



**Regular Board Meeting  
January 18, 2022**

Presented by: Shelly Woolf, CPA, CA Assistant Secretary Treasurer

1. **2021-2022 Operating Budget – Spent to date \$4,080,088 - 42%**  
**2020-2021 Operating Budget – Spent to date \$3,668,827 - 42%**

Refer to Monthly Expenditure Report - Page 5 (Dec 2021) and Page 6 (Dec 2020)  
 Operating Budget Status – 58% remaining compared to a target amount of 58%

2. **Operating Surplus - \$2,124,530**

(LY unrestricted closing surplus + revenue to date – expenses to date = CY closing surplus) = 1,332,152 + 3,782,466 – 4,080,088 = 1,034,530.  
 Restricted surplus remains unchanged until the yearend financial statements are completed.

Unrestricted	\$1,034,530
Restricted	1,090,000
<b>Total</b>	<b>\$2,124,530</b>

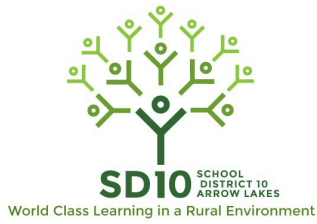
3. **2021-2022 Annual Facility Grants and Other Capital Funds**

a) Annual Facilities Grant (AFG) – Operating Grant

Total	\$61,136
Deducted by Ministry for Capital Asset Management System	(5,316)
Expended to date	(9,064)
<b>Available AFG Operating Grant</b>	<b>\$46,756</b>

b) Annual Facilities Grant – Capital Grant (Bylaw)

AFG Capital Grant	\$ 259,167
AFG Capital Grant Carry Forward	289,487
Expended to date	(436,756)
<b>Available AFG Capital Grant</b>	<b>\$ 111,898</b>



**Regular Board Meeting  
January 18, 2022**

c) SEP, CNCP and PEP Capital Grants (Bylaw) – 4 programs approved

	Exterior Wall System (NES)	Roofing Upgrades (BES)	HVAC Upgrades (NSS)	Playground Equipment (BES)	Total	%
Approved	\$980,000	\$400,000	\$500,000	\$165,000	\$2,045,000	100.00
Expended to date	(496,243)	(250,013)	( - )	(168,089)	(914,345)	44.71
Available	\$483,757	\$149,987	\$500,000	(\$3,089)	\$ 1,130,655	55.29

d) Electric Busses

	Provincial Bus	Provincial CNCP	Provincial Supplemental	SD10 Sharable Reserve	ASTSBC Clean BC	Total	%
Approved	\$495,400	\$50,000	\$90,000	\$217,000	\$373,875	\$1,276,692	100
Expended to date	(-)	(-)	( - )	(-)	(-)	(-)	0
Available	\$495,400	\$50,000	\$90,000	\$217,000	\$ 373,875	\$1,276,692	100

e) Capital Reserve Balances - Ministry approval received to use \$217,000 from Sharable Capital Reserve for Electric Bus (3) purchase

Sharable (Ministry Restricted) Capital	\$218,833
Local Capital	90,384
<b>Total</b>	<b>\$309,217</b>



**Regular Board Meeting  
January 18, 2022**

f) NES HUB Childcare Center – YTD Spend - \$1,861,891

Title	Budget Amount	LY	CY	Total Spend	Total Budget Remaining
		LY Expense	CY Expense	Total	
				-	
Salaries - Non-Teaching		-		-	
Benefits-Non-Teaching		-		-	
Service Contracts	73,500	-	59	59	73,441
Other Professional Services	652,980	165,977	17,659	183,636	469,344
Supplies - General	229,902	2,455	102,755	105,210	124,691
Interest	-	(10,723)	(4,916)	(15,639)	(15,639)
Bylaw Revenue	(3,150,000)	(1,320,000)	(1,500,000)	(2,820,000)	(330,000)
New Spaces Renovations	2,269,510	409,462	1,163,524	1,572,986	696,524
GST Rebate	(75,892)			-	(75,892)
<b>12.31.2021</b>	<b>3,150,000</b>	<b>577,894</b>	<b>1,283,997</b>	<b>1,861,891</b>	<b>1,288,108</b>

**4. Replacement Costs** - including sick, dental, bereavement, professional development, extra-curricular and other: \$149,343 spent on a \$330,599 budget (45% spent), LY \$175,215 (56%) spent on a \$315,026 Budget.

**5. 1701 Data Enrollment - CY (Sep) 509 Students (457S:52DL), 532.0024 Funded FTE**  
CY Forecast 2022 Budget 469 Students (426S:43DL)

LY (Feb) 525 Students (433S:92DL), 530.1892 Funded FTE

LY (Sep) 501 Students (428S:73DL), 515.1572 Funded FTE

**6. Government & Other Reports Filed**

Fauquier Property land disposal

Staff received Ministry approval for the sale of both lots on the Fauquier subdivided property on December 15, 2021. The building site has been committed to the Fauquier Communications Centre Society and staff have notified both the Society and RDCK (Director of RDCK is using a share of funds from the NACFOR Legacy Fund). The necessary documents have been sent to the lawyer's office (Chris Johnston Law Corporation) to proceed with preparing the necessary transfer documents. The agreed upon transfer price of \$35,000 is expected to be sufficient to cover the costs to subdivide the lots \$33,176 as well as the legal costs to complete the transfer. After the



## Regular Board Meeting January 18, 2022

---

transfer has been completed and signed by both parties, the Board will need to adopt a Land Disposal Bylaw which will be sent to the Ministry to finalize the transfer in accordance with Ministry guidelines. Plans for the second vacant lot include putting it up for sale at market price. Net proceeds from both sales are required to be placed in capital reserves with 25% allocated to local capital and 75% to sharable capital (Ministry needs to approve spending from this reserve).

### Amended Budget – work-in-progress

In mid-December, the Ministry sent updated funding information and grant tables to staff based on the September 1701 enrollment data. This information is used to begin preparing the amended budget. This is one of the initial steps in preparing the amendment because it changes the amount of funding the district manages. The Amended Budget will be prepared by staff and submitted for approval to the Board prior to sending it to the Ministry before February 28, 2022.

The funding changes that will be included in the 2022 Amended Budget include the following:

Additional operating funding: \$584,841

Additional special purpose funding: \$254,171

In addition, budget spending line items are being reviewed in detail to update costs based on new staffing levels, updated school budgets, year to date actual amounts and other new information since the original budget was approved in April 2021. In addition, staff are reviewing the need for equipment, and fleet upgrade requirements. Currently, fleet upgrades of \$200K are being considered to upgrade outdated units and a new unit to support student transportation needs within the district. Amounts for IT and other office equipment upgrades are still in progress. An in-depth report will be prepared for the Board prior to the amended budget approval request.

MONTHLY EXPENDITURE REPORT AT DECEMBER 31, 2021  
( Fund-Function-Object Level 1 )

Fund : 0 General Operating

0	TITLE	DEC	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	472,470.78	2,057,111.61		4,913,655	2,856,543	58
2	Benefits	82,175.38	400,240.92		1,280,993	880,752	69
3	Services	14,339.70	98,849.72		393,900	295,050	75
5	Supplies And Materials	12,618.46	94,320.56	1,883.90	371,117	274,913	74
TOTAL FOR Function - 1		581,604.32	2,650,522.81	1,883.90	6,959,665	4,307,258	62
Function : 4 District Administration							
1	Salaries	39,477.79	268,467.67		491,022	222,554	45
2	Benefits	5,219.04	42,889.22		117,000	74,111	63
3	Services	19,479.38	215,673.78	3,520.00	290,000	70,806	24
5	Supplies And Materials	1,368.11	10,939.71		12,000	1,060	9
TOTAL FOR Function - 4		65,544.32	537,970.38	3,520.00	910,022	368,532	40
Function : 5 Operations & Maintenance							
1	Salaries	51,419.84	338,188.06		716,000	377,812	53
2	Benefits	7,567.65	63,481.00		194,500	131,019	67
3	Services	606.05	13,023.49	10,555.00	91,000	67,422	74
5	Supplies And Materials	18,286.62	209,549.30	9,592.08	473,200	254,059	54
TOTAL FOR Function - 5		77,880.16	624,241.85	20,147.08	1,474,700	830,311	56
Function : 7 Transportation & Housing							
1	Salaries	20,978.49	125,807.45		235,000	109,193	46
2	Benefits	2,971.00	18,332.54		61,800	43,467	70
3	Services	1,361.94	18,033.54		24,460	6,426	26
5	Supplies And Materials	19,766.32	102,284.62		123,000	20,715	17
TOTAL FOR Function - 7		45,077.75	264,458.15	0.00	444,260	179,802	40
Function : 8 Covid19 Administration							
1	Salaries	.34	2,446.59			2,447-	
2	Benefits	.05	366.62			367-	
5	Supplies And Materials		81.65			82-	
TOTAL FOR Function - 8		0.39	2,894.86	0.00	0	2,895-	0
TOTAL FOR Fund - 0		770,106.94	4,080,088.05	25,550.98	9,788,647	5,683,008	58
GRAND TOTAL		770,106.94	4,080,088.05	25,550.98	9,788,647	5,683,008	58

Current Year Targets 58% remaining  
 10 month expenses (Function 1 & 7) 60% remaining  
 12 month expenses (Function 4 & 5) 50% remaining

: 0 General Operating

TITLE	DEC	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
tion : 1 Instruction						
1 Salaries	445,303.86	1,941,285.91		4,442,690	2,501,404	56
2 Benefits	78,661.02	370,803.22		1,156,860	786,057	68
3 Services	7,442.39	91,838.12		312,634	220,796	71
5 Supplies And Materials	15,255.21	96,856.11	23,518.75	289,665	169,290	58
TOTAL FOR Function - 1	546,662.48	2,500,783.36	23,518.75	6,201,849	3,677,547	59
tion : 4 District Administration						
1 Salaries	35,736.07	220,233.24		424,085	203,852	48
2 Benefits	2,758.52	25,828.67		81,000	55,171	68
3 Services	13,920.62	165,061.02		241,230	76,169	32
5 Supplies And Materials	1,179.42	14,591.36		57,120	42,529	74
TOTAL FOR Function - 4	53,594.63	425,714.29	0.00	803,435	377,721	47
tion : 5 Operations & Maintenance						
1 Salaries	48,669.37	303,007.05		619,200	316,193	51
2 Benefits	7,173.52	60,639.08		154,300	93,661	61
3 Services	1,483.72	32,899.68		85,592	52,692	62
5 Supplies And Materials	21,949.61	158,086.23		419,335	261,249	62
TOTAL FOR Function - 5	79,276.22	554,632.04	0.00	1,278,427	723,795	57
tion : 7 Transportation & Housing						
1 Salaries	18,990.39	91,923.54		225,720	133,796	59
2 Benefits	2,780.04	18,726.79		56,700	37,973	67
3 Services	827.70	11,585.80		23,460	11,874	51
5 Supplies And Materials	10,051.69	35,360.13		124,440	89,080	72
TOTAL FOR Function - 7	32,649.82	157,596.26	0.00	430,320	272,724	63
tion : 8 Covid19 Administration						
1 Salaries		159.08			159-	
2 Benefits		34.49			34-	
3 Services		387.48			387-	
5 Supplies And Materials	64.37	29,519.82			29,520-	
TOTAL FOR Function - 8	64.37	30,100.87	0.00	0	30,101-	0
TOTAL FOR Fund - 0	712,247.52	3,668,826.82	23,518.75	8,714,031	5,021,685	58
GRAND TOTAL	712,247.52	3,668,826.82	23,518.75	8,714,031	5,021,685	58

Current Year Targets  
 10 month expenses (Function 1 & 7) 58% remaining  
 12 month expenses (Function 4 & 5) 60% remaining  
 50% remaining