Expense)	1,000,000	194,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,000,000)	(194,000)
Total Net Transfers	(1,000,000)	(194,000)
Budgeted Surplus (Deficit), for the year	-	-

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	61,835,495	61,649,241
ISC/LEA Recovery	(87,632)	(68,880)
Other Ministry of Education and Child Care Grants		
Pay Equity	300,996	300,996
Funding for Graduated Adults	14,147	14,147
Student Transportation Fund	419,602	419,602
FSA Scorer Grant	8,187	8,187
Labour Settlement Funding	1,018,885	-
NGN Self-Provisioned Sites	52,410	43,200
Equity Scan Grant	5,000	-
Total Provincial Grants - Ministry of Education and Child Care	63,567,090	62,366,493
Provincial Grants - Other	296,176	296,176
Tuition		
Continuing Education	40,000	40,000
International and Out of Province Students	1,158,450	1,614,150
Total Tuition	1,198,450	1,654,150
Other Revenues		
Other School District/Education Authorities	367,018	367,018
Funding from First Nations	87,632	68,880
Miscellaneous		
Private School Bussing	67,348	67,348
Cultural Grants	10,370	10,370
Other Fees	15,000	-
After School Program Fees	4,000	-
Total Other Revenue	551,368	513,616
Rentals and Leases	90,000	64,000
Investment Income	483,000	100,000
Total Operating Revenue	66,186,084	64,994,435

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	22,759,615	23,869,156
Principals and Vice Principals	4,420,655	4,356,162
Educational Assistants	3,614,535	3,271,177
Support Staff	7,440,581	7,417,949
Other Professionals	2,602,102	2,584,129
Substitutes	3,371,661	3,347,730
Total Salaries	44,209,149	44,846,303
Employee Benefits	11,255,197	11,135,793
Total Salaries and Benefits	55,464,346	55,982,096
Services and Supplies		
Services	2,552,661	2,184,518
Student Transportation	340,309	340,309
Professional Development and Travel	932,742	717,176
Rentals and Leases	79,891	34,441
Dues and Fees	118,682	89,682
Insurance	177,539	177,539
Supplies	3,745,465	3,403,049
Utilities	1,774,449	1,871,625
Total Services and Supplies	9,721,738	8,818,339
Total Operating Expense	65,186,084	64,800,435

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	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	20,234,424					2,732,338	22,966,762
1.03 Career Programs							-
1.07 Library Services	71,151			89,039			160,190
1.08 Counselling	115,089						115,089
1.10 Special Education	1,448,709		3,486,649	17,048	189,835	252,633	5,394,874
1.30 English Language Learning							-
1.31 Indigenous Education	731,066	161,168	127,886			12,018	1,032,138
1.41 School Administration		3,940,935		1,315,243		29,652	5,285,830
1.62 International and Out of Province Students	69,176	180,993		81,516			331,685
Total Function 1	22,669,615	4,283,096	3,614,535	1,502,846	189,835	3,026,641	35,286,568
4 District Administration							
4.11 Educational Administration	90,000	137,559			680,643		908,202
4.40 School District Governance					176,761		176,761
4.41 Business Administration				368,649	1,111,571		1,480,220
Total Function 4	90,000	137,559	-	368,649	1,968,975	-	2,565,183
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				31,005	333,590		364,595
5.50 Maintenance Operations				3,578,544		214,820	3,793,364
5.52 Maintenance of Grounds				198,961			198,961
5.56 Utilities							-
Total Function 5	-	-	-	3,808,510	333,590	214,820	4,356,920
7 Transportation and Housing							
7.41 Transportation and Housing Administration				54,361	109,702		164,063
7.70 Student Transportation				1,706,215		130,200	1,836,415
Total Function 7	-	-	-	1,760,576	109,702	130,200	2,000,478
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	22,759,615	4,420,655	3,614,535	7,440,581	2,602,102	3,371,661	44,209,149



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	22,966,762	5,709,542	28,676,304	2,208,548	30,884,852	29,096,138
1.03 Career Programs	-	-	-	2,000	2,000	-
1.07 Library Services	160,190	64,869	225,059	64,100	289,159	574,914
1.08 Counselling	115,089	32,892	147,981	200	148,181	653,098
1.10 Special Education	5,394,874	1,616,765	7,011,639	288,818	7,300,457	8,648,188
1.30 English Language Learning	-	-	-	-	-	42,248
1.31 Indigenous Education	1,032,138	243,056	1,275,194	293,090	1,568,284	1,454,794
1.41 School Administration	5,285,830	1,265,668	6,551,498	254,762	6,806,260	6,643,098
1.62 International and Out of Province Students	331,685	59,599	391,284	629,257	1,020,541	1,391,935
Total Function 1	35,286,568	8,992,391	44,278,959	3,740,775	48,019,734	48,504,413
4 District Administration						
4.11 Educational Administration	908,202	184,930	1,093,132	279,386	1,372,518	1,398,315
4.40 School District Governance	176,761	11,858	188,619	299,700	488,319	350,051
4.41 Business Administration	1,480,220	337,922	1,818,142	1,095,131	2,913,273	2,518,496
Total Function 4	2,565,183	534,710	3,099,893	1,674,217	4,774,110	4,266,862
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	364,595	79,551	444,146	326,427	770,573	884,748
5.50 Maintenance Operations	3,793,364	1,005,512	4,798,876	986,414	5,785,290	5,370,406
5.52 Maintenance of Grounds	198,961	52,524	251,485	177,200	428,685	377,994
5.56 Utilities	-	-	-	1,958,261	1,958,261	2,047,437
Total Function 5	4,356,920	1,137,587	5,494,507	3,448,302	8,942,809	8,680,585
7 Transportation and Housing						
7.41 Transportation and Housing Administration	164,063	39,345	203,408	41,861	245,269	230,457
7.70 Student Transportation	1,836,415	551,164	2,387,579	816,583	3,204,162	3,118,118
Total Function 7	2,000,478	590,509	2,590,987	858,444	3,449,431	3,348,575
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	44,209,149	11,255,197	55,464,346	9,721,738	65,186,084	64,800,435



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	<u>2024 Amended Annual Budget</u>	<u>2024 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	13,736,410	11,259,168
Other	104,509	89,500
Other Revenue	1,297,000	1,297,000
Investment Income	16,000	16,000
Total Revenue	<u>15,153,919</u>	<u>12,661,668</u>
Expenses		
Instruction	14,849,582	12,133,815
District Administration	-	49,475
Operations and Maintenance	179,640	356,812
Transportation and Housing	24,697	21,566
Total Expense	<u>15,053,919</u>	<u>12,561,668</u>
Net Revenue (Expense)	<u>100,000</u>	<u>100,000</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(100,000)	(100,000)
Total Net Transfers	<u>(100,000)</u>	<u>(100,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

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School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	696,218	1,434,416	70,549	4,114	26,808	42,624	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	279,640	233,351	-	-	160,000	39,200	129,101	733,454	226,647
Provincial Grants - Other									
Other			38,000	1,245,000					
Investment Income			11,000	5,000					
	279,640	233,351	49,000	1,250,000	160,000	39,200	129,101	733,454	226,647
Less: Allocated to Revenue Recovered	279,640	233,351	38,000	1,250,000	230,549	43,314	115,909	776,078	226,647
							40,000		
Deferred Revenue, end of year	-	-	707,218	1,434,416	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	279,640	233,351			230,549	43,314	115,909	776,078	226,647
Provincial Grants - Other									
Other Revenue			27,000	1,245,000					
Investment Income			11,000	5,000					
	279,640	233,351	38,000	1,250,000	230,549	43,314	115,909	776,078	226,647
Expenses									
Salaries									
Teachers							22,324	51,200	
Principals and Vice Principals									
Educational Assistants		175,056					28,420	395,804	
Support Staff									167,207
Other Professionals									
Substitutes						14,500	2,500		
	-	175,056	-	-	-	14,500	53,244	447,004	167,207
Employee Benefits		58,295				4,700	14,521	143,614	45,752
Services and Supplies	179,640		38,000	1,250,000	230,549	24,114	48,144	185,460	13,688
	179,640	233,351	38,000	1,250,000	230,549	43,314	115,909	776,078	226,647
Net Revenue (Expense) before Interfund Transfers	100,000	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(100,000)								
	(100,000)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	52,020	-	-	9,966	8,472	108,594	244,058	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	10,209,705	222,480	24,697	55,000	-	55,400	80,000	-	19,000
Provincial Grants - Other									
Other									
Investment Income									
	10,209,705	222,480	24,697	55,000	-	55,400	80,000	-	19,000
Less: Allocated to Revenue Recovered	10,209,705	222,480	24,697	55,000	9,966	63,872	162,881	244,058	19,000
		52,020							
Deferred Revenue, end of year	-	-	-	-	-	-	25,713	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	10,209,705	222,480	24,697	55,000	9,966	63,872	162,881	244,058	19,000
Provincial Grants - Other									
Other Revenue									
Investment Income									
	10,209,705	222,480	24,697	55,000	9,966	63,872	162,881	244,058	19,000
Expenses									
Salaries									
Teachers	8,233,695			43,990					
Principals and Vice Principals							12,245		
Educational Assistants						45,842	80,583		
Support Staff									
Other Professionals							17,158		
Substitutes		185,398			8,305				
	8,233,695	185,398	-	43,990	8,305	45,842	109,986	-	-
Employee Benefits	1,976,010	37,082		11,010	1,661	15,260	24,045		
Services and Supplies			24,697			2,770	28,850	244,058	19,000
	10,209,705	222,480	24,697	55,000	9,966	63,872	162,881	244,058	19,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	ECL Early Care & Learning	Feeding Futures Fund	After School Sports & Arts Grant	Donations	Health Promoting Schools	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	62,134	38,972	-	2,798,945
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	175,000	644,263				13,286,938
Provincial Grants - Other			15,375		27,000	42,375
Other				25,000		1,308,000
Investment Income						16,000
	175,000	644,263	15,375	25,000	27,000	14,653,313
Less: Allocated to Revenue	175,000	644,263	77,509	25,000	27,000	15,153,919
Recovered						92,020
Deferred Revenue, end of year	-	-	-	38,972	-	2,206,319
Revenues						
Provincial Grants - Ministry of Education and Child Care	175,000	644,263				13,736,410
Provincial Grants - Other			77,509		27,000	104,509
Other Revenue				25,000		1,297,000
Investment Income						16,000
	175,000	644,263	77,509	25,000	27,000	15,153,919
Expenses						
Salaries						
Teachers					21,810	8,385,264
Principals and Vice Principals	96,700					177,283
Educational Assistants		114,755				759,877
Support Staff	47,280					214,487
Other Professionals		98,360				115,518
Substitutes						210,703
	143,980	213,115	-	-	21,810	9,863,132
Employee Benefits	31,020	46,885			5,190	2,415,045
Services and Supplies		384,263	77,509	25,000		2,775,742
	175,000	644,263	77,509	25,000	27,000	15,053,919
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	100,000
Interfund Transfers						
Tangible Capital Assets Purchased						(100,000)
	-	-	-	-	-	(100,000)
Net Revenue (Expense)	-	-	-	-	-	-



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		9,000	9,000	
Amortization of Deferred Capital Revenue	3,002,516		3,002,516	2,988,080
Total Revenue	3,002,516	9,000	3,011,516	2,988,080
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,008,306		4,008,306	3,944,300
Total Expense	4,008,306	-	4,008,306	3,944,300
Net Revenue (Expense)	(1,005,790)	9,000	(996,790)	(956,220)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,100,000		1,100,000	294,000
Total Net Transfers	1,100,000	-	1,100,000	294,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	94,210	9,000	103,210	(662,220)

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School District 8
Kootenay Lake

2023-2024 Amended Budget

Prepared February 13, 2024



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**2023-2024 Amended Budget
Superintendent’s Recommendations**

Prepared February 13, 2024

Prepared for the Operations & Finance Partner Advisory Committee and Board Meeting on February 12th, 2024.

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2023-2024 Amended Annual Budget Summary

MOE Funded Full-Time Equivalents (FTE)

The table below shows anticipated enrolment of 4,825.188 FTEs. The additional enrolments are primarily related to the on-line learners.

	2023-2024	2023-2024	Increase	
	Amended Budget	Annual Budget	FTEs	%
Ministry Operating Grant Funded FTEs				
School Age	4,823.4380	4,777.000	46.438	1.0%
Adult	1.7500	2.000	(0.250)	0
Total Ministry Operating Grant Funded FTEs	4,825.1880	4,779.000	46.188	1.0%

Overview of the Amended Annual Budget and Budget Bylaw Amounts

The table below provides an overview of the 2023-2024 amended annual budget and budget bylaw amounts. The district continues to maintain focus on providing excellent student program delivery by keeping emphasis at the classroom level.

	Operating	Special Purpose	Capital	2023-2024	2023-2024	Increase (Decrease)	
	\$	\$	\$	Amended Budget	Annual Budget	\$	%
Revenues							
Provincial Grants							
Ministry of Education and Child Care	63,567,090	13,736,410	-	77,303,500	73,625,661	3,677,839	5%
Other	296,176	104,509	-	400,685	385,676	15,009	4%
Tuition	1,198,450	-	-	1,198,450	1,654,150	(455,700)	(28%)
Other Revenue	551,368	1,297,000	-	1,848,368	1,810,616	37,752	2%
Rentals and Leases	90,000	-	-	90,000	64,000	26,000	41%
Investment Income	483,000	16,000	9,000	508,000	116,000	392,000	338%
Amortization of Deferred Capital Revenue	-	-	3,002,516	3,002,516	2,988,080	14,436	0%
Total Revenue	66,186,084	15,153,919	3,011,516	84,351,519	80,644,183	3,707,336	5%
Expenses							
Instruction	48,019,734	14,849,582	-	62,869,316	60,638,228	2,231,088	4%
District Administration	4,774,110	-	-	4,774,110	4,316,337	457,773	11%
Operations and Maintenance	8,942,809	179,640	4,008,306	13,130,755	12,981,697	149,058	1%
Transportation and Housing	3,449,431	24,697	-	3,474,128	3,370,141	103,987	3%
Total Expense	65,186,084	15,053,919	4,008,306	84,248,309	81,306,403	2,941,906	4%
Surplus (Deficit) before Inter-fund Transfers	1,000,000	100,000	(996,790)	103,210	(662,220)	765,430	(116%)
Net Transfers (to) from other funds							
Tangible Capital Assets Purchased	(1,000,000)	(100,000)	1,100,000	-	-	-	0%
Budgeted Surplus (Deficit), for the year	-	-	103,210	103,210	(662,220)	765,430	(116%)
Budget Bylaw Amount							
Operating - Total Expense	65,186,084	-	-	65,186,084	64,800,435	385,649	1%
Operating - Tangible Capital Assets Purchased	1,000,000	-	-	1,000,000	194,000	806,000	415%
Special Purpose Funds - Total Expense	-	15,053,919	-	15,053,919	12,561,668	2,492,251	20%
Special Purpose Funds - Tangible Capital Assets Purchased	-	100,000	-	100,000	100,000	-	0%
Capital Fund - Total Expense	-	-	4,008,306	4,008,306	3,944,300	64,006	2%
Total Budget Bylaw Amount	66,186,084	15,153,919	4,008,306	85,348,309	81,600,403	3,747,906	5%

In the 2023-2024 Amended Annual Budget, the Board will have an additional \$3.7 million in resources when compared to the original 2023-2024 Annual Budget. The provincial grants from the Ministry of Education and Child Care (MOECC) account for the increase in budgeted revenue. The other significant changes in budgeted revenues mostly offset each other. Tuition from international students is budgeted to be \$0.5 million lower due to lower enrolments while investment income is budgeted \$0.4 million higher due to higher investment balances and interest rates.



The Board anticipates additional expenses above the original annual budget of \$3.0 million comprised of:

- an increase in budgeted instructional expenses of \$2.2 million that relates to additional salaries and benefits from unanticipated wage increases and an existing position missed in the original budget (\$2.0 million) and instructional supplies (\$0.2 million).
- an increase in budgeted district administration of \$0.5 million that relates to salaries and benefits from unanticipated wage increases and an existing position missed in the original budget (\$0.2 million) and governance, legal, software licenses, staff training, and professional development (\$0.3 million).
- an increase in budgeted operations and maintenance expenses of \$0.1 million that relates to higher costs for software licenses, website hosting and development, waste management and operational supplies offset by lower utility costs.
- an increase in budgeted transportation and housing expenses of \$0.1 million that relates to additional salaries and benefits and bus repair costs.

The resulting surplus before inter-fund transfers is \$0.1 million. It consists of an operating surplus of \$1.0 million, a surplus in the Special Purpose funds of \$0.1 million and a deficit in the Capital Fund of \$1.0 million.

Operating and Special Purpose Fund Revenues

Provincial Grants from the MOECC

As noted in the overview of the 2023-2024 Amended Annual Budget and Budget Bylaw Amounts discussion, the main increase in budgeted revenue relates to provincial grants from the MOECC as shown in the table below.

	2023-2024 Amended Budget	2023-2024 Annual Budget	Increase (Decrease)
	\$	\$	\$
Operating Fund			
Operating Grant, Ministry of Education and Child Care	61,835,495	61,649,241	186,254
ISC/LEA Recovery	(87,632)	(68,880)	(18,752)
Other Ministry of Education Grants			
Pay Equity	300,996	300,996	-
Labour Settlement Funding	1,018,885	-	1,018,885
Funding for Graduated Adults	14,147	14,147	-
Student Transportation Fund	419,602	419,602	-
NGN Self Provisioned Sites	52,410	43,200	9,210
FSA Scorer Grant	8,187	8,187	-
Equity Scan Grant	5,000	-	5,000
Total for Operating Fund	63,567,090	62,366,493	1,200,597
Special Purpose Funds			
Annual Facility Grant	279,640	279,640	-
Classroom Enhancement Fund	10,658,832	8,824,065	1,834,767
Community Link	776,078	723,464	52,614
Early Care & Learning (ECL) Funding to Schools	175,000	-	175,000
Early Years to Kindergarten (SEY2KT)	19,000	-	19,000
Feeding Futures Fund	644,263	644,263	-
First Nation Student Transportation	24,697	21,566	3,131
Learning Improvement Fund	233,351	233,351	-
Mental Health in Schools	55,000	55,000	-
Changing Results for Young Children*	9,966	-	9,966
Early Childhood Education Dual Credit Program*	162,881	140,340	22,541
OLEP*	115,909	82,879	33,030
Ready, Set, Learn*	43,314	39,200	4,114
Seamless Day Kindergarten*	63,872	55,400	8,472
Strong Start*	230,549	160,000	70,549
Student & Family Affordability Fund*	244,058	-	244,058
Total for Special Purpose Funds	13,736,410	11,259,168	2,477,242
Total Provincial Grants - Ministry of Education and Child Care	77,303,500	73,625,661	3,677,839

*Note - Additional revenue relates to carry forwards from prior year not included in original budget



Overall, provincial grants from the MOECC have increased by \$3.7 million compared to the original budget for a total budgeted annual amount of \$77.3 million. This is a 5.0% increase in overall non-capital funding as compared to the original 2023-2024 Annual Budget.

For the Operating Fund, provincial grants from the MOECC are budgeted \$1.2 million higher than the original budget. Additional labour settlement funding accounts for \$1.0 million and additional operating grant funding due to higher enrolments accounts for \$0.2 million. For the Special Purpose Funds, provincial grants from the MOECC are budgeted \$2.5 million higher than the original budget. The majority of the increase relates to the Classroom Enhancement Fund (\$1.8 million), Early Care and Learning (ECL) (\$0.2 million) and carry forward funding from the prior year for various grants.

Operating and Special Purpose Fund Expenses

The expense summary below shows the 2023-2024 Amended Budget for all expenses and changes as compared to the original 2023-2024 Annual Budget.

	2023-2024	2023-2024	Increase	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Salaries and Benefits	67,742,523	65,977,994	1,764,529	3%
Services and Supplies	12,497,480	11,384,109	1,113,371	10%
Total Expenses	80,240,003	77,362,103	2,877,900	4%

The total expenses are budgeted at \$2.9 million (4%) higher than the original budget. Approximately \$1.8 million of the increase relates to salaries and benefits and \$1.1 million of the increase relates to the services and supplies category which include services, student transportation, professional development and travel, rentals and leases, dues and fees, insurance, supplies, and utilities. These two components are described in more detail below.

Salaries and Benefits

The table below shows a breakdown of total staffing expenses in the 2023-2024 amended budget and changes as compared to original 2023-2024 annual budget.

	2023-2024	2023-2024	Increase	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Salaries				
Teachers	31,144,879	31,063,856	81,023	0%
Principals and Vice-Principals	4,597,938	4,388,017	209,921	5%
Educational Assistants	4,374,412	3,877,323	497,089	13%
Support Staff	7,655,068	7,585,156	69,912	1%
Other Professionals	2,717,620	2,589,785	127,835	5%
Substitutes	3,582,364	3,364,730	217,634	6%
Total Salaries	54,072,281	52,868,867	1,203,414	2%
Employee Benefits	13,670,242	13,109,127	561,115	4%
Total Salaries and Benefits	67,742,523	65,977,994	1,764,529	3%

Salaries and benefits are budgeted \$1.2 million and \$0.6 million above the original budget respectively with higher salaries in all staffing categories.



For all categories of staffing, the original budget assumed a wage level increase that was slightly lower than the actual negotiated wage level increases, causing higher salaries in the amended budget than the original budget. In addition, the remainder of the increase for each staffing group relates to:

- Principals and Vice-Principals - Salaries are budgeted \$0.2 million higher than the original budget due to some additional coverage for medical leaves and one existing position missed in the original budget.
- Educational Assistants - Salaries are budgeted \$0.5 million higher than the original budget due to additional positions.
- Other professionals are budgeted \$0.1 million higher than the original budget due to one existing position being missed in the original budget.
- Substitutes - Salaries are budgeted \$0.2 million higher than the original budget due to higher salary levels.

Supplies and Services

The table below shows a breakdown of the services and supplies expenses in the 2023-2024 amended budget and changes as compared to original 2023-2024 annual budget.

	2023-2024		2023-2024	
	Amended Budget	Annual Budget	Increase (Decrease)	
	\$	\$	\$	%
Services and Supplies				
Services	2,910,648	2,446,328	464,320	19%
Student transport	361,865	361,865	-	0%
Professional development and travel	932,742	717,176	215,566	30%
Rentals and leases	79,891	34,441	45,450	132%
Dues and fees	118,682	89,682	29,000	32%
Insurance	177,539	177,539	-	0%
Supplies	6,141,664	5,685,453	456,211	8%
Utilities	1,774,449	1,871,625	(97,176)	(5%)
Total Services and Supplies	12,497,480	11,384,109	1,113,371	10%

The budgeted changes in services and supplies relate to:

- Services – Additional expenses of \$0.5 million relate to software licenses, legal, website hosting and development, waste management, and equipment repairs.
- Professional development and travel – Additional expenses of \$0.2 million relate to training for all employee groups and additional travel/district mileage.
- Rental and leases – Additional expenses of \$45K relate to new leases.
- Dues and fees – Additional expenses of \$29K align with the June 30, 2023 actuals.
- Supplies – Additional expenses of \$0.5 million relate to operations supplies and instructional supplies (including \$0.1 million for the special purpose funds).
- Utilities – Lower expenses of \$0.1 million relate to lower estimated electricity, natural gas, and propane than originally budgeted.



Capital Fund

Revenue, Expenses, and Surplus (Deficit)

The table below shows the budgeted revenue, expenses and surplus (deficit) for the capital fund.

	2023-2024 Amended Budget	2023-2024 Annual Budget	Increase
	\$	\$	\$
Revenues			
Investment Income	9,000	-	9,000
Amortization Revenue	3,002,516	2,988,080	14,436
	3,011,516	2,988,080	23,436
Expenses			
Amortization Expense	4,008,306	3,944,300	64,006
Deficit before Inter-fund Transfers	(996,790)	(956,220)	(40,570)
Interfund Transfers	1,100,000	294,000	806,000
Surplus (Deficit) after Inter-fund Transfers	103,210	(662,220)	765,430

Amortization expense is an accounting entry that recognizes use of capital assets over time. It does not require any cash outlay. Amortization revenue is an accounting entry that recognizes the related funding over time. It does not involve any cash inflows. The amortization revenue has increased by \$14K and amortization expense has increased by \$64K compared to the original budget. The amended budget also includes \$9K of additional investment income.

The Deficit before Inter-fund Transfers is \$1.0 million as originally budgeted. Budgeted capital acquisitions have increased by \$0.8 million from \$0.3 million to \$1.1 million with a resulting Surplus after Inter-fund Transfers of \$0.1 million.

Capital Acquisitions

The table below shows the capital acquisitions and their funding sources.

Description of Capital Asset	Transfer from			Total
	Transfer from Operating Fund	Special Purpose Funds	Bylaw Capital	
	\$	\$	\$	\$
Classroom Furniture and Equipment	550,000			550,000
Operations Equipment and Vehicles	300,000			300,000
Technology Equipment	150,000			150,000
Building Upgrades		100,000	3,399,442	3,499,442
Buses			919,920	919,920
Playground Equipment			195,000	195,000
	1,000,000	100,000	4,514,362	5,614,362

The amended budget shows \$1.1 million in tangible capital asset purchases from the operating and special purpose funds compared to \$0.3 million in the original annual budget. The budgeted tangible capital asset purchases from the operating and special purpose funds include classroom furniture and equipment, operations equipment, vehicles, building upgrades and technology assets. The amended budget also includes \$4.5 million of additional capital expenditures funded from MOECC Bylaw Capital for building upgrades, buses, and playground equipment.



Amended Annual Budget Bylaw Summary

The table below summarizes the district's total 2023-2024 Amended Annual Budget Bylaw Amounts.

	2023-2024	2023-2024	Increase (Decrease)	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Budget Bylaw Amounts				
Operating - Total Expense	65,186,084	64,800,435	385,649	1%
Operating - Tangible Capital Assets Purchased	1,000,000	194,000	806,000	415%
Special Purpose Funds - Total Expense	15,053,919	12,561,668	2,492,251	20%
Special Purpose Funds - Tangible Capital Assets Purchased	100,000	100,000	-	0%
Capital Fund - Total Expense	4,008,306	3,944,300	64,006	2%
Total Budget Bylaw Amounts	85,348,309	81,600,403	3,747,906	5%

The Amended Budget Bylaw Amount of \$85.3 million has increased by \$3.7 million due to additional expenditures in the Operating, Special Purpose, and Capital Funds (\$2.9 million) and additional budgeted purchases of tangible capital assets from the Operating Fund (\$0.8 million).

