

# NOTICE OF MEETING

## FINANCE COMMITTEE

Secretary Treasurer's Office  
February 16, 2022  
Teams live broadcast

Oliver Hanson  
Lois Chan-Pedley  
Fraser Ballantyne  
Estrellita Gonzalez

Helen McGregor, Superintendent of Schools  
J. David Green, Secretary-Treasurer

### Notice of Meeting

A Meeting of the **Finance Committee** will be held on Teams with a live broadcast on **Wednesday, February 16, 2022 at 5:00 pm.**

Trustees:	Carmen Cho Janet Fraser Barb Parrott (Alternate)	Jennifer Reddy Allan Wong
Student Trustee:	Ricky Huang	
Other Senior Management Staff attending:	David Nelson Shehzad Somji	
Reps:	Terry Stanway, VSTA Vanessa Lefebvre, VESTA Mike Vulgaris, VASSA Joel Levine, VEPVPA Gord Lau, DPAC  Tyson Shmyr, PASA Warren Williams, CUPE 15 Brent Boyd, CUPE 407 Neil Munro, Trades Harjit Khangura, IUOE Vicky Qui, VDSC	Alt. Treena Goolieff, VSTA (Alt.) Jody Polukoshko, VESTA (Alt.) David Bach, VASSA (Alt.) Ankie Carswell, VEPVPA (Alt.) Vik Khanna, DPAC (Alt. 1) Skye Richards, DPAC (Alt. 2)  Charleen Ann Derzak, CUPE 407  Tim De Vivo, IUOE (Alt.)
Other Staff:	Helen Yee Will Hsu	

# FINANCE COMMITTEE

## MEETING AGENDA

Wednesday, February 16, 2022  
at 5:00 pm  
Teams Live Broadcast

We are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səlilwətał (Tsleil-Waututh) Nations. The meeting is being live-streamed and the audio and visual recording will also be available to the public for viewing after the meeting. The footage of the meeting may be viewed inside and outside of Canada.

### Meeting Decorum:

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All members/delegates request to speak through the chair;
- ii. Civility towards others is maintained as stakeholder representatives and trustees share perspectives and participate in debate;
- iii. Staff be able to submit objective reports without influence or pressure as their work is acknowledged and appreciated;
- iv. Committee members refrain from personal inflammatory/accusatory language/action;
- v. Committee members, trustees, representatives and /staff present themselves in a professional and courteous manner.

Please see reverse for the Purpose/Function and Powers and Duties of this Committee.

Committee members consist of four trustees and members may vote on committee recommendations.

### 1. Information Items

- 1.1 Financial Update to December 31, 2021  
(Operating Fund) – 30 min
- 1.2 COVID-19 Spending Update  
(with attached Ventilation Update) – 20 min

### Presenters

Shehzad Somji, Assistant  
Secretary Treasurer  
Shehzad Somji, Assistant  
Secretary Treasurer

### 2. Discussion Items

None

### 3. Items for Approval

- 3.1 2021/2022 Amended Annual Budget  
(information to be provided) – 30 min

Shehzad Somji, Assistant  
Secretary Treasurer

### 4. Information Item Requests

*Committee members may request follow-up information on previously discussed items and/or suggest possible topics for future committee meetings agendas. All requests for future agenda items will be considered by the Chair and Vice Chair at their weekly Agenda Setting meeting.*

### Date and Time of Next Meeting

Wednesday, April 20, 2022 at 5:00 pm

## **Finance Committee**

### **5.1 Purpose/Function:**

5.1.1 To assist the Board in being fiscally responsible.

### **5.2 Powers and Duties:**

5.2.1 Annually make recommendations to the Board regarding its submission to the Select Standing Committee on Finance and Government Services.

5.2.2 Provide input regarding the budget development process.

5.2.3 Review Budget assumptions and budget priorities that provide a framework for the preparation of the annual District budget and to be approved by the Board of Education in conjunction with senior administration.

5.2.4 Make recommendations regarding school fees.

5.2.5 By reviewing quarterly financial reports make recommendations for increasing value for money including: reducing costs, increasing revenue, eliminating or reducing resource allocations where commensurate results are not being achieved, disposal of assets, and increasing benefits without increasing costs.

5.2.6 Make recommendations re the appointment of the District Banker and review banking services at least every three years.

5.2.7 Fiscal Matters Referred to the Committee by the Board:

5.2.7.1 Review matters referred and make recommendations as requested.

Date: February 16, 2022

**ITEM 1.1**

TO: Finance Committee

FROM: J. David Green, Secretary Treasurer/CFO  
Shehzad Somji, Assistant Secretary-Treasurer

**RE: Financial Update to December 31, 2021 (Operating Fund)**

*Reference to Strategic Plan:*

*Goal 4: Provide effective leadership, governance, and stewardship.*

*Objective: Effectively utilize school district resources and facilities.*

*Support effective communication, engagement, and community partnerships.*

#### INTRODUCTION:

This report provides the financial results of the operating fund for the six months ending December 31, 2021, compared to the Annual Budget and the financial results for the same period last year.

This report is provided for information.

#### BACKGROUND:

The School District's financial activities are accounted for using Public Sector Accounting Board ("PSAB") reporting standards. The financial activities incurred by the District are recorded in three different funds: the operating fund, the capital fund and numerous special purpose funds. Together they form a consolidated Statement of Revenue and Expense for the District. This year-to-date financial report is for the operating fund only. The operating fund contains the grants supplied by the Ministry of Education and other sources of revenue and includes expenses related to the provision of educational services.

#### ANALYSIS:

The financial results for the six months ending December 31, 2021 are presented in the table below and are compared to the 2021-2022 Annual Budget, the same period for 2020-2021 and the 2020-2021 Annual Budget.

	2021-2022			2020-2021		
	YTD Dec	Annual Budget	%	YTD Dec	Annual Budget	%
<b>Revenue</b>	<b>\$ 213,201,494</b>	<b>\$ 524,032,950</b>	<b>40.7%</b>	<b>\$ 211,603,372</b>	<b>\$ 519,186,974</b>	<b>40.8%</b>
<b>Expenses</b>						
Salaries-Educational Assistants	17,873,893	44,366,289	40.3%	15,524,051	42,629,238	36.4%
Salaries-Other Professionals	5,656,911	11,824,470	47.8%	5,563,076	10,874,531	51.2%
Salaries-Principals and VP's	12,390,665	27,031,047	45.8%	11,906,436	25,095,713	47.4%
Salaries-Substitutes	5,372,291	10,905,234	49.3%	2,753,389	10,714,444	25.7%
Salaries-Support Staff	25,037,995	56,925,667	44.0%	24,931,497	56,589,137	44.1%
Salaries-Teachers	96,203,720	236,793,986	40.6%	95,211,828	236,831,219	40.2%
Benefits	35,296,833	98,117,671	36.0%	37,288,580	99,311,234	37.5%
Services and Supplies	17,451,188	42,323,246	41.2%	13,556,320	41,188,228	32.9%
<b>Total Expenses</b>	<b>215,283,496</b>	<b>528,287,610</b>	<b>40.8%</b>	<b>206,735,177</b>	<b>523,233,744</b>	<b>39.5%</b>
<b>Net Revenue (Expense)</b>	<b>(2,082,002)</b>	<b>(4,254,660)</b>		<b>4,868,195</b>	<b>(4,046,770)</b>	
<b>Funded from Operating</b>						
Capital Lease	1,043,167	3,164,145		1,540,342	3,125,104	
Capital from Operating	1,081,693	2,007,924		1,917,472	1,777,336	
<b>Surplus / (Deficit)</b>	<b>\$ (4,206,862)</b>	<b>\$ (9,426,729)</b>		<b>\$ 1,410,381</b>	<b>\$ (8,949,210)</b>	
School Generated Funds (net)	1,373,050			9,030,749		
<b>Adjusted Surplus / (Deficit)</b>	<b>\$ (2,833,812)</b>	<b>\$ (9,426,729)</b>		<b>\$ 10,441,130</b>	<b>\$ (8,949,210)</b>	

The District's operating fund deficit of \$2.83 million at the end of December is made up of two components: (1) normal operating fund results; and (2) net school generated funds results. This latter component is due to an accounting change implemented for the 2020-2021 school year. The accounting change is a reclassification of net unrestricted School Generated Funds from the Special Purpose Fund to the Operating Fund. These were previously recorded as special purpose funds but are reclassified as they do not meet the criteria for being restricted as a special purpose fund. These are funds such as school donations and funds from fundraising activities. These funds, while recorded in the operating fund, remain under the custody of schools and are not available to support District operations. The component of the year-to-date deficit from regular operations is \$4.21 million and the component resulting from the accounting change is a surplus of \$1.37 million.

The \$7.66 million decrease in net unrestricted School Generated Funds is due to a one-time adjustment made in the 2020-2021 Audited Financial Statements to record previous years' net funds (\$9.25 million), and a current change of \$1.59 million this year.

The District is in a deficit position from regular operations on December 31, 2021 (\$4.21 million) compared to the surplus position in the same period last year (\$1.41 million). This \$5.62 million variance is due to higher expenses of \$8.55 million, offset by lower capital leases of \$0.50 million, lower purchases of capital items of \$0.83 million, and an increase in total revenue of \$1.60 million (discussed below). The budgeted \$9.43 million deficit this year is prior to the approved surplus appropriation, as was the \$8.95 million deficit in 2020-2021.

## Revenue

The District has received 40.7% of the budgeted revenue to the end of December 2021, which is similar to the 40.8% for the period ending December 31, 2020. The following table (in millions) illustrates the major components of revenue:

	2021-2022			2020-2021		
	YTD Dec	Annual Budget	%	YTD Dec	Annual Budget	%
Operating Grants	\$ 195.57	\$ 480.98	40.7%	\$ 187.89	\$ 462.10	40.7%
Other Provincial Grants	1.06	8.80	12.0%	7.52	19.44	38.7%
Federal Grants	1.52	2.46	61.8%	1.04	2.41	43.1%
Tuitions	9.62	20.12	47.8%	10.64	23.45	45.4%
Other Revenue	3.08	5.84	52.7%	2.11	5.59	37.8%
Rental and Leases	1.76	4.45	39.6%	1.57	4.36	36.0%
Investment Income	0.59	1.39	42.4%	0.83	1.85	44.9%
	<b>\$ 213.20</b>	<b>\$ 524.04</b>	<b>40.7%</b>	<b>\$ 211.60</b>	<b>\$ 519.19</b>	<b>40.8%</b>

The \$1.60 million increase in revenue year-over-year from \$211.60 million to \$213.20 million is primarily due to an increase of \$7.68 million in the operating grant from the Ministry offset by decreases in Other Provincial Grants of \$6.46 million and tuition revenue of \$1.02 million.

The Province provided a separate grant of \$5.40 million in 2020-2021 to fund the labour settlement for teachers and support staff, recorded as Other Provincial Grants. The funding for labour settlement for 2021-2022 has been rolled into the Operating Grant from the Ministry, hence the reduction in the Other Provincial Grants category.

The \$7.68 million higher Ministry Operating Grant this year compared to 2020-2021 is due to a \$7.71 million increase in the operating grant per pupil funding allocation, a \$1.00 million supplemental grant increase due to enrolment changes in Special Needs, Distributed Learning and other unique student needs areas, a \$0.16 million in other supplements such as Equity of Opportunity, offset by a decrease of \$0.38 million due to regular student enrolment decline and a \$0.81 million decline in summer school funding.

The \$0.48 million increase in Federal Grants relates to funding for the Settlement Workers in School (SWIS) program. SWIS funding is provided on a reimbursement basis for expenses paid in a quarter. The year-over-year increase is due to a timing difference where a reimbursement for the current fiscal year was received in December while the reimbursement for the same period last year was received in January.

Tuition revenue was \$1.02 million lower this year compared to 2020-2021. International Education Summer School tuition decreased by \$0.05 million as 143 fewer students registered in 2021. Online learning (VLN) tuition decreased by \$0.15 million as some students returned to full-time in-class instruction. Revenue from international students decreased by \$0.93 million compared to the same period last year.

International Student Program revenue includes tuition, refunds, and application fees. Tuition paid by international students is recorded on the balance sheet when received. A portion is recognized as revenue each month over the ten-month period when school is in session. Some students register and pay tuition well in advance of when they hope to study in the District, and this was no different prior to the pandemic being declared in March 2020. The District held a larger balance of unearned tuition in December 2020 compared to December 2021, resulting in a larger amount of tuition revenue being recognized in 2020-2021 than in 2021-2022. Due to travel restrictions many students were unable to study in the District in 2020-2021 and refunds were processed later in the year. As the current year progresses the change in international student tuition revenue will decrease. These decreases in tuition were offset by a transfer to revenue of an accumulation over many years of \$0.11 million of unclaimed Adult Education book deposits.

Other revenue was \$0.97 million higher compared to 2020-2021 due to \$0.34 million from the reopening of school cafeterias, an increase of \$0.03 million in elementary school supplies fees collected, school meal program fees of \$0.09 million, \$0.23 million in donations obtained by business development, \$0.10 million in grants from BC Hydro for lighting improvements, \$0.11 million in maintenance work charged to tenants, and \$0.07 million in Advanced Placement fees.

Rental revenue was \$0.19 million higher compared to last year due to restart of evening gym rentals to recurring user groups as of October 2021.

Investment income was \$0.24 million lower compared to last year due to lower interest rates from the Ministry of Finance Central Deposit Program (CDP). All districts were notified on March 15, 2021 that the deposit rate in the CDP would decrease by 0.50%, to Prime less 1.50% effective July 1, 2021. The rate is currently at 0.95% whereas a year ago it was 1.45%.

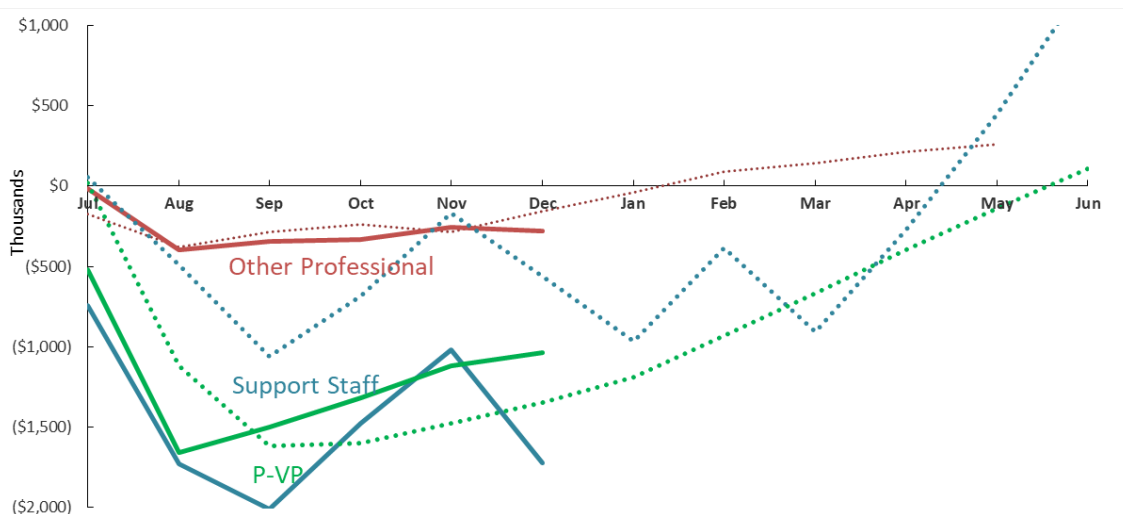
## **Salaries**

When looking at the various categories of salaries it is important to recognize that different employee groups work differing times during the year, and this is reflected in the percentage of the budget spent to any point in time in the fiscal year. In the case of Educational Assistants and Teachers (primarily 10-month employees), the expectation is that approximately 40% of the budget would have been spent by the end of December. In the case of Principals, Vice-Principals, and Other Professionals (primarily 12-month employees) the expectation is that approximately 50% of the budget would have been spent by the end of December. The Support Staff employee group is a mix of 10 and 12-month employees and the expectation is that between 40% and 50% of the budget would have been spent by the end of December.

One factor in analyzing the salary expense that will result in variances from the expected percentages for the categories of Principals and Vice-Principals, Other Professionals, and Support Staff is the vacation accrual. The vacation accrual bank is set up as a liability and is increased each pay period as vacation is earned and reduced when vacation is taken. In months when vacation time taken is less than vacation time earned, the liability increases, and the expense is higher. In months when vacation time taken is more than vacation time earned the liability is reduced, and the salary expense account is lower.

The following graph shows the annual vacation accrual cycle for the three employee groups. The vacation bank is reduced during the summer break (July-August), winter break (December) and spring break (March) as shown by the reduction during those months. The 2021-2022 cycle (solid lines) has dropped below the 2020-2021 cycle (dotted lines) showing the District is experiencing an increase in vacation time payout (or time taken) during the first six months of the year.

**Vacation Accrual: Year-to-Date December, Fiscal Year 2022 vs. Fiscal Year 2021**



### Salaries – Education Assistants

The budget for this wage category increased by \$1.74 million this year, to \$44.37 million from \$42.63 million in 2020-2021. This increase is due to wage rate increases of \$0.81 million, an increase in permanent assignments of \$0.44 million, a change in the summer school model of \$0.19 million, a change in SWIS and other funding of \$0.27 million, and an increase in ongoing anti-racism training costs of \$0.03 million.

Based on the actual number of payrolls, the budgeted expenditure for the first six months is \$17.85 million, or 40.2% of the annual budget, as illustrated in the following table:

2021-2022 Budget	\$ 44,366,289
YTD Budget - mix of 10m and 12m (40.2%)	17,847,159
YTD December Actuals	17,873,893
Variance	\$ 26,734

The higher spending this year of \$0.03 million was due to \$0.20 million representing the cost of Special Education Assistants hired than was budgeted, offset by savings of \$0.09 million in vacancies for Indigenous Education Workers, \$0.05 million for Adult Ed Teaching Assistants, and \$0.03 million for Safe and Caring School Liaisons.



The spending on Educational Assistant wages to the end of December increased by \$2.35 million this year, from \$15.52 million in 2020-2021 to \$17.87 million. Part of this increase was a credit of \$0.45 million in July 2020 that resulted from the reversal of an over-accrual on June 30, 2020. The remaining increase consists of current year wage increases of \$0.32 million, staffing of \$0.17 million for summer school in 2021 whereas the 2020 summer school did not have educational assistant staffing, higher hourly staff used of \$0.16 million, year-end payouts of \$0.48 million, and an increase of 49 FTE permanent staff (\$0.77 million).

### **Salaries – Other Professionals**

The budget for this wage category increased by \$0.95 million this year, to \$11.82 from \$10.87 million in 2020-2021. This increase is due to salary increases of \$0.41 million, an increase in permanent positions of \$0.24 million approved by the Board (Safe and Caring Schools Department Education Coordinator and Director) and \$0.30 million in positions funded by budget reallocations.

Based on the actual number of payrolls, the budgeted expenditure for the first 6 months for this group of employees is \$5.98 million, or 50.6% of the budget, as illustrated in the following table:

2021-2022 Budget	\$ 11,824,470
YTD Budget - 13.2 pay periods out of 26.1 (50.6%)	5,980,192
YTD December Actuals	5,656,911
Variance	\$ (323,281)

The lower expense of \$0.32 million is due to higher vacation taken to date.

The spending on salaries for other professionals to the end of December increased by \$0.09 million this year, from \$5.56 in 2020-2021 to \$5.65 million. This increase is due to wage increases of \$0.13 million, offset by vacant positions of \$0.04 million.

### **Salaries – Principals and Vice Principals**

The budget for this wage category increased by \$1.94 million this year, to \$27.03 million from \$25.09 million in 2020-2021. The increase is due to salary increases of \$1.41 million, an increase of permanent assignments of \$0.30 million, approved by the Board in the budget process, for the Indigenous Education Vice Principal and the new Safe and Caring School District Vice Principal, a change in the summer school model of \$0.07 million, and an increase in release time for ongoing anti-racism training for newly hired employees of \$0.16 million.

Based on the actual number of payrolls, the budgeted expenditure for the first 6 months for this group of employees is \$13.74 million, or 50.8% of the budget, as illustrated in the following table:

2021-2022 Budget	\$ 27,031,047
YTD Budget - 13.2 pay periods out of 26.1 + summer admin (50.8%)	13,742,462
YTD December Actuals	12,390,665
Variance	\$ (1,351,797)

The lower expense of \$1.35 million is due to \$1.04 million of higher vacation taken to date and \$0.31 million for school administrator positions on leave filled by administrators-on-call.

The spending on salaries for principals and vice principals increased by \$0.48 million this year, from \$11.91 million in 2020-2021 to \$12.39 million. This increase is due to wage increases of \$0.24 million, lower vacation taken of \$0.31 million, increased cost over prior year's modified summer school of \$0.08 million, and an increase for the new Safe and Caring School District positions of \$0.13 million, offset by \$0.28 million for vacancies in district and school level positions backfilled by administrators on call.

### Salaries – Substitutes

The budget for this wage category increased by \$0.20 million this year, to \$10.91 million from \$10.71 million in 2020-2021 basically due to increases in the daily cost of a TTOC or an EOC. Costs are charged to this category when the staff member being replaced continues to receive wages. If the staff member does not continue to receive wages, then the appropriate expense category is charged.

The spending on substitutes increased by \$2.62 million this year from \$2.75 million in 2020-2021 to \$5.37 million. This increase in costs was due to several items:

Higher Sick Leave Replacement	\$ 1.04
Permanent Substitutes recorded in the Teachers category last year	1.38
Higher Adult and VLN Substitute Usage	0.49
Lower Payroll Accrual	(0.29)
	<u>\$ 2.62</u>

### Salaries – Support Staff

The budget for this wage category increased by \$0.34 million this year, to \$56.93 million from \$56.59 million in 2020-2021. This increase is explained in the table below:

Wage Rate Increases	\$ 1.03
Increase of Permanent Assignments	0.19
Change in Summer School Model	0.20
Increase in Ongoing Anti-racism Training Costs for New Employees	0.11
Change in SWIS	(0.24)
Adjustment to Contingency Custodial Support	(0.44)
Food Services Cost Recovery from CommunityLINK	(0.51)
	<u>\$ 0.34</u>

Based on the actual number of payrolls, the budgeted expenditure for the first 6 months for this group of employees is \$27.40 million, or 48.1% of the budget, as illustrated in the following table:

2021-2022 Budget	\$ 56,925,667
YTD Budget - mix of 10m & 12m (48.1%)	27,398,336
YTD December Actuals	<u>25,037,995</u>
Variance	\$ (2,360,341)

The \$2.36 million lower expense is due to \$2.09 million of higher vacation taken to date, \$0.62 million of costs transferred to and accrued for Annual Facilities Grant (AFG) projects, and \$0.07 million in other vacancy savings, offset by \$0.27 million of unbudgeted repayable work that is funded by related revenues, and a \$0.17 million retro-payment for positions that underwent job evaluation.

The spending on wages for support staff employees increased by \$0.11 million this year, from \$24.93 million in 2020-2021 to \$25.04 million. This increase was due to several factors:

2% Wage Increase	\$ 0.58
Prior Year Utilizing Federal COVID Grant for Furniture Moving and Maintenance Works	0.21
Retroactive Payment for Positions Reclassed	0.17
Higher Overtime and Benefit in Lieu Paid	0.13
Change in Summer School Model	0.10
Higher Repayable Work (funded by related revenues)	0.05
Food Services Cost Recovery from CommunityLINK	(0.37)
Higher Vacation Taken or Paid Out	<u>(0.76)</u>
	<u>\$ 0.11</u>

### Salaries – Teachers

The actual expense to the end of December is on budget at 40.6% compared to 40.2% the previous year. The \$0.99 million increase in spending from the prior year was due to salary increases of \$2.10 million, higher costs over the prior year's modified summer school program of \$0.46 million, additional anti-racism training of \$0.16 million, filling district teacher positions of \$0.30 million, and the hiring of new Safe and Caring School Counsellors for \$0.08 million, offset by \$1.09 million relating to permanent substitutes that are recorded in the Substitute category this year, a prior year \$0.35 million salary increase in the Special Purpose Fund that was funded by the Operating Fund, and \$0.67 million of lower teacher FTEs hired by December.

### Benefits

The budgeted benefit rate for 2021-2022 is 25.30% and the actual benefit rate to December 31, 2021 was 21.72%, while in 2020-2021 the budgeted benefit rate was 25.95% and the actual benefit rate to December 31, 2020 was 23.92%. The budget and actual rates are lower this year due to the refund of a

surplus held with the District's dental and extended health benefit carriers, as well as taking a premium holiday (no requirement to pay premiums). Both items are discussed below.

The following table indicates the increases and decreases in benefit costs in the various categories:

	<b>2021-2022 YTD Dec</b>	<b>2020-2021 YTD Dec</b>	<b>Increase / (Decrease)</b>
Wage sensitive benefits	\$ 8,206,919	\$ 7,106,346	\$ 1,100,573
Other benefits	8,008,931	11,384,798	(3,375,867)
Employer Health Tax	3,749,799	3,628,941	120,858
Teachers' Pension Plan	14,046,380	13,839,744	206,636
Employee Future Benefits	1,284,804	1,328,751	(43,947)
	<b>\$ 35,296,833</b>	<b>\$ 37,288,580</b>	<b>\$ (1,991,747)</b>

Wage sensitive benefits (CPP, EI, and WorkSafeBC) are higher this year due to rate increases for CPP and WorkSafeBC, as well as the impact of higher salary costs.

The decrease in other benefits is due to the net impact of:

Premium holiday	\$ (2.97)
Refund of surplus	(1.42)
Decreased cost of the employee assistance plan	(0.11)
Other benefits	(0.09)
Higher recovery of expenses from the capital and special purpose funds	0.62
Higher Municipal Pension Plan expense due to higher salaries	0.27
Increased maternity leave supplementary payments	0.25
Increased contributions to employees' deferred savings plan	0.07
	<u>\$ (3.38)</u>

The Teachers' Pension Plan increase of \$0.21 million was related to salary increases.

### Services and Supplies

The budget for this category of operating expenses increased by \$1.14 million this year, to \$42.33 million from \$41.19 million in 2020-2021. This increase is mostly due to a change in accounting for donations and grants generated by the Business Development department of \$0.61 million (offset by revenue received), the resumption of Food Services in schools of \$0.60 million (offset by revenue generated), inflation of \$0.26 million, change in Summer School model of \$0.07 million, and an increase for the new Safe and Caring School Department of \$0.05 million, offset by the reversal of prior year one-time items (e.g. COVID contingency) of \$0.45 million.

The following chart illustrates the various components of these operating fund expenses compared to the annual budget and the previous year:

	<b>2021-2022 Annual Budget</b>	<b>2021-2022 YTD Dec</b>	<b>2020-2021 YTD Dec</b>	<b>Actual Increase (Decrease)</b>
Services	\$13,867,146	\$ 6,859,945	\$ 4,584,592	\$ 2,275,353
Student Transportation	3,574,546	1,236,953	872,126	364,827
Pro-D & Travel	1,537,958	396,134	150,035	246,099
Rentals & Leases	623,103	333,780	405,977	(72,197)
Dues & Fees	994,802	581,251	669,281	(88,030)
Insurance	1,021,552	497,661	1,009,161	(511,500)
Supplies	12,422,201	4,955,093	3,713,037	1,242,055
Utilities	8,281,938	2,590,370	2,152,111	438,259
	<b>\$42,323,246</b>	<b>\$17,451,187</b>	<b>\$13,556,320</b>	<b>\$ 3,894,866</b>

As illustrated above, the three significant components in this category that account for 81.68% of the total budget of \$42.33 million are Services of \$13.87 million, Supplies of \$12.42 million and Utilities of \$8.28 million. Included in the commentary that follows on the components of the Services and Supplies category of expense are details of the significant variances in these three categories.

### **Services**

The total spending in this expense category for the first six months of the year increased by \$2.28 million compared to last year. There were increases in a number of expense categories, as illustrated in the table below.

Consulting fees	\$ 292,363
Legal fees	78,065
Security monitoring	79,420
Repairing school classroom equipment	82,534
Software maintenance charged to supplies last year	214,303
Timing difference of payment for software maintenance	52,991
Timing difference of Provincial charges for digital services	819,744
Timing difference of service provided by Min. of Children & Family Dev.	178,092
Postage	23,142
School spending	79,207
Bank fees	38,016
Advertising	78,722
Commissions for recruiting international students	359,898
Payroll alignment project	(101,144)
	<b>\$ 2,275,353</b>

The increase in consulting fees is for work on the Land Asset Strategy, the Education Plan, the interim Superintendent, as well as employee benefit programs and investigations that were not recorded as services last year. These increases were offset by decreases due to services provided last year with none this year (enterprise risk management, public engagement on the long-range facilities plan, review of the student liaison officer program and restorative justice).

The increase in legal fees is due to a change in accounting practice the District instituted this year to expense annual charges each month rather than in the month the amount is paid. An accrual has been recorded for Coordinated Legal and Arbitration Support Services (CLASS).

The increase in security monitoring is due to invoices for services provided last year (September 2020 to June 2021) being paid this year.

The cost of repairing classroom equipment increased this year with the return to full-time in-class learning.

Software maintenance expense was higher this year due to some of last year's expenses being charged to supplies accounts, as well as timing differences when expenses were recorded.

The timing difference for digital services is due to a change in accounting practice the District instituted this year to expense annual charges each month rather than in the month the amount is paid.

The timing difference for service provided by the Ministry of Children and Family Development for the Genesis Youth Program is due to recording expense each month rather than when an annual payment is made.

Postage expense was higher this year compared to the same period last year due to the return of full-time in-class learning.

With the return to full-time in-class learning, schools are collecting more fees this year, resulting in an increase in bank processing charges. Schools have also increased their spending.

Spending on advertising has increased with transit advertising for Adult Education and increased marketing for the International Student Program.

Commissions paid to agents recruiting international students have increased this year, matching the increase in enrolment. The District has also increased the commission rates for some agents to remain competitive with other Lower Mainland districts.

In 2020-2021 the District completed a project to align pay dates more closely to payroll earning periods for biweekly salaried employees. There was no comparable expense this year.

### **Student Transportation**

Transportation costs at the end of December are \$0.36 million higher this year as students have returned to full-time in-class learning. Also, in 2020-2021 the District used COVID grant funding to offset the additional contractual costs of minimum ridership and additional cleaning.

### **Pro-D and Travel**

The \$0.25 million increase over last year in this category is due to \$0.04 million in increased school spending, \$0.02 million in increased mileage reimbursement, \$0.13 million in contractual Pro-D contributions (\$0.09 million for 2020-2021 and \$0.04 million for 2021-2022), and \$0.06 million relating to the reversal of an accrual that was recorded twice in June 2020.

### **Rentals and Leases**

Operating leases are \$0.07 million lower this year due to a decrease in sale leaseback payments as the majority of the leased assets have been bought out, offset by an increase relating to replacing the fleet sites.

### **Dues and Fees**

Spending was lower this year due to a change in accounting practice where the District is expensing annual charges each month rather than in the month when the amount is paid. This change has resulted in a decrease of \$0.03 million for BCSTA membership fees, and a decrease of \$0.06 million for fees paid to Focused Education Resources.

### **Insurance**

Insurance costs decreased by \$0.51 million this year due to a change in accounting practice where the District is expensing annual charges each month rather than in the month when the amount is paid.

### **Supplies**

The total spending in this expense category in the first six months of the year increased by \$1.24 million compared to last year.

Paper and photocopying	\$ 153,628
Cafeteria	431,453
Other supplies	227,445
Books and instruction	405,805
Custodial	60,385
Maintenance	95,874
Computer hardware and software	(132,535)
	<u>\$ 1,242,055</u>

An explanation of the variances in the expense categories follows:

- Paper and photocopying costs have increased due to the return of full-time in-class learning.
- Cafeteria operations have restarted this year resulting in an increase in supplies costs.
- Other supplies include materials for Indigenous cultural programming (\$0.08 million), the disbursement of grants and donations obtained through business development (\$0.09 million), additional spending in schools with the return to in-person learning (\$0.04 million), and other supplies (\$0.02 million).
- The increase in books and instruction supplies is due to increased school spending as well as a change in timing of when the annual bulk school supplies purchase was made.
- Custodial supplies spending is higher this year due to additional cleaning, using supplies that the District purchased last year from the Federal Safe Return to Class Grant.
- The increase in maintenance supplies is due to increased work requested by tenants and recovered under Other Revenue.
- The decrease in computer hardware and software is due to replacing old equipment last year, offset by purchases being charged to services last year.

### **Utilities**

This category includes electricity and heat, as well as recycling, garbage, water, and sewer costs. The \$0.44 million increase is largely due to increased usage this year with students returning to full-time in-class learning, as well as timing differences of bill payments.

### **Capital Lease**

Capital leases are lower this year by \$0.50 million due to a decrease of \$0.06 million in recurring lease payments, a decrease of \$0.84 million due to the expiration of leases, a decrease of \$0.05 million in amortization of prepaid interest, offset by an increase in new leases of \$0.45 million.

### **Capital Purchases from the Operating Fund**

This category of expense is for District capital purchases that are funded through the operating fund. The capital spending is \$0.84 million lower this year compared to 2020-2021 as shown in the table below.



Buildings	\$ (481,961)
Furniture and equipment	92,935
Computer hardware	<u>(446,752)</u>
	<u>\$ (835,779)</u>

The change in spending on buildings is due to \$0.27 million for reinstalling panels in the General Gordon Elementary building envelope, \$0.13 million for panel reconstruction at L'Ecole Bilingue, and \$0.08 million for classroom renovations due to enrollment. The change in spending on computer hardware is due to purchases made for FuturePlay as well as spending of the 2019 Special Ed support fund.

#### RECOMMENDATION(S):

This report is provided for information.

Date: February 16, 2022

**ITEM 1.2**

TO: Finance Committee

FROM: Shehzad Somji, Assistant Secretary-Treasurer

**RE: COVID-19 Spending Update**

*Reference to Strategic Plan:*

*Goal 4: Provide effective leadership, governance, and stewardship.*

*Objective: Effectively utilize school district resources and facilities.*

#### INTRODUCTION:

This report is provided for information.

#### BACKGROUND:

With the COVID-19 pandemic still prevalent, the ministry has provided additional funding for school districts to help support staff and students in returning to in-person learning for the 2021-2022 school year. There are three pots of funding the District has received which is being used for different purposes:

1. 2020-2021 Holdback Funds - \$1,509,158
2. 2021-2022 Return to School Recovery - \$1,163,879
3. 2020-2021 COVID-19 Federal and Provincial Grants

#### Analysis

##### 2020-2021 Holdback Funds

The Ministry announced on June 17, 2021 that it would be releasing \$18.0 million in the remaining 2020-2021 operating block funding to support districts with a safe and near-normal opening in September 2021. The District received \$1,509,159 and chose the following strategies and resources to support students:

1. Assess learning impacts to students as a result of the pandemic.
2. Develop and deliver additional resources to address learning impacts to students caused by the pandemic.
3. Deliver learning recovery strategies.

The District will accomplish these strategies through additional staffing and introducing targeted programs and instruction for vulnerable learners with a specific focus on Indigenous students. The additional staffing positions, hired or in the process of being hired, will be the following positions:

- Teachers for Kids in Care - 3

- Elder in-Residence program - 2
- Literacy Teacher in Indigenous Education - 1
- Cultural Coordinator - 1
- Transition Teacher – 1
- Other Support Staff – 13

The programs that are being introduced are:

- Drum making
- 3 – six-man Cedar Strip Canoes
- Four Directions Treasure Box carvings
- Welcome Figure at the Newcomers Welcome Centre

The spending plan for the funds is as follows:

<b>2020-2021 Holdback Funds Spending Plan</b>			
	<b>Budget</b>	<b>Spending to Jan. 31, 2022</b>	<b>Planned Spending</b>
Staffing	\$ 1,008,010	\$ 142,558	\$ 865,452
Drum Making	249,612	36,220	213,392
Cedar Strip Canoes	125,000	121,534	3,466
Four Directions Treasure Box	97,536	97,536	-
Welcome Figure	29,000	-	29,000
	<b>\$ 1,509,158</b>	<b>\$ 397,848</b>	<b>\$ 1,111,310</b>

#### 2021-2022 Return to School Recovery

Also on June 17<sup>th</sup>, 2021, the Ministry announced \$25.6 million in one-time, new funding to support districts with a safe and near-normal opening in September 2021. The District received \$1,163,879 and prioritized spending on additional cleaning of student desks and tables. The funds spent to date are shown in the following table:

<b>2021-2022 Return to School Recovery Spending Plan</b>			
	<b>Budget</b>	<b>Spending to Jan. 31, 2022</b>	<b>Planned Spending</b>
Staffing	\$ 1,088,879	\$ 635,179	\$ 453,700
Supplies	75,000	36,220	38,780
	<b>\$ 1,163,879</b>	<b>\$ 671,399</b>	<b>\$ 492,480</b>

## 2020-2021 COVID-19 Federal and Provincial Grants

As reported in the District's [2020-2021 Financial Statement Discussion and Analysis](#) in the COVID-19 Pandemic section starting on page 5, the District received \$3,556,154 from the Provincial Safe Return to School Grant and \$19,561,821 from the Federal Safe Return to Class Grant. The Provincial Grant had these specific targeted spending areas:

1. Investment for more staff and staff time for cleaning schools - \$1,946,484
2. Improving and increasing access to hand hygiene, including installation of non-touch faucets to existing sinks - \$776,055
3. Cleaning supplies - \$431,612
4. Face masks and shields - \$195,598
5. Support for remote learning, such as technology loans or software to support students with disabilities or complex needs - \$206,405

The Federal Safe Return to Class Grant had more general spending guidelines that were meant to align with the K-12 Restart plan with a focus on the following areas:

- Learning resources and supports
- Health and safety
- Transportation
- Before-and-after-school childcare

All of the funding provided from both grants was either entirely spent before the end of June 2021 or was carried over to 2021-2022 to continue to pay for planned initiatives, such as funding to purchase MERV-13 filters to allow for replacement of filters in HVAC systems in the current year. In total \$2.35 million of the Federal Grant was carried over to this fiscal year to pay for: cleaning supplies (\$0.15 million), hand sanitizer (\$0.26 million), outdoor learning spaces (\$1.22 million) and MERV-13 filters (\$0.72 million).

As indicated in the Financial Statement Discussion and Analysis document, \$12.2 million of the Federal Grant was allocated to learning resources and supports and \$6.5 million was allocated to health and safety. Included in the health and safety allocation was \$1.13 million for ventilation upgrades. Attached to this report is a ventilation update that has a section explaining where this \$1.13 million was or is being spent. There are two main areas:

- Upgrading systems to MERV-13 filters
- Re-furbishing ventilation equipment where required to ensure that design airflows are being delivered to spaces. This includes replacing motors, belts, pulleys, and bearings.

## 2021-2022 Government Support for Ventilation

The District has been informed further government support can be expected for enhancing ventilation systems in schools. The funds are to be used for projects that are completed by the Fall 2022.

The intended use of the funding is to increase outdoor air intake and/or increase air cleaning to help reduce the transmission of COVID-19. The District is anticipating receiving over \$1.0 million. The District plans to use the funding towards eligible uses, including purchase of some HEPA Filters to address the

need identified in the attached ventilation report where a few portables do not have mechanical ventilation systems, improvements to existing ventilation systems and associated control systems that increase the airflow within schools and ventilation filter upgrading and replacement, including equipment and related operating expenses. The table below illustrates a possible spending plan:

HEPA Filters for Portables	\$25,000
New Ventilation Systems for Portables	125,000
Refurbish Air Handling Systems	250,000
Refurbish Exhaust Fans	200,000
Improve Existing Ventilation Systems	250,000
Improvements to Control Systems	50,000
Improve Air Handling Systems for Filter Insertion	110,000
	<u>\$1,010,000</u>

<b>RECOMMENDATION(S):</b>
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This report is provided for information.

Attachment: Ventilation Update

**ATTACHMENT**

Date February 16, 2022

TO: Finance Committee

FROM: J. David Green - Secretary Treasurer  
Ron Macdonald – Director of Facilities

**RE: Ventilation Update**

*Reference to Strategic Plan:*

*Goal 4: Provide effective leadership, governance, and stewardship.*

*Objective: Effectively utilize school district resources and facilities.*

**INTRODUCTION:**

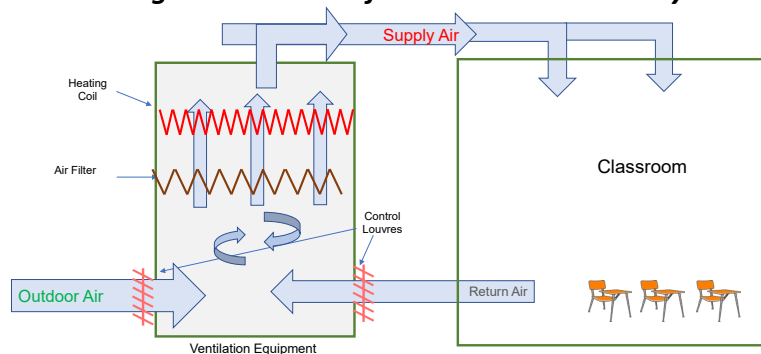
This report is for information and provides a description of:

- Background information about ventilation.
- Ventilation Responses to COVID-19.
- Actions taken by the District to enhance ventilation in classroom spaces.

**VENTILATION OVERVIEW:**

Vancouver School Board (VSB) buildings are provided with heating and fresh air through a wide variety of mechanical systems – as a group referred to as HVAC (heating, ventilation, and air conditioning) systems. Ventilation is the provision of ‘fresh’ (i.e. outdoor) air to an interior space. Figure 1 shows a schematic of a generalized HVAC system. The component labelled ‘ventilation equipment’ could be a small wall-mounted unit serving one classroom, or a large room-sized unit serving multiple spaces.

**Fig 1: Schematic of a Generalized HVAC System**



Most HVAC systems deliver a mixture of fresh air and ‘returned’ air (both filtered and heated) to classroom spaces. The amount of each is controlled by louvres – steel plates that open and close like venetian blinds to adjust the ratio of outdoor air to indoor air. The louvres modulate their position continuously to achieve a mixture set out in the equipment’s design (for example the temperature of the mixture). Many HVAC units include a minimum opening position for the outdoor air louver to ensure some minimum ventilation air is always provided to a space.

VSB classroom spaces were originally designed with or modified to include mechanical ventilation systems. This includes even the oldest buildings as these were renovated over the years to include updated HVAC systems.

#### CARBON DIOXIDE AS AN INDICATOR OF AIR QUALITY:

Carbon dioxide measurements are used in HVAC systems and controls – and have become more common in recent years as sensors and computerized automation technology has advanced. CO<sub>2</sub> concentration is easier to measure than ventilation airflows, so the ventilation standards that define designs have been correlated into approximate CO<sub>2</sub> concentrations to provide a surrogate measure that ventilation systems are functioning.

Historically, ventilation requirements have been defined based on occupant comfort. When long term (e.g. all day) CO<sub>2</sub> concentrations increase (e.g. in the range of 1,500 – 2,000 ppm for a classroom or office space) occupants report feeling stuffiness, and discomfort. A typical operational guideline is that desired CO<sub>2</sub> levels are targeted to be 1,000 ppm or less. The VSB uses this as a benchmark for its operations and air quality testing.

The District uses CO<sub>2</sub> measurements as one tool within its operations and maintenance group. It is worth noting that CO<sub>2</sub> monitoring is a crude measurement of the functionality of ventilation systems in a space. There are a number of factors that can affect the CO<sub>2</sub> readings that do not indicate the condition of ventilation systems. Additionally, there are no reference points to address short term or periodic spikes in CO<sub>2</sub> concentrations. Engineering guidance has always been to ensure that ventilation rates are as per designs and standards, and to increase them where possible. This has been the VSB’s approach.

#### VENTILATION AND COVID-19:

The BC Center for Disease Control (BCCDC) has developed the “Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings” (latest October 1, 2021)<sup>1</sup>.

From this document a couple of key points can be made about ventilation systems in schools.

Point 1: Are ventilation systems a hazard or mechanism for virus spread?

Response: No.

*“At this time, there is no evidence that a building’s ventilation system, in good operating condition, would contribute to the spread of the virus.” (pg. 21)*

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<sup>1</sup> See: [www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf)

Point 2: Can ventilation systems assist in COVID-19 control?

Response: Possibly

*"Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures." (pg. 21)*

In alignment with these statements, the District has focused its efforts on renewing and refurbishing ventilation equipment to ensure it is in proper running order and operating as designed. This is described in the next section.

#### DISTRICT RESPONSES TO ENHANCE VENTILATION:

##### Spaces with Mechanical Ventilation

The District implemented a number of initiatives beginning in the spring of 2020 to increase ventilation within schools as a response to COVID-19 and in line with the ASHRAE (the global HVAC engineering association) epidemic task force recommendations. These include:

- Increasing run-times for ventilated spaces – starting two hours prior to occupancy (typically at 7 AM). Schedules are also set to run past the end of occupancy.
- Maximizing the amount of outdoor air supplied within the capacity of the heating systems. Depending on the equipment, this has involved resetting minimum louver positions in air handling units manually, setting minimum damper positions on computerized control systems, and adjusting air-handling equipment CO<sub>2</sub> control set points to 800 ppm where applicable.
- Upgrading systems to MERV-13 filters (beginning in fall 2020 and continuing in 2021-2022 and 2022-2023). Several thousand filters have been replaced to date. Each replacement cycle requires approximately 7,000 filters. Filters are on order now for a complete replacement across the District during spring break. Filters will be ordered in the future for complete replacement during the summer break and the 2022 winter break. These filters are being purchased from COVID-19 grant funding that has been carried forward to this fiscal year.
- Providing maximum possible occupant control over their spaces by ensuring windows are openable and operable for the occupants to use.
- Refurbishing ventilation equipment where required to ensure that design airflows are being delivered to spaces. This includes replacing motors, belts, pulleys, and bearings. The refurbishment ensures that the equipment is operating at design speeds and airflows. The maintenance team has serviced or rebuilt close to 250 motor/fan units at over 50 sites to date.



### Spaces without Mechanical Ventilation:

An inventory of portable spaces revealed that a small number of enrolling portables (10) did not have a mechanical ventilation system (though they all have operable windows). These are being reviewed for air quality indicators of ventilation this winter. Going forward, two actions will be taken: (i) the deployment of a portable HEPA air filter before the end of February, and (ii) an engineering review to determine a permanent ventilation solution that can be deployed within the space (expected to be installed in the summer of 2022).

### MONITORING AIR QUALITY:

The operations team routinely receives inquiries from parents, administrators, and staff regarding HVAC systems in their schools. There is a defined process for investigation and resolution that includes the on-site building engineer assessing the situation, a referral to an operations supervisor for air quality evaluation, if required, and then repair or replacement of equipment to resolve the issue.

Throughout COVID, the Facilities Department has also been using information from site level issue resolution to drive district-level improvements. If an issue is identified at a site, this information is used to determine if changes to other sites with the same equipment are warranted. For example:

- An inquiry about ventilation in early 2021 evaluated a portable and determined that new furnace equipment was required. Four other portables were deemed to be in the same situation and furnaces were replaced in summer 2021.
- An inquiry about ventilation concerns in the fall of 2021 in a portable that did include a ventilation system revealed that a ventilator unit motor was broken and required replacement. This was repaired and in response, a number of other similar portables are being reviewed to see if the same situation exists.

### SUMMARY:

Since the spring of 2020, the District has been implementing measures to increase ventilation and improve air filtration in accordance with global engineering recommendations for the epidemic. These have resulted in improved and refurbished ventilation systems at all sites across the District.

All VSB schools have mechanical ventilation systems. There are a small number (10) of enrolling portable spaces that do not have mechanical ventilation. We are deploying portable HEPA filter units until we are able to install a more permanent ventilation solution.

The District actively responds to ventilation inquiries, and investigates issues with air quality. Where issues are identified at sites, the District works to identify any analogous situations at other sites and proactively investigates and updates these systems.

### RECOMMENDATION:

There is no recommendation. This report is for information.

Date: February 16, 2022

**ITEM 3.1**

TO: Finance Committee

FROM: J. David Green, Secretary-Treasurer  
Shehzad Somji, Assistant Secretary-Treasurer

**RE: 2021-2022 Amended Annual Budget**

*Reference to Strategic Plan:*

*Goal 4: Provide effective leadership, governance, and stewardship.*

*Objective: Effectively utilize school district resources and facilities.*

*Develop and implement a long-term financial planning model.*

## INTRODUCTION:

On May 25, 2021, the Vancouver Board of Education (VBE) approved the 2021-2022 Annual Budget. The Annual Budget was based on preliminary estimates of student enrolment, funding and other revenue and expenditure projections.

In accordance with Section 113(1) (a) of the *School Act*, the Board must amend its annual budget by bylaw when the operating grant to the Board is amended which happens when the December recalculated grant is announced. Section 113(2) (b) of the *School Act* requires that the Board must submit its amended annual budget within 60 days of the Minister's order.

The *School Act* also requires a Board of Education to prepare the amended annual budget for the fiscal year in the form required by the Minister of Education and containing the content specified by the Minister of Education (Section 111(2) of the *School Act*). For fiscal years beginning after December 31, 2011 the form and content required by the Minister is described under the Public Sector Accounting Board ("PSAB") framework. Under the PSAB framework, the Board's bylaw to amend the annual budget contains the financial information in the District's operating fund, its capital fund, and its special purpose funds.

The proposed Amended Annual Budget Bylaw in the amount of \$663,966,970 and related schedules are attached to this report as Attachment A. The components of the Bylaw are in the schedule below.

	Operating	SPF	Capital	Total
Operating Fund - Total Expense	\$ 534,968,181	\$ -	\$ -	\$ 534,968,181
Operating Fund - Tangible Capital Assets Purchased	3,019,461			3,019,461
Special Purpose Fund - Total Expense		88,800,518		88,800,518
Special Purpose Fund - Capital Assets Purchased		783,873		783,873
Capital Fund - Total Expense			32,984,969	32,984,969
Capital Fund - Tangible Capital Assets Purchased from Local Capital			3,409,968	3,409,968
	<b>\$ 537,987,642</b>	<b>\$ 89,584,391</b>	<b>\$ 36,394,937</b>	<b>\$ 663,966,970</b>

The remainder of this report provides discussion and analysis with respect to the amended budget for the operating fund (Schedule 2 in the PSAB framework).

This report contains a recommendation.

## BACKGROUND:

The 2021-2022 Operating Fund component of the Amended Annual Budget includes enrolment changes as of September 2021, the recalculated operating grant, and other changes known or projected at this time. The following table summarizes the 2021-2022 Amended Annual Budget compared to the Annual Budget adopted at the beginning of the year.

**School District No. 39 (Vancouver)**  
**Operating Fund Surplus (Deficit)**  
**Amended Budget 2021-2022**

	<b>2021-2022 Annual Budget</b>	<b>2021-2022 Amended Budget</b>	<b>Variance</b>
<b>Revenue</b>			
Provincial Grants - MOE	\$ 489,719,334	\$ 485,629,176	\$ (4,090,158)
Provincial Grants - Other	62,249	62,249	-
Federal Grants	2,457,164	2,457,164	-
Tuition	20,117,687	20,983,902	866,215
Other Revenue	5,836,568	9,986,019	4,149,451
Rentals and Leases	4,449,812	3,844,757	(605,055)
Investment Income	1,390,136	1,226,971	(163,165)
<b>Total Revenue</b>	<b>524,032,950</b>	<b>524,190,238</b>	<b>157,288</b>
<b>Expenses</b>			
Teacher Salaries	236,793,986	236,952,969	(158,983)
Principal and Vice Principal Salaries	27,031,047	26,353,765	677,282
Educational Assistant Salaries	44,366,289	45,218,804	(852,515)
Support Salaries	56,925,667	55,154,590	1,771,077
Other Professional Salaries	11,824,470	12,271,782	(447,312)
Substitute Salaries	10,905,234	13,810,384	(2,905,150)
Employee Benefits	98,117,671	100,099,235	(1,981,564)
Services and Supplies	42,323,246	45,106,652	(2,783,406)
<b>Total Expense</b>	<b>528,287,610</b>	<b>534,968,181</b>	<b>(6,680,571)</b>
<b>Net Revenue (Expense)</b>	<b>(4,254,660)</b>	<b>(10,777,943)</b>	<b>(6,523,283)</b>
<b>Net Transfers (to) from Other Funds</b>			
Capital Assets Purchased	(2,007,924)	(3,019,461)	(1,011,537)
Capital Lease	(3,164,145)	(2,992,772)	171,373
<b>Total Net Transfers</b>	<b>(5,172,069)</b>	<b>(6,012,233)</b>	<b>(840,164)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>9,426,729</b>	<b>16,790,176</b>	<b>7,363,447</b>
<b>Budgeted Surplus (Deficit) for the Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

As illustrated, \$16,790,176 of prior years' surplus is budgeted to be appropriated to balance the Amended Budget. The following analysis explains this requirement.

### **Budgeted Prior Year Surplus Appropriation**

The table below summarizes the District's surplus position on June 30, 2021.

<b>Accumulated Surplus as at June 30, 2021, with comparative figures for June 30, 2020</b>			
	<b>2021</b>		<b>2020</b>
Invested in Capital Assets	\$	117,692,862	\$ 117,097,760
Operations Spanning Future School Years		14,131,325	14,499,276
Anticipated Unusual Expenses Identified		2,589,139	2,876,397
Nature of Constraints on the Funds		12,832,758	3,863,185
Contingency Reserve		5,178,279	5,049,436
Unrestricted Operating Surplus		5,930,227	3,841,394
<b>Budgeted Surplus/(Shortfall)</b>	<b>\$</b>	<b>158,354,590</b>	<b>\$ 147,227,448</b>

The Annual Budget, approved in May 2021, was balanced with an appropriation of \$9,426,729 of surplus from the prior year, which is included in the "Operations Spanning Future School Years" balance of \$14,131,325 in the table above. Also included in "Operations Spanning Future School Years" balance are school balances (\$3,005,939), Distributed Learning funding for courses that are in progress (\$676,048) and commitments (\$1,022,609) that were restricted at the end of June 2021 as part of the audit for the 2020-2021 fiscal year. Included in the commitments balance of \$1,022,609 are surpluses set aside for the 2022-2023 fiscal year totaling \$794,610: \$354,610 to replace obsolete student technology, \$110,000 for the Artist in Residence program and \$330,000 for cafeteria upgrades at Britannia and Templeton secondary schools.

The remaining balance as well as the June 30, 2021 surpluses of \$2,589,139 for Anticipated Unusual Expenses and \$12,832,758 for the Nature of Constraints on Funds represent commitments for 2021-2022. However, of this total, the District is not planning to spend \$14,258,116. Therefore, \$14,500,496 has been added to the amended budget as commitments (the \$9,426,729 for the original budgeted deficit and \$5,073,767 of additional spending).

The Total of the 2021-2022 amended budget changes identified to date is a net deficit of \$2,289,680, which increases the appropriation amount and is now budgeted to be \$7,363,447 higher than the Annual Budget approved in May 2021, as illustrated in the table below:

<b>June 30, 2021 Appropriated Surplus</b>		<b>\$ 9,426,729</b>
<b>June 30, 2021 Commitments</b>		
Operations Spanning Future School Years	\$ 14,131,325	
Anticipated Unusual Expenses Identified	2,589,139	
Nature of Constraints on Funds	12,832,758	
	<b>29,553,222</b>	
Technology Refresh for 2022-23	(354,610)	
Artist in Residence 2022-23	(110,000)	
Cafeteria Upgrade 2022-23	(330,000)	
Commitments not Spent in 2021-22	(14,258,116)	
<b>Additional Spending</b>	<b>14,500,496</b>	
Current Year Net Surplus (Deficit)	(2,289,680)	
<b>Appropriation Required, Amended Budget</b>	<b>16,790,176</b>	<b>16,790,176</b>
<b>Change of Prior Year Surplus Appropriation</b>		<b>\$ 7,363,447</b>

## DISCUSSION

Significant changes in the Amended Operating Budget are described in the analyses that follow. Variances with a positive impact to the budget (cost savings, increased revenues) are denoted as a positive (+ \$x) impact and increased costs or decreased revenues are denoted as a negative (– \$x) impact.

### Revenues (+ \$ 0.16 million)

Revenues are higher in the Amended Budget by \$157,288 as shown in the following table and explained below:

	<b>Annual Budget</b>	<b>Amended Budget</b>	<b>Variance</b>
Provincial Grants - MOE	\$ 489,719,334	\$ 485,629,176	\$ (4,090,158)
Provincial Grants - Other	62,249	62,249	-
Federal Grants	2,457,164	2,457,164	-
Tuition	20,117,687	20,983,902	866,215
Other Revenue	5,836,568	9,986,019	4,149,451
Rentals and Leases	4,449,812	3,844,757	(605,055)
Investment Income	1,390,136	1,226,971	(163,165)
<b>Total Revenue</b>	<b>\$ 524,032,950</b>	<b>\$ 524,190,238</b>	<b>\$ 157,288</b>

The Ministry of Education grant is the largest component of the District's overall revenue. The following table summarizes the decrease in enrolment of full time equivalent (FTE) students from the projections in the Annual Budget to actual enrolment in September 2021.

<b>2021-22 Enrolment (FTE)</b>			
	<b>Amended</b>	<b>Preliminary</b>	<b>Variance</b>
School-Age	48,438.063	49,025.000	(586.938)
Adult	201.000	201.000	-
Summer School	813.500	871.250	(57.750)
<b>Total Operating Grant Funded FTE</b>	<b>49,452.563</b>	<b>50,097.250</b>	<b>(644.688)</b>

The following table shows the funding impact by student category and explains the overall decrease in the Ministry grant of \$4.09 million:

	FTE	Surplus (Deficit)
K-12 Student Enrolment	(568.81)	\$ (4,485,087)
Vancouver Learning Network (VLN)	10.88	56,031
Adult Education	(29.00)	(200,472)
Summer School	(57.75)	(199,768)
	<u>(644.69)</u>	<u>(4,829,295)</u>
Indigenous Students	54.00	84,510
ELL Student Supplement	27.00	42,795
Special Needs Students	66.00	1,729,930
Teacher Salary Differential		(1,185,496)
Graduated Adult - VLN	(23.50)	(118,205)
Graduated Adult - Adult Education	32.88	165,361
Other		11,185
		<u>\$ (4,099,215)</u>
Early Learning Framework		9,057
		<u>\$ (4,090,158)</u>

International Education tuition increased \$1.01 million as 70 additional students arrived for in-person learning from what was originally budgeted resulting in revenue of \$1,085,000 and was offset by lower registration fees of \$74,214. The following table identifies changes to other tuition related programs:

Higher ISP Enrolment (1233 vs 1163)	\$ 1,085,000
Lower ISP Registration Fees	(74,214)
Lower VLN Tuition	(177,472)
Recognized Adult Ed Book Deposit	110,554
Lower AE Tuition	(1,002)
Lower Summer School Tuition	(76,652)
	<u>\$ 866,214</u>

Other Revenue is made up of several items with the most significant increase being the inclusion of the School Generated Funds (\$4.43 million), with increased associated expenses under Services and Supplies. The major changes are summarized in following table:

Inclusion of School Generated Fund in Operating Fund	\$ 4,430,501
Energy and Misc. Grants & Donations	627,202
Increase in cost recovery Maintenance Repayable Work	317,410
Lower Advanced Placement	(199,940)
Lower Cafeteria Revenue	(336,298)
Change in accounting for the recognition of Grants by Business Development	(689,424)
	<u>\$ 4,149,451</u>

Including School Generated Funds in the Operating Fund is due to an accounting change which reclassified the net unrestricted amount from the Special Purpose Fund to the Operating Fund. These were previously recorded as special purpose funds but are reclassified as they do not meet the criteria for being restricted as a special purpose fund. These amounts are raised by the schools through donations or fundraising activities and remain under the custody of schools and are not available to support District operations.

Rental and Lease revenue is projected to be lower (\$0.61 million) as the District facilities had a gradual reopening of evening gym rentals to recurring user groups as of October 2021.

Investment Income is lower by \$0.16 million as the District is maintaining lower balances in the bank accounts that what was originally projected.

## **Expenses**

### **Salaries - Teachers (-\$0.16 million)**

The Amended Budget is \$158,983 higher for Teachers. The increase is due to targeted funding from the 2020-2021 year-end that was carried forward and is now expensed to this category (\$1.18 million), an increase in paid leaves (\$0.75 million), and the average salary cost (\$88,172 vs. \$87,000) being higher than budget (\$2.87 million). These decreases are offset by teacher vacancies (\$2.73 million), changes in staffing due to enrolment decline (\$0.98 million) and savings in VLN (\$0.47 million) and Adult Education (\$0.46 million) staffing.

The following table identifies the costs associated with the \$1.85 million lower budget:

Funded by Targeted Grants carried forward from 20/21 or Received in 21/22	\$ (1,183,654)
School Based Teacher - Paid Leave	(752,396)
School Based Teacher - Teacher Average Salary	(2,866,748)
School Based Teacher - Teacher Vacancy	2,733,001
Enrolment Decline Staffing Impact	980,350
VLN Staffing Saving	470,486
Adult Education Saving	459,978
	<u>\$ (158,983)</u>

### Salaries - Principals and Vice Principal (+ \$0.68 million)

The amended budget is \$677,282 lower for principals and vice-principals due to employees who are on leave being replaced with substitutes (\$0.76 million), offset by the addition of an Indigenous Education Vice Principal position, funded by surplus targeted funds from 2020-2021 (\$0.09 million).

#### Principals/Vice-Principals

School Based Administrators on Leave	\$764,947
One-Time Indigenous Ed Vice Principal	(87,665)
	<u>\$677,282</u>

### Salaries - Education Assistants (- \$0.85 million)

The amended budget is \$852,515 higher for educational assistants. Enrolment for students with special needs increased by 66 FTE compared to budget which resulted in additional staffing (\$0.59 million). The District also used the 2020-2021 Operating Grant Holdback funds to hire additional staff (\$0.43 million). These increases were offset by delayed hirings for the Safe and Caring School Liaison positions (\$0.10 million) and savings from Adult Education (\$0.07 million).

#### Educational Assistants

Additional Special Education Assistants Hired due to Enrolment Increase	\$(592,531)
Operating Grant Holdback Funded Positions	(430,624)
Vacancy in Safe and Caring School Liaisons	98,968
Adult Education Saving	71,672
	<u>\$(852,515)</u>

### Salaries - Support Staff (+ \$1.77 million)

The amended budget is \$1,771,007 lower for support staff. Savings resulted from lower in-lieu benefit costs for new staff (\$0.56 million), charging employees to the 2020-2021 Operating Grant Holdback funds (\$0.48 million), Maintenance staff charged to capital projects (\$0.38 million), decreased need for casual staff (\$0.24 million), and a lower cost for summer school staff (\$0.12 million) as shown in the following table:

#### Support Staff

Lower In-Lieu Benefit Costs	\$557,232
Support Staff funded by COVID Funding	476,399
Higher Maintenance Staff Assigned to Capital Funds	382,217
Vacancy Savings and Unused Casual Budget	239,692
Modified Summer School	115,537
	<u>\$1,771,077</u>



### Salaries - Other Professionals (- \$0.45 million)

The amended budget is \$447,312 higher for other professionals. The higher cost is due to paying out staff when they retire (\$0.24 million) and higher wage lifts than budgeted (\$0.21 million) as shown in the following table:

#### Other Professionals

Retirement Payouts	\$ (241,326)
Higher Exempt Wage Life	(205,986)
	<u>\$ (447,312)</u>

### Salaries – Substitutes (- \$2.91 million)

The increase in this employee group is due to budgeting for increased coverage for employees on leave. The District is experiencing higher sick replacement costs so far this year to the end of December than in a pre-pandemic year (17% higher in elementary schools and 20% higher in secondary schools). There is also an increase in Administrators on leave (\$0.89 million) that is now budgeted. These costs are offset by the Service Improvement Allocation, which should not have been budgeted for in the Annual Budget, as it related to a previous year.

Higher TTOC for Sick and Leaves Replacement	\$ (2,339,481)
Substitutes for Administrators on Leave	(889,073)
Service Improvement Allocation - one-time budget	323,404
	<u>\$ (2,905,150)</u>

### Employee Benefits (- \$1.98 million)

The increases in salary costs related to the addition of year-end projects in progress funded by prior year surpluses triggers higher benefit costs. As these projects were identified at year-end, the Annual Budget process cannot capture this spending. The District is also experiencing higher maternity leaves in 2021-2022. The current year salary variances also add to the benefit budget. There is also an increase in the premiums for the District's Employee Assistance Plan.

Payroll Costs funded by Prior Year Surplus Carried Forward	\$ (693,376)
Higher Maternity Leave	(532,957)
Benefit impact of Salary variances	(492,032)
Higher Employee Assistance Plan	(263,199)
	<u>\$ (1,981,564)</u>

### Services and Supplies (- \$2.78 million)

The amended budget for services and supplies is \$2,783,406 higher than the annual budget. The increase is illustrated by expense category in the following schedule:

Services	\$ (971,542)
Student Transportation	499,397
Professional Development and Travel	619,154
Rentals and Leases	72,879
Dues and Fees	93,408
Insurance	118,128
Supplies	(3,610,988)
Utilities	396,158
Total Services and Supplies	<u>\$ (2,783,406)</u>

The cost of Services is \$0.97 million higher in the amended budget. Like the higher salary and benefits costs added to the budget for projects in progress at year-end, prior year surpluses carried forward also fund additional services, such as mental health training, identity management project, and energy projects. Additional services were funded by unspent targeted donations and grants carried forward from 2020-2021, offset by PeopleSoft update cost is included in the Oracle migration project as shown in the following table:

Services funded by prior year surplus carried forward	\$ (906,854)
Services funded by targeted donation and grants	(179,688)
PeopleSoft Update	115,000
	<u>\$ (971,542)</u>

Professional Development and Travel costs are lower than budget (\$0.62 million) because most professional development is occurring virtually because of the gathering rules associated with the pandemic.

Like the Services section, supplies such as carving and drumming materials, food, and AIRS supplies were funded by prior year projects and targeted funding and added to the Amended Budget. The reclassification of School Generated Funds also means spending against the funding is added to the Amended Budget. The increases are offset by savings in food supplies purchases as cafeteria sales are lower than budgeted, and the change in accounting for the Business Development grants as mentioned above under Other Revenue. The summary of the increased budget is shown in the following table:

Supplies funded by prior year surplus carried forward	\$ (322,518)
Supplies funded by Miscellaneous Grants	(614,961)
Higher projected School Flex spending funded by prior year surplus carried forward	(478,326)
School Generated Fund Spending	(3,113,247)
Reduction in Food Supplies Purchases (related to lower Cafeteria Revenue)	228,639
Change Accounting for Business Development (offset with Other Revenue)	689,425
	<u>\$ (3,610,988)</u>

### Net Transfers (to) from Other Funds (- \$0.84 million)

This expense category is for capital purchases and capital leases that are funded in the Operating Fund. Most of the higher projected cost of \$840,164 was identified in the Accumulated Surplus on June 30, 2021 in the Operations Spanning Future School Years section. The increased budget is offset by lower capital purchases made by schools and the reallocation of budget to Supplies.

Capital Purchases for project in progress funded by prior year surplus carried forward	\$ (1,026,899)
Capital Purchases funded by targeted donation and grants	(80,000)
Additional Cafeteria Equipment Repair and Purchases	(64,712)
Lower Schools' Capital Purchases offsetting higher Supplies spending	166,414
Lower Maintenance Capital Purchases offsetting higher Supplies spending	165,033
	<u>\$ (840,164)</u>

### RECOMMENDATION(S):

**IT IS RECOMMENDED THAT** the Finance Committee recommend that the Board of Education adopt the Board of Education of School District No. 39 (Vancouver) Amended Annual Budget Bylaw 2021-2022 in the amount of \$663,966,970.

Attachment: Amended Annual Budget Bylaw 2021-2022

Amended Annual Budget

**School District No. 39 (Vancouver)**

June 30, 2022

# School District No. 39 (Vancouver)

June 30, 2022

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	16

\*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. 39 (VANCOUVER) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 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. 39 (Vancouver) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$663,966,970 for the 2021/2022 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 2021/2022.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 39 (Vancouver) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

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Secretary Treasurer

# School District No. 39 (Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	48,438.063	49,025.000
Adult	201.000	201.000
Other	813.500	871.250
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>49,452.563</b>	<b>50,097.250</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	549,652,609	548,448,242
Other	5,607,598	5,604,343
Federal Grants	2,457,164	2,457,164
Tuition	20,983,902	20,117,687
Other Revenue	30,007,777	25,078,089
Rentals and Leases	5,253,306	5,870,910
Investment Income	1,567,857	2,030,918
Amortization of Deferred Capital Revenue	22,524,687	22,067,281
<b>Total Revenue</b>	<b>638,054,900</b>	<b>631,674,634</b>
<b>Expenses</b>		
Instruction	527,390,713	515,727,858
District Administration	24,047,431	24,320,112
Operations and Maintenance	101,985,882	99,719,890
Transportation and Housing	3,252,935	3,589,799
Debt Services	76,707	151,090
<b>Total Expense</b>	<b>656,753,668</b>	<b>643,508,749</b>
<b>Net Revenue (Expense)</b>	<b>(18,698,768)</b>	<b>(11,834,115)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>16,790,176</b>	<b>9,426,729</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,908,592)</b>	<b>(2,407,386)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,908,592)	(2,407,386)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,908,592)</b>	<b>(2,407,386)</b>

# School District No. 39 (Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	534,968,181	528,287,610
Operating - Tangible Capital Assets Purchased	3,019,461	2,007,924
Special Purpose Funds - Total Expense	88,800,518	83,516,603
Special Purpose Funds - Tangible Capital Assets Purchased	783,873	240,338
Capital Fund - Total Expense	32,984,969	31,704,536
Capital Fund - Tangible Capital Assets Purchased from Local Capital	3,409,968	4,360,670
<b>Total Budget Bylaw Amount</b>	<b>663,966,970</b>	<b>650,117,681</b>

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**

**DRAFT** - Not Finalized

February 14, 2022 8:48



# School District No. 39 (Vancouver)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(18,698,768)</b>	<b>(11,834,115)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(3,803,334)	(2,248,262)
From Local Capital	(3,409,968)	(4,360,670)
From Deferred Capital Revenue	(111,576,765)	(127,452,378)
From Leases	(2,980,480)	(3,061,852)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(121,770,547)</b>	<b>(137,123,162)</b>
Amortization of Tangible Capital Assets	32,417,450	31,408,062
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(89,353,097)</b>	<b>(105,715,100)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(108,051,865)</b>	<b>(117,549,215)</b>

# School District No. 39 (Vancouver)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	40,661,728	-	117,692,862	<b>158,354,590</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(10,777,943)	783,873	(8,704,698)	<b>(18,698,768)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(3,019,461)	(783,873)	3,803,334	-
Other	(2,992,772)		2,992,772	-
<b>Net Changes for the year</b>	<b>(16,790,176)</b>	<b>-</b>	<b>(1,908,592)</b>	<b>(18,698,768)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>23,871,552</b>	<b>-</b>	<b>115,784,270</b>	<b>139,655,822</b>

# School District No. 39 (Vancouver)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	485,629,176	489,719,334
Other	62,249	62,249
Federal Grants	2,457,164	2,457,164
Tuition	20,983,902	20,117,687
Other Revenue	9,986,019	5,836,568
Rentals and Leases	3,844,757	4,449,812
Investment Income	1,226,971	1,390,136
<b>Total Revenue</b>	<b>524,190,238</b>	<b>524,032,950</b>
<b>Expenses</b>		
Instruction	443,814,198	435,881,750
District Administration	22,640,273	23,184,337
Operations and Maintenance	65,391,023	65,631,724
Transportation and Housing	3,122,687	3,589,799
<b>Total Expense</b>	<b>534,968,181</b>	<b>528,287,610</b>
<b>Net Revenue (Expense)</b>	<b>(10,777,943)</b>	<b>(4,254,660)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>16,790,176</b>	<b>9,426,729</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(3,019,461)	(2,007,924)
Other	(2,992,772)	(3,164,145)
<b>Total Net Transfers</b>	<b>(6,012,233)</b>	<b>(5,172,069)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 39 (Vancouver)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	477,141,704	480,984,420
Other Ministry of Education Grants		
Pay Equity	7,294,124	7,294,124
Funding for Graduated Adults	1,089,247	1,042,090
Student Transportation Fund	53,423	53,423
FSA Scorer Grant	41,621	41,621
Budgeted Increase in Summer School Enrolment		303,656
Early Learning Framework	9,057	
<b>Total Provincial Grants - Ministry of Education</b>	<b>485,629,176</b>	<b>489,719,334</b>
<b>Provincial Grants - Other</b>	<b>62,249</b>	<b>62,249</b>
<b>Federal Grants</b>	<b>2,457,164</b>	<b>2,457,164</b>
<b>Tuition</b>		
Summer School Fees	562,723	639,375
Continuing Education	864,892	932,812
International and Out of Province Students	19,556,287	18,545,500
<b>Total Tuition</b>	<b>20,983,902</b>	<b>20,117,687</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	1,150,000	1,150,000
Miscellaneous		
Instructional Cafeteria Revenue	1,060,740	1,080,000
Miscellaneous Fees and Revenue	3,344,778	3,606,568
School Generated Funds	4,430,501	
<b>Total Other Revenue</b>	<b>9,986,019</b>	<b>5,836,568</b>
<b>Rentals and Leases</b>	<b>3,844,757</b>	<b>4,449,812</b>
<b>Investment Income</b>	<b>1,226,971</b>	<b>1,390,136</b>
<b>Total Operating Revenue</b>	<b>524,190,238</b>	<b>524,032,950</b>

# School District No. 39 (Vancouver)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	236,952,969	236,793,986
Principals and Vice Principals	26,353,765	27,031,047
Educational Assistants	45,218,804	44,366,289
Support Staff	55,154,590	56,925,667
Other Professionals	12,271,782	11,824,470
Substitutes	13,810,384	10,905,234
<b>Total Salaries</b>	<b>389,762,294</b>	<b>387,846,693</b>
<b>Employee Benefits</b>	<b>100,099,235</b>	<b>98,117,671</b>
<b>Total Salaries and Benefits</b>	<b>489,861,529</b>	<b>485,964,364</b>
<b>Services and Supplies</b>		
Services	14,838,688	13,867,146
Student Transportation	3,075,149	3,574,546
Professional Development and Travel	918,804	1,537,958
Rentals and Leases	550,224	623,103
Dues and Fees	901,394	994,802
Insurance	903,424	1,021,552
Supplies	16,033,189	12,422,201
Utilities	7,885,780	8,281,938
<b>Total Services and Supplies</b>	<b>45,106,652</b>	<b>42,323,246</b>
<b>Total Operating Expense</b>	<b>534,968,181</b>	<b>528,287,610</b>

# School District No. 39 (Vancouver)

Schedule 2C

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

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	173,957,765	226,811	894,100	5,438,958	204,646	11,832,160	192,554,440
1.03 Career Programs	671,276	103,745	-	131,691	110,574	19,437	1,036,723
1.07 Library Services	5,589,183	875,417	25,405	173,443	127	222,154	6,885,729
1.08 Counselling	9,114,922	789,540	-	209	275,583	188,296	10,368,550
1.10 Special Education	26,555,248	2,407,903	39,971,449	348,936	2,966	646,697	69,933,199
1.30 English Language Learning	11,496,190	1,914,309	2,228,370	350,052	191,721	377,475	16,558,117
1.31 Indigenous Education	1,159,234	352,941	1,360,966	125,716	757	84,452	3,084,066
1.41 School Administration	20	17,535,672	8,012	10,807,986	119,902	8,439	28,480,031
1.60 Summer School	1,193,627	169,839	168,756	192,463	11,683	4,375	1,740,743
1.62 International and Out of Province Students	7,022,110	154,280	168,972	464,421	331,378	204,073	8,345,234
<b>Total Function 1</b>	<b>236,759,575</b>	<b>24,530,457</b>	<b>44,826,030</b>	<b>18,033,875</b>	<b>1,249,337</b>	<b>13,587,558</b>	<b>338,986,832</b>
<b>4 District Administration</b>							
4.11 Educational Administration		1,539,895		374,910	2,237,035	39,313	4,191,153
4.40 School District Governance				89,409	712,051	144	801,604
4.41 Business Administration				3,538,744	4,928,226	10,702	8,477,672
<b>Total Function 4</b>	<b>-</b>	<b>1,539,895</b>	<b>-</b>	<b>4,003,063</b>	<b>7,877,312</b>	<b>50,159</b>	<b>13,470,429</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	193,394	283,413	392,774	1,386,514	2,140,047	138,683	4,534,825
5.50 Maintenance Operations				28,546,371	847,076	33,984	29,427,431
5.52 Maintenance of Grounds				3,131,614	158,010		3,289,624
5.56 Utilities							-
<b>Total Function 5</b>	<b>193,394</b>	<b>283,413</b>	<b>392,774</b>	<b>33,064,499</b>	<b>3,145,133</b>	<b>172,667</b>	<b>37,251,880</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation				53,153			53,153
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,153</b>	<b>-</b>	<b>-</b>	<b>53,153</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>236,952,969</b>	<b>26,353,765</b>	<b>45,218,804</b>	<b>55,154,590</b>	<b>12,271,782</b>	<b>13,810,384</b>	<b>389,762,294</b>

**DRAFT** - Not Finalized

February 14, 2022 8:48

# School District No. 39 (Vancouver)

Schedule 2C

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

Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	192,554,440	49,518,335	242,072,775	11,185,965	253,258,740	249,005,480
1.03 Career Programs	1,036,723	266,179	1,302,902	275,296	1,578,198	1,553,502
1.07 Library Services	6,885,729	1,763,760	8,649,489	907,435	9,556,924	9,481,153
1.08 Counselling	10,368,550	2,667,269	13,035,819	286,754	13,322,573	13,546,236
1.10 Special Education	69,933,199	19,159,640	89,092,839	1,175,582	90,268,421	84,822,757
1.30 English Language Learning	16,558,117	4,299,140	20,857,257	195,375	21,052,632	21,579,967
1.31 Indigenous Education	3,084,066	825,584	3,909,650	321,788	4,231,438	3,423,269
1.41 School Administration	28,480,031	6,981,985	35,462,016	759,462	36,221,478	37,446,581
1.60 Summer School	1,740,743	454,861	2,195,604	134,280	2,329,884	2,582,766
1.62 International and Out of Province Students	8,345,234	2,176,511	10,521,745	1,472,165	11,993,910	12,440,039
<b>Total Function 1</b>	<b>338,986,832</b>	<b>88,113,264</b>	<b>427,100,096</b>	<b>16,714,102</b>	<b>443,814,198</b>	<b>435,881,750</b>
<b>4 District Administration</b>						
4.11 Educational Administration	4,191,153	967,531	5,158,684	879,404	6,038,088	5,245,149
4.40 School District Governance	801,604	129,959	931,563	358,104	1,289,667	1,093,870
4.41 Business Administration	8,477,672	2,143,288	10,620,960	4,691,558	15,312,518	16,845,318
<b>Total Function 4</b>	<b>13,470,429</b>	<b>3,240,778</b>	<b>16,711,207</b>	<b>5,929,066</b>	<b>22,640,273</b>	<b>23,184,337</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	4,534,825	1,143,813	5,678,638	1,660,625	7,339,263	7,769,798
5.50 Maintenance Operations	29,427,431	6,888,760	36,316,191	8,702,917	45,019,108	45,028,660
5.52 Maintenance of Grounds	3,289,624	697,424	3,987,048	1,284,301	5,271,349	4,973,527
5.56 Utilities	-	-	-	7,761,303	7,761,303	7,859,739
<b>Total Function 5</b>	<b>37,251,880</b>	<b>8,729,997</b>	<b>45,981,877</b>	<b>19,409,146</b>	<b>65,391,023</b>	<b>65,631,724</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	53,153	15,196	68,349	3,054,338	3,122,687	3,589,799
<b>Total Function 7</b>	<b>53,153</b>	<b>15,196</b>	<b>68,349</b>	<b>3,054,338</b>	<b>3,122,687</b>	<b>3,589,799</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>389,762,294</b>	<b>100,099,235</b>	<b>489,861,529</b>	<b>45,106,652</b>	<b>534,968,181</b>	<b>528,287,610</b>

**DRAFT** - Not Finalized

February 14, 2022 8:48

# School District No. 39 (Vancouver)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	64,023,433	58,728,908
Other	5,545,349	5,542,094
Other Revenue	19,809,861	19,027,365
Investment Income	205,748	458,574
<b>Total Revenue</b>	<b>89,584,391</b>	<b>83,756,941</b>
<b>Expenses</b>		
Instruction	83,576,515	79,846,108
District Administration	1,407,158	1,135,775
Operations and Maintenance	3,686,597	2,534,720
Transportation and Housing	130,248	
<b>Total Expense</b>	<b>88,800,518</b>	<b>83,516,603</b>
<b>Net Revenue (Expense)</b>	<b>783,873</b>	<b>240,338</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(783,873)	(240,338)
<b>Total Net Transfers</b>	<b>(783,873)</b>	<b>(240,338)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 39 (Vancouver)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Deferred Revenue, beginning of year</b>	-	425,695	11,892	-	532,070	1,846,822	4,348,254	10,917	30,434
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	2,190,778	1,674,649				8,399,311		608,000	218,050
Provincial Grants - Other									
Other							17,329,720		
Investment Income	4,363		165		5,391	36,975		4,450	686
	2,195,141	1,674,649	165	-	5,391	8,436,286	17,329,720	612,450	218,736
<b>Less:</b> Allocated to Revenue	2,195,141	2,100,344	12,057	-	34,822	8,436,286	17,329,720	623,367	249,170
Recovered									
<b>Deferred Revenue, end of year</b>	-	-	-	-	<b>502,639</b>	<b>1,846,822</b>	<b>4,348,254</b>	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	2,190,778	2,100,344	11,892			8,399,311		618,917	248,484
Provincial Grants - Other									
Other Revenue					29,431		17,329,720		
Investment Income	4,363		165		5,391	36,975		4,450	686
	2,195,141	2,100,344	12,057	-	34,822	8,436,286	17,329,720	623,367	249,170
<b>Expenses</b>									
Salaries									
Teachers						2,127,232			
Principals and Vice Principals						271,869			
Educational Assistants		1,575,274						446,814	
Support Staff	1,608,712	56,633				1,056,747	107,812		58,194
Other Professionals						71,202			
Substitutes						122,349	918		5,140
	1,608,712	1,631,907	-	-	-	3,649,399	108,730	446,814	63,334
Employee Benefits	326,615	468,437				963,614	21,802	128,236	17,863
Services and Supplies	259,814		523		34,822	3,823,273	17,119,570	48,317	167,973
	2,195,141	2,100,344	523	-	34,822	8,436,286	17,250,102	623,367	249,170
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	11,534	-	-	-	79,618	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased			(11,534)				(79,618)		
	-	-	(11,534)	-	-	-	(79,618)	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 39 (Vancouver)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2022

	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant
<b>Deferred Revenue, beginning of year</b>	\$ 90,629	\$ 169,793	\$ 54,825	\$ 1,246,262	\$ 237,156	\$ 48,052	\$ 2,997	\$ 2,892	\$ -
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	616,294	9,581,867	4,037,077	28,674,634	965,059	82,457	111,003	6,000	1,163,879
Provincial Grants - Other									
Other									
Investment Income	-						304	19	
	616,294	9,581,867	4,037,077	28,674,634	965,059	82,457	111,307	6,019	1,163,879
<b>Less:</b> Allocated to Revenue	618,946	9,661,580	4,037,077	28,674,634	965,059	130,248	111,337	6,019	1,163,879
Recovered			54,825	1,246,262	237,156				
<b>Deferred Revenue, end of year</b>	<b>87,977</b>	<b>90,080</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>261</b>	<b>2,967</b>	<b>2,892</b>	<b>-</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education	618,946	9,661,580	4,037,077	28,674,634	965,059	130,248	111,033	6,000	1,163,879
Provincial Grants - Other									
Other Revenue									
Investment Income							304	19	
	618,946	9,661,580	4,037,077	28,674,634	965,059	130,248	111,337	6,019	1,163,879
<b>Expenses</b>									
Salaries									
Teachers	111,495	429,315	193,576	22,703,590					
Principals and Vice Principals		114,418							
Educational Assistants		2,568,623	1,898,033					1,011	
Support Staff	271	1,622,253	48,702						895,752
Other Professionals		1,453,043	394,255						45,118
Substitutes	53,624		566,747		787,161			1,346	
	165,390	6,187,652	3,101,313	22,703,590	787,161	-	-	2,357	940,870
Employee Benefits	41,061	1,628,451	827,384	5,971,044	177,898			600	223,009
Services and Supplies	405,863	1,845,477	108,380			130,248	111,337	3,062	
	612,314	9,661,580	4,037,077	28,674,634	965,059	130,248	111,337	6,019	1,163,879
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>6,632</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(6,632)								
	(6,632)	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# School District No. 39 (Vancouver)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Federal Safe Return to Class Fund	Seamless Day Kindergarten	Covid Rapid Response	CommunityLINK Other	PRP	CAYA	Assistive Technology AT-BC	PRCVI	Settlement Workers In School
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	-	884,820	196,510	3,642,854	9,690,088	443,597	418,548
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education		50,000	210,000		2,486,405			2,382,336	
Provincial Grants - Other						1,607,039	2,380,000		
Other				232,908			1,200,000		
Investment Income				7,900	5,643	35,730	87,539	7,000	5,894
	-	50,000	210,000	240,808	2,492,048	1,642,769	3,667,539	2,389,336	5,894
<b>Less:</b> Allocated to Revenue	-	50,000	210,000	263,183	2,688,558	3,135,730	3,667,539	2,149,336	52,703
Recovered									
<b>Deferred Revenue, end of year</b>	-	-	-	<b>862,445</b>	-	<b>2,149,893</b>	<b>9,690,088</b>	<b>683,597</b>	<b>371,739</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education		50,000	210,000		2,682,915			2,142,336	
Provincial Grants - Other						3,100,000	2,380,000		45,661
Other Revenue				255,283			1,200,000		1,148
Investment Income				7,900	5,643	35,730	87,539	7,000	5,894
	-	50,000	210,000	263,183	2,688,558	3,135,730	3,667,539	2,149,336	52,703
<b>Expenses</b>									
Salaries									
Teachers					1,650,985			101,078	
Principals and Vice Principals									
Educational Assistants		38,850			63,859				8,504
Support Staff					112,036	542,255	660,937	721,565	1,497
Other Professionals			167,729		9,472	243,996	884,251	210,187	92
Substitutes					47,286				463
	-	38,850	167,729	-	1,883,638	786,251	1,545,188	1,032,830	10,556
Employee Benefits		11,150	38,577		496,120	219,980	396,608	282,960	2,906
Services and Supplies			3,694	263,183	308,800	2,107,328	1,725,743	823,046	35,884
	-	50,000	210,000	263,183	2,688,558	3,113,559	3,667,539	2,138,836	49,346
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	22,171	-	10,500	3,357
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased						(22,171)		(10,500)	(3,357)
	-	-	-	-	-	(22,171)	-	(10,500)	(3,357)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

## School District No. 39 (Vancouver)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Miscellaneous	TOTAL
	\$	\$
<b>Deferred Revenue, beginning of year</b>	995,343	25,330,450
<b>Add:</b> Restricted Grants		
Provincial Grants - Ministry of Education		63,457,799
Provincial Grants - Other		3,987,039
Other	994,279	19,756,907
Investment Income	3,689	205,748
	997,968	87,407,493
<b>Less:</b> Allocated to Revenue	1,017,656	89,584,391
Recovered		1,538,243
<b>Deferred Revenue, end of year</b>	<b>975,655</b>	<b>21,615,309</b>
<b>Revenues</b>		
Provincial Grants - Ministry of Education		64,023,433
Provincial Grants - Other	19,688	5,545,349
Other Revenue	994,279	19,809,861
Investment Income	3,689	205,748
	1,017,656	89,584,391
<b>Expenses</b>		
Salaries		
Teachers	121,394	27,438,665
Principals and Vice Principals		386,287
Educational Assistants	12,076	6,613,044
Support Staff	7,016	7,500,382
Other Professionals		3,479,345
Substitutes	3,547	1,588,581
	144,033	47,006,304
Employee Benefits	37,962	12,282,277
Services and Supplies	185,600	29,511,937
	367,595	88,800,518
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>650,061</b>	<b>783,873</b>
<b>Interfund Transfers</b>		
Tangible Capital Assets Purchased	(650,061)	(783,873)
	(650,061)	(783,873)
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>

**School District No. 39 (Vancouver)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Other Revenue		211,897	<b>211,897</b>	214,156
Rentals and Leases		1,408,549	<b>1,408,549</b>	1,421,098
Investment Income		135,138	<b>135,138</b>	182,208
Amortization of Deferred Capital Revenue	22,524,687		<b>22,524,687</b>	22,067,281
<b>Total Revenue</b>	<b>22,524,687</b>	<b>1,755,584</b>	<b>24,280,271</b>	23,884,743
<b>Expenses</b>				
Operations and Maintenance		490,812	<b>490,812</b>	145,384
Amortization of Tangible Capital Assets				
Operations and Maintenance	32,417,450		<b>32,417,450</b>	31,408,062
Debt Services				
Capital Lease Interest		76,707	<b>76,707</b>	151,090
<b>Total Expense</b>	<b>32,417,450</b>	<b>567,519</b>	<b>32,984,969</b>	31,704,536
<b>Net Revenue (Expense)</b>	<b>(9,892,763)</b>	<b>1,188,065</b>	<b>(8,704,698)</b>	(7,819,793)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	3,803,334		<b>3,803,334</b>	2,248,262
Capital Lease Payment		2,992,772	<b>2,992,772</b>	3,164,145
<b>Total Net Transfers</b>	<b>3,803,334</b>	<b>2,992,772</b>	<b>6,796,106</b>	5,412,407
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	3,409,968	(3,409,968)	-	
Principal Payment				
Capital Lease	2,916,065	(2,916,065)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>6,326,033</b>	<b>(6,326,033)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>236,604</b>	<b>(2,145,196)</b>	<b>(1,908,592)</b>	(2,407,386)

# VANCOUVER SCHOOL DISTRICT FINANCE COMMITTEE

FEBRUARY 16, 2022

 Vancouver  
School District

1



**Skwxwú7mesh  
Úxwumixw**

Squamish Nation



## Indigenous Acknowledgement

Please join me in acknowledging that we are  
unlearning and relearning on the traditional  
and unceded lands of the

xʷməθkʷəy̓əm (Musqueam),

Skwxwú7mesh (Squamish) and

səlilwətał (Tsleil-Waututh)

Nations.



2

## Live-streamed

The meeting is being live-streamed and the audio and visual recording will also be available to the public for viewing after the meeting.

The footage of the meeting may be viewed inside and outside of Canada.

## Meeting Decorum

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All members/delegates request to speak through the chair;
- ii. Civility towards others is maintained as stakeholder representatives and Trustees share perspectives and participate in debate;
- iii. Staff be able to submit objective reports without influence or pressure as their work is acknowledged and appreciated;
- iv. Committee members refrain from personal inflammatory/accusatory language/action;
- v. Committee Members, Trustees, representatives and /staff present themselves in a professional and courteous manner.

## Committee Roll Call

- Roundtable roll call

- Stakeholders: please state your first and last name and the name of the group you are representing
- Trustees and staff: please state your first and last name and position

## ITEM 1.1 Financial Update to December 31, 2021 (Operating Fund)

Shehzad Somji, Assistant Secretary Treasurer



## Public Sector Accounting Board Standards

- District's financial activities recorded in three funds:
  - Operating
  - Capital
  - Special Purpose
- Focus is on the Operating Fund – focuses on the MoE grants and other revenue and expenses related to the provision of educational services

7

## Statement of Operations

	2021-2022			2020-2021		
	YTD Dec	Annual Budget	%	YTD Dec	Annual Budget	%
<b>Revenue</b>	<b>\$ 213,201,494</b>	<b>\$ 524,032,950</b>	<b>40.7%</b>	<b>\$ 211,603,372</b>	<b>\$ 519,186,974</b>	<b>40.8%</b>
<b>Expenses</b>						
Salaries-Educational Assistants	17,873,893	44,366,289	40.3%	15,524,051	42,629,238	36.4%
Salaries-Other Professionals	5,656,911	11,824,470	47.8%	5,563,076	10,874,531	51.2%
Salaries-Principals and VP's	12,390,665	27,031,047	45.8%	11,906,436	25,095,713	47.4%
Salaries-Substitutes	5,372,291	10,905,234	49.3%	2,753,389	10,714,444	25.7%
Salaries-Support Staff	25,037,995	56,925,667	44.0%	24,931,497	56,589,137	44.1%
Salaries-Teachers	96,203,720	236,793,986	40.6%	95,211,828	236,831,219	40.2%
Benefits	35,296,833	98,117,671	36.0%	37,288,580	99,311,234	37.5%
Services and Supplies	17,451,188	42,323,246	41.2%	13,556,320	41,188,228	32.9%
<b>Total Expenses</b>	<b>215,283,496</b>	<b>528,287,610</b>	<b>40.8%</b>	<b>206,735,177</b>	<b>523,233,744</b>	<b>39.5%</b>
<b>Net Revenue (Expense)</b>	<b>(2,082,002)</b>	<b>(4,254,660)</b>		<b>4,868,195</b>	<b>(4,046,770)</b>	
<b>Funded from Operating</b>						
Capital Lease	1,043,167	3,164,145		1,540,342	3,125,104	
Capital from Operating	1,081,693	2,007,924		1,917,472	1,777,336	
<b>Surplus / (Deficit)</b>	<b>\$ (4,206,862)</b>	<b>\$ (9,426,729)</b>		<b>\$ 1,410,381</b>	<b>\$ (8,949,210)</b>	
School Generated Funds (net)	1,373,050			9,030,749		
<b>Adjusted Surplus / (Deficit)</b>	<b>\$ (2,833,812)</b>	<b>\$ (9,426,729)</b>		<b>\$ 10,441,130</b>	<b>\$ (8,949,210)</b>	

8

## Surplus – Operating Fund

Surplus (Deficit) from Operations	\$ (4,206,862)
Net Surplus (Deficit) from SGF	1,373,050
Adjusted Surplus (Deficit)	<u>\$ (2,833,812)</u>

- SGF did not meet criteria for being restricted as a SPF
- Reclassified from SPF to Operating Fund
- SGF net surplus is not available for District operations

 Vancouver School District

9

## Change in Net Unrestricted School Generated Funds

	Dec 2021	Dec 2020	increase/decrease
Revenue	\$ 4,486,297	\$ 12,516,078	\$ (8,029,781)
Expense	3,113,246	3,485,329	(372,082)
	<u>\$ 1,373,050</u>	<u>\$ 9,030,749</u>	<u>\$ (7,657,699)</u>

- 2020-2021 year-end one-time adjustment to record prior years' net funds

 Vancouver School District

10

## Change in Surplus (Deficit) Position – Regular Operations

	2021-2022	2020-2021	Increase / (Decrease)
Revenue	\$ 213.20	\$ 211.60	\$ 1.60
Total Expenses	215.29	206.74	8.55
Net Revenue (Expense)	(2.09)	4.86	(6.95)
Funded from Operating			
Capital Lease	1.05	1.54	(0.50)
Capital from Operating	1.09	1.92	(0.83)
	2.13	3.46	(1.33)
Surplus / (Deficit)	\$ (4.22)	\$ 1.41	\$ (5.62)

- Revenue up \$1.60m
- Expenses up \$8.55m
- Capital spending down \$1.33m

11

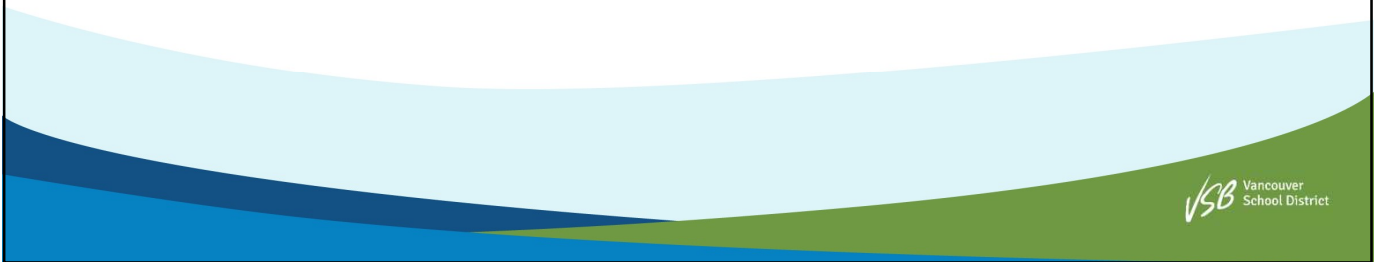
## Revenue

	2021-2022	2020-2021	Increase / (Decrease)
Operating Grants	\$ 195.57	\$ 187.89	\$ 7.68
Other Provincial Grants	1.06	7.52	(6.46)
Federal Grants	1.52	1.04	0.48
Tuitions	9.62	10.64	(1.02)
Other Revenue	3.08	2.11	0.97
Rental and Leases	1.76	1.57	0.19
Investment Income	0.59	0.83	(0.24)
	\$ 213.20	\$ 211.60	\$ 1.60

- Operating Grant (+ \$7.68m)
  - MoE Basic Allocation increase \$325/FTE (+ \$7.71m)
  - Increase in supplementary grants (+ \$1.0m)
- Other Provincial Grants (- \$6.46 m)
  - Labour Settlement rolled into Operating Grant (\$5.40m)
- Tuition (- \$1.02m)
  - International students (- \$0.93m)
  - VLN (- \$0.15m)
- Other Revenue (+ \$0.97m)
  - Reopening school cafeterias (+ \$0.34m)
  - Business Development donations (+ \$0.23m)
  - Grants (+ \$0.10m)
  - Maintenance Work (+ \$0.11m)

12

## Salaries & Benefits



13

## Employee Groups and Expected Spending

- EA's & Teachers - primarily 10-month employees, 40% of budget spent
- PVP, Other Professionals - primarily 12-month employees, 50% budget spent
- Support Staff – mix of 10 and 12-month employees, 40% - 50% of budget spent



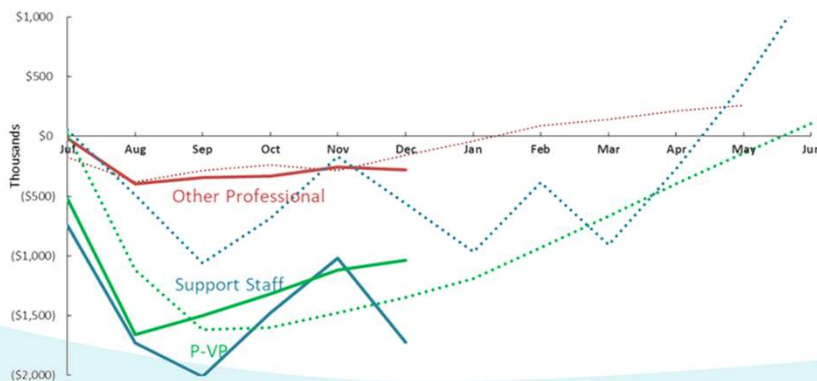
14

## Salaries & Benefits

	2021-2022 Annual			2020-2021 Annual		
	YTD Dec	Budget	%	YTD Dec	Budget	%
Salaries-Educational Assistants	\$ 17.87	\$ 44.37	40.3%	\$ 15.52	\$ 42.63	36.4%
Salaries-Other Professionals	5.66	11.82	47.9%	5.56	10.87	51.1%
Salaries-Principals and VP's	12.39	27.03	45.8%	11.91	25.10	47.5%
Salaries-Substitutes	5.37	10.91	49.2%	2.75	10.71	25.7%
Salaries-Support Staff	25.04	56.93	44.0%	24.93	56.59	44.1%
Salaries-Teachers	96.20	236.79	40.6%	95.21	236.83	40.2%
Benefits	35.30	98.12	36.0%	37.29	99.31	37.5%
<b>Total Salaries</b>	<b>\$ 197.83</b>	<b>\$ 485.97</b>	<b>40.7%</b>	<b>\$ 193.17</b>	<b>\$ 482.04</b>	<b>40.1%</b>

15

## Vacation Accrual



- Increase in vacation time taken or paid out in 2021-2022 over 2020-2021, reduces the accrual and expense

16

## Salaries

	2021-2022	2020-2021	Increase / (Decrease)
Salaries-Educational Assistants	\$ 17.87	\$ 15.52	\$ 2.35
Salaries-Other Professionals	5.66	5.56	0.10
Salaries-Principals and VP's	12.39	11.91	0.48
Salaries-Substitutes	5.37	2.75	2.62
Salaries-Support Staff	25.04	24.93	0.11
Salaries-Teachers	96.20	95.21	0.99
Total Salaries	\$ 162.53	\$ 155.88	\$ 6.65

### • Salaries (+ \$6.65m)

- Wage increases (+ \$3.37m)
- Sick Leave replacement(+ \$1.04m)
- Increased permanent EA 49 FTE (+ \$0.77m)
- Summer School (+ \$0.71m)
- Adult and VLN substitute use (+ \$0.49m)
- Safe & Caring School (+ \$0.21m)

17

## Benefits Year-over-Year

	Increase / (Decrease)
Premium Holiday and Benefit Surplus Refund	\$ (4.39)
Wage Sensitive Benefits	1.10
Higher recovery of expenses from the capital and special purpose funds	0.62
Higher Pension Plan Expense due to higher salaries	0.48
Increased maternity leave supplementary payments	0.26
Employee Future Benefits	(0.05)
Other Benefit Items	(0.01)
	<u>\$ (1.99)</u>

18

## Services & Supplies

19

## Services and Supplies

	2021-2022 Annual Budget	2021-2022 YTD Dec	2020-2021 YTD Dec	Actual Increase (Decrease)
Services	\$13,867,146	\$ 6,859,945	\$ 4,584,592	\$ 2,275,353
Student Transportation	3,574,546	1,236,953	872,126	364,827
Pro-D & Travel	1,537,958	396,134	150,035	246,099
Rentals & Leases	623,103	333,780	405,977	(72,197)
Dues & Fees	994,802	581,251	669,281	(88,030)
Insurance	1,021,552	497,661	1,009,161	(511,500)
Supplies	12,422,201	4,955,093	3,713,037	1,242,055
Utilities	8,281,938	2,590,370	2,152,111	438,259
	<b>\$42,323,246</b>	<b>\$17,451,187</b>	<b>\$13,556,320</b>	<b>\$ 3,894,866</b>

- Student transportation (+ \$0.36m)
- Pro-D & Travel (+ \$0.25m)
  - Includes annual joint Pro-D expense for the prior year
- Insurance (- \$0.51m)
  - Recorded as prepaid expense this year
- Utilities (+ \$0.44m)
  - Increased usage

20

## Services

Consulting fees	\$ 292,363
Legal fees	78,065
Security monitoring	79,420
Repairing school classroom equipment	82,534
Software maintenance charged to supplies last year	214,303
Timing difference of payment for software maintenance	52,991
Timing difference of Provincial charges for digital services	819,744
Timing difference of service provided by Min. of Children & Family Dev.	178,092
Postage	23,142
School spending	79,207
Bank fees	38,016
Advertising	78,722
Commissions for recruiting international students	359,898
Payroll alignment project	(101,144)
	<u>\$ 2,275,353</u>

- Timing difference in payments
- Increase in student and classroom related costs
- Increase in commissions for recruiting int'l students

21

## Supplies

Paper and photocopying	\$ 153,628
Cafeteria	431,453
Other supplies	227,445
Books and instruction	405,805
Custodial	60,385
Maintenance	95,874
Computer hardware and software	(132,535)
	<u>\$ 1,242,055</u>

- Increased school spending with return to in-person learning
- Timing of annual bulk schools supplies spending
- Cafeteria operations have restarted

22



## Capital Spending from Operating

	Dec-21	Dec-20	Change
Capital Lease	1,043,167	1,540,342	(497,176)
Capital Purchases	1,081,693	1,917,472	(835,779)
	2,124,860	3,457,815	(1,332,955)

- Capital Lease
  - Expired leases (- \$0.84m)
  - New leases (+ \$0.45m)
  - Lower payments and amortization of prepaid interest (- \$0.11m)
- Capital Purchases
  - Gordon Elementary and L'Ecole Bilingue building envelope panels in 2020 (- \$0.40m)
  - Computer hardware purchased in 2020 with funding received that year (- \$0.20m)

## QUESTIONS?

### ITEM 1.1

## Financial Update to December 31, 2021(Operating Fund)

# ITEM 1.2

## COVID-19 Spending Update

J. David Green, Secretary Treasurer

VSB Vancouver  
School District

25

## COVID-19 Grant Spending

1. 2020-2021 Holdback Funds - \$1,509,158
2. 2021-2022 Return to School Recovery - \$1,163,879
3. 2020-2021 COVID-19 Federal and Provincial Grants

VSB Vancouver  
School District

26

## Purpose of the Operating Holdback Grant

Strategies and resources to support students in following areas:

1. Learning impacts to students as a result of the pandemic.
2. Additional resources to address learning impacts to students caused by the pandemic.
3. Learning recovery strategies.

Grant intended to be focused on vulnerable students and the District placed this focus on Indigenous students.

27

## Holdback Grant Staffing Added

- Teachers for Kids in Care - 3
- Elder in Resident program - 2
- Literacy Teacher in Indigenous Education - 1
- Cultural Coordinator - 1
- Transition Teacher – 1
- Other Support Staff – 13

28

## Programs Introduced

- Drum making
- 3 – six-man Cedar Strip Canoes
- Four Directions Treasure Box carvings
- Welcome Figure at the Newcomers Welcome Centre

29

## 2020-2021 Holdback Funds Spending Plan

	Budget	Spending to Jan. 31, 2022	Planned Spending
Staffing	\$ 1,008,010	\$ 142,558	\$ 865,452
Drum Making	249,612	36,220	213,392
Cedar Strip Canoes	125,000	121,534	3,466
Four Directions Treasure Box	97,536	97,536	-
Welcome Figure	29,000	-	29,000
	<u>\$ 1,509,158</u>	<u>\$ 397,848</u>	<u>\$ 1,111,310</u>

30

## Purpose of the Return to School Recovery Grant

Support school districts for:

1. A safe return to school in September 2021
2. A near normal return to school in September 2021

District focus has been on additional cleaning of student desks and tables

 VSB Vancouver School District

31

## 2021-2022 Return to School Recovery Spending Plan

	Budget	Spending to Jan. 31, 2022	Planned Spending
Staffing	\$ 1,088,879	\$ 635,179	\$ 453,700
Supplies	75,000	36,220	38,780
	<u>\$ 1,163,879</u>	<u>\$ 671,399</u>	<u>\$ 492,480</u>

 VSB Vancouver School District

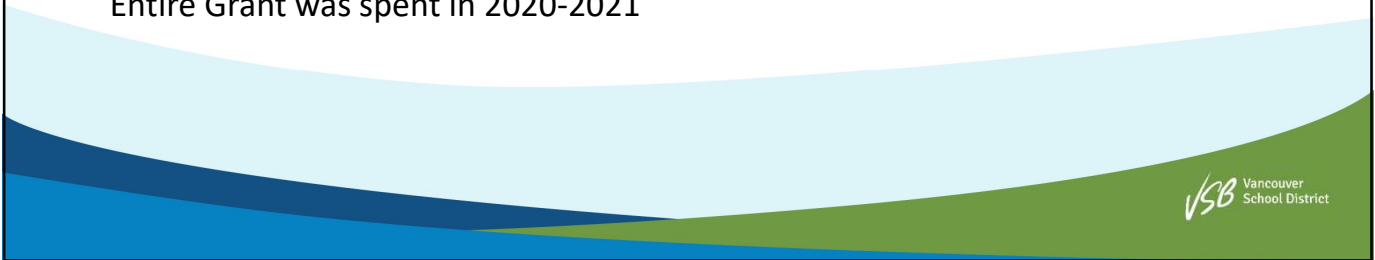
32

## 2020-2021 Provincial Safe Return to School Grant

Total Grant - \$3,556,154

1. Investment for more staff and staff time for cleaning schools - \$1,946,484
2. Improving and increasing access to hand hygiene, including installation of non-touch faucets to existing sinks - \$776,055
3. Cleaning supplies - \$431,612
4. Face masks and shields - \$195,598
5. Support for remote learning, such as technology loans or software to support students with disabilities or complex needs - \$206,405

Entire Grant was spent in 2020-2021



33

## 2020-2021 Federal Safe Return to Class Grant

Total Grant - \$19,561,821

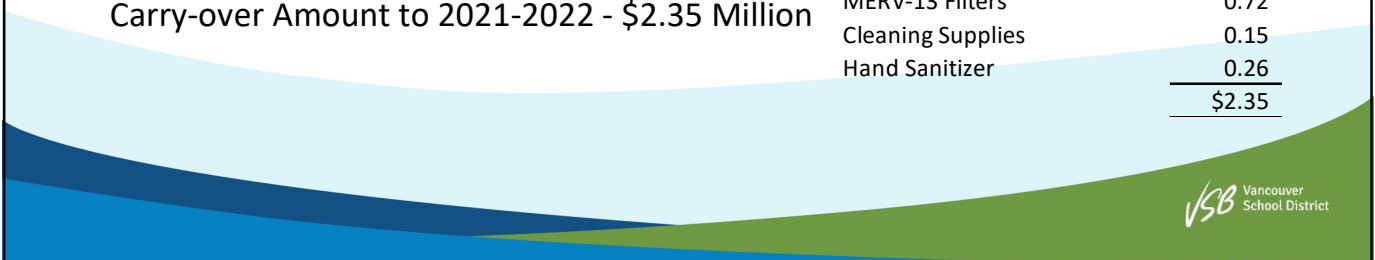
Focus Placed on the Following Areas

- Learning resources and supports - \$12,167,658 million allocation
- Health and safety - \$6,485,714 million allocation
- Transportation – \$908,449 million allocation

Spent in 2020-2021 - \$17.21million

Carry-over Amount to 2021-2022 - \$2.35 Million

Outdoor Learning Spaces	\$1.22
MERV-13 Filters	0.72
Cleaning Supplies	0.15
Hand Sanitizer	0.26
	<hr/>
	\$2.35



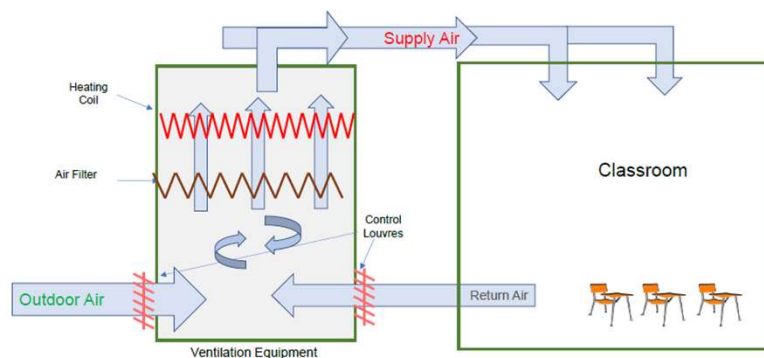
34

## Ventilation Improvements \$1.13 Million

- Included in the Health and Safety Allocation of \$6.5 million
- Used for:
  - Upgrading systems to MERV-13 filters
  - Refurbishing ventilation equipment where required to ensure that design airflows are being delivered to spaces. This includes replacing motors, belts, pulleys and bearings.

35

## Generalized HVAC System



36

## Strategies for Sites with Mechanical Ventilation

- Increasing run-times for ventilated spaces – before and after school.
- Maximizing the amount of outdoor air supplied within the capacity of the heating systems.
- Adjusting air-handling equipment CO2 control set points to 800 ppm where applicable.
- Upgrading systems to MERV-13 filters (beginning in fall 2020 and continuing in 2021-2022 and 2022-2023).
- Providing maximum possible occupant control over their spaces by ensuring windows are openable and operable for the occupants to use.
- Refurbishing ventilation equipment where required to ensure that design airflows are being delivered to spaces.
  - Includes replacing motors, belts, pulleys and bearings.

## Strategies for Sites without Mechanical Ventilation

A small number of enrolling portables (10) did not have a mechanical ventilation system

Actions taken and being taken:

- Being reviewed for air quality indicators of ventilation this winter.
- Deployment of a portable HEPA air filter before the end of February.
- An engineering review to determine a permanent ventilation solution that can be deployed within the space – expected to be installed in the summer of 2022.



## Pro-Active Approach to Ventilation Improvements

- Operations team has a defined process for investigation and resolution of concerns, including:
  - The on-site building engineer assessing the situation
  - Referral to an operations supervisor for air quality evaluation (if required)
  - Repair or replacement of equipment to resolve the issue.
- Facilities department uses information from site level issue resolution to drive district-level improvements
  - Examples:
    - Furnace replacement in a number of portables
    - Replacement of ventilation equipment
- School by school ventilation improvements updated on website – February 15, 2022

## Government Support for Ventilation in 2021-2022

- Intended use is to increase outdoor air intake and/or increase air cleaning to help reduce the transmission of COVID-19.
- The District is anticipating receiving over \$1.0 million.
- Eligible uses:
  - Purchase of some HEPA Filters to address the need that a few portables do not have mechanical ventilation systems
  - Improvements to existing ventilation systems and associated control systems
  - Ventilation filter upgrading and replacement, including equipment and related operating expenses

## Potential Spending Plan

HEPA Filters for Portables	\$25,000
New Ventilation Systems for Portables	125,000
Refurbish Air Handling Systems	250,000
Refurbish Exhaust Fans	200,000
Improve Existing Ventilation Systems	250,000
Improvements to Control Systems	50,000
Improve Air Handling Systems for Filter Insertion	110,000
	<u>\$1,010,000</u>

41

## QUESTIONS?

### ITEM 1.2

## COVID-19 Spending Update

42

# ITEM 3.1

## 2021/2022 Amended Annual Budget

J. David Green, Secretary Treasurer  
Shehzad Somji, Assistant Secretary Treasurer



43

### Legislative Authority

- Sub-section 113(2) of the School Act requires a Board of Education to submit an Amended Annual Budget if the Minister of Education amends a District's operating grant
- Sub-section 106.3(6) of the School Act allows the Minister to amend a District's operating grant for enrolment or funding changes
- Done every year based on September enrolments
- Commonly referred to as the December Recalc



44

## Public Sector Accounting Standards Requirement

- Districts are part of the Government Reporting Entity (GRE)
- Treasury Board in 2010 directed districts to follow the revised Public Sector Accounting Board (PSAB) framework for fiscal years commencing after December 31, 2011
- PSAB Framework requires budgets to include elements of all funds, not just the operating fund.

## PSAB Format

- Statement 2 – Revenue and Expense
- Statement 4 – Changes in Net Financial Assets (Debt)
- Schedule 1 – Changes in Accumulated Surplus (Deficit) by Fund
- Schedule 2 – Operating Revenue and Expense
- Schedule 2A – Schedule of Operating Revenue by Source
- Schedule 2B – Schedule of Operating Expense by Object
- Schedule 2C – Operating Expense by Function, Program and Object
- Schedule 3 – Special Purpose Revenue and Expense
- Schedule 3A – Changes in Special Purpose Funds
- Schedule 4 – Capital Revenue and Expense

## 2021/2022 Amended Annual Budget Bylaw

Consists of the following:

- Operating Fund Expenses
- Special Purpose Fund Expenses
- Capital Expenses
- Capital Purchases
  - From Operating
  - From Special Purpose

 Vancouver School District

47

## 2021/2022 Amended Annual Budget Bylaw Amount

	Operating	SPF	Capital	Total
Operating Fund - Total Expense	\$ 534,968,181	\$ -	\$ -	\$ 534,968,181
Operating Fund - Tangible Capital Assets Purchased	3,019,461			3,019,461
Special Purpose Fund - Total Expense		88,800,518		88,800,518
Special Purpose Fund - Capital Assets Purchased		783,873		783,873
Capital Fund - Total Expense			32,984,969	32,984,969
Capital Fund - Tangible Capital Assets Purchased from Local Capital			3,409,968	3,409,968
	<b>\$ 537,987,642</b>	<b>\$ 89,584,391</b>	<b>\$ 36,394,937</b>	<b>\$ 663,966,970</b>

 Vancouver School District

48

## Statement 2 - Revenue and Expense

- Shows revenue and expense for all funds to produce an overall surplus (deficit)
- Revenue by major source, including tuition separately
- Expenses are shown by function
- Breaks down overall surplus (deficit) by fund at the bottom
- Illustrates the budget bylaw amount at the end

## Statement 2 – Revenue and Expense

	Amended Budget	Annual Budget	Surplus/ (Deficit)
<b>Revenues</b>			
Ministry of Education	\$ 549,652,609	\$ 548,448,242	\$ 1,204,367
Other Provincial Revenue	5,607,598	5,604,343	3,255
Federal Grants	2,457,164	2,457,164	-
Tuition	20,983,902	20,117,687	866,215
Other Revenue	30,007,777	25,078,089	4,929,688
Rentals and Leases	5,253,306	5,870,910	(617,604)
Investment Income	1,567,857	2,030,918	(463,061)
Amortization of Deferred Capital Revenue	22,524,687	22,067,281	457,406
	<u>638,054,900</u>	<u>631,674,634</u>	<u>6,380,266</u>
<b>Expenses</b>			
Instruction	527,390,713	515,727,858	(11,662,855)
District Administration	24,047,431	24,320,112	272,681
Operations and Maintenance	101,985,882	99,719,890	(2,265,992)
Transportation and Housing	3,252,935	3,589,799	336,864
Debt Services	76,707	151,090	74,383
	<u>656,753,668</u>	<u>643,508,749</u>	<u>(13,244,919)</u>
<b>Net Revenue (Expense)</b>	<u>(18,698,768)</u>	<u>(11,834,115)</u>	<u>(6,864,653)</u>
Budgeted Allocation of Surplus	16,790,176	9,426,729	7,363,447
<b>Surplus (Deficit) for the Year</b>	<u>\$ (1,908,592)</u>	<u>\$ (2,407,386)</u>	<u>\$ 498,794</u>

## 2021/2022 Amended Annual Budget Surplus / (Deficit)

	Operating	SPF	Capital	Total
Revenues	\$ 524,190,238	\$ 89,584,391	\$ 24,280,271	\$ 638,054,900
Expenses	534,968,181	88,800,518	32,984,969	656,753,668
Net Revenue (Expense)	(10,777,943)	783,873	(8,704,698)	(18,698,768)
Budgeted Allocation of Surplus	16,790,176			16,790,176
Tangible Capital Assets Purchased	(3,019,461)	(783,873)	3,803,334	-
Other (Capital Leases)	(2,992,772)		2,992,772	-
Budgeted Surplus (Deficit)	\$ 0	\$ 0	\$ (1,908,592)	\$ (1,908,592)



51

## 2021/2022 Amended Annual Budget Revenue

	Operating	SPF	Capital	Total
Ministry of Education	\$ 485,629,176	\$ 64,023,433	\$ 0	\$ 549,652,609
Other Provincial Revenue	62,249	5,545,349		5,607,598
Federal Grants	2,457,164			2,457,164
Tuition	20,983,902			20,983,902
Other Revenue	9,986,019	19,809,861	211,897	30,007,777
Rentals and Leases	3,844,757		1,408,549	5,253,306
Investment Income	1,226,971	205,748	135,138	1,567,857
Amortization of Deferred Capital Revenue			22,524,687	22,524,687
	\$ 524,190,238	\$ 89,584,391	\$ 24,280,271	\$ 638,054,900



52

## 2021/2022 Amended Annual Budget Expense by Function

	Operating	SPF	Capital	Total
Instruction	\$ 443,814,198	\$ 83,576,515	\$ 0	\$ 527,390,713
District Administration	22,640,273	1,407,158		24,047,431
Operations and Maintenance	65,391,023	3,686,597	490,812	69,568,432
Transportation and Housing	3,122,687	130,248		3,252,935
Amortization of Capital Assets			32,417,450	32,417,450
Interest			76,707	76,707
	<u>\$ 534,968,181</u>	<u>\$ 88,800,518</u>	<u>\$ 32,984,969</u>	<u>\$ 656,753,668</u>

53

## Schedule 2, 3 and 4 - Revenue and Expense

- Shows revenue and expense for a single fund:
  - Schedule 2: Operating Fund
  - Schedule 3: Special Purpose Fund (including CEF)
  - Schedule 4: Capital Revenue and Expense
- Revenue by major source
- Expenses are shown by function

54



## Schedule 2 – Operating Revenue and Expense

	Amended Budget	Annual Budget	Surplus/ (Deficit)
<b>Revenues</b>			
Ministry of Education	\$ 485,629,176	\$ 489,719,334	\$ (4,090,158)
Other Provincial Revenue	62,249	62,249	-
Federal Grants	2,457,164	2,457,164	-
Tuition	20,983,902	20,117,687	866,215
Other Revenue	9,986,019	5,836,568	4,149,451
Rentals and Leases	3,844,757	4,449,812	(605,055)
Investment Income	1,226,971	1,390,136	(163,165)
	<u>524,190,238</u>	<u>524,032,950</u>	<u>157,288</u>
<b>Expenses</b>			
Instruction	443,814,198	435,881,750	(7,932,448)
District Administration	22,640,273	23,184,337	544,064
Operations and Maintenance	65,391,023	65,631,724	240,701
Transportation and Housing	3,122,687	3,589,799	467,112
	<u>534,968,181</u>	<u>528,287,610</u>	<u>(6,680,571)</u>
<b>Net Revenue (Expense)</b>	<u>(10,777,943)</u>	<u>(4,254,660)</u>	<u>(6,523,283)</u>
Interfund Transfer to Capital Fund	(6,012,233)	(5,172,069)	(840,164)
Budgeted Appropriation of Surplus	16,790,176	9,426,729	7,363,447
<b>Budgeted Surplus (Deficit) for the Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>



55

## Schedule 3 - Special Purpose Funds

- Under PSA standards any monetary contribution from an external source that meets the definition of a liability under PSAB has to be reported in the Special Purpose Fund.
- Special Purpose Funds are budgeted in Schedule 3
- CEF is reported as a Special Purpose Fund
- Safe Return to School / Restart: Health & Safety grant is reported as a Special Purpose Fund



56

## Schedule 3 – Special Purpose Revenue and Expense

	Amended Budget	Annual Budget	Surplus/ (Deficit)
<b>Revenues</b>			
Ministry of Education	\$ 64,023,433	\$ 58,728,908	\$ 5,294,525
Other Provincial Revenue	5,545,349	5,542,094	3,255
Other Revenue	19,809,861	19,027,365	782,496
Investment Income	205,748	458,574	(252,826)
	<u>89,584,391</u>	<u>83,756,941</u>	<u>5,827,450</u>
<b>Expenses</b>			
Instruction	83,576,515	79,846,108	(3,730,407)
District Administration	1,407,158	1,135,775	(271,383)
Operations and Maintenance	3,686,597	2,534,720	(1,151,877)
Transportation and Housing	130,248		(130,248)
	<u>88,800,518</u>	<u>83,516,603</u>	<u>(5,283,915)</u>
<b>Net Revenue (Expense)</b>	<u>783,873</u>	<u>240,338</u>	<u>543,535</u>
Tangible Capital Assets Purchased	(783,873)	(240,338)	(543,535)
<b>Surplus (Deficit) for the Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>



57

## Schedule 4 – Capital Revenue and Expense

	Amended Budget	Annual Budget	Surplus/ (Deficit)
<b>Revenues</b>			
Other Revenue	\$ 211,897	\$ 214,156	\$ (2,259)
Rental and Leases	1,408,549	1,421,098	(12,549)
Investment Income	135,138	182,208	(47,070)
Amortization of Deferred Capital Revenue	22,524,687	22,067,281	457,406
	<u>24,280,271</u>	<u>23,884,743</u>	<u>395,528</u>
<b>Expenses</b>			
Operations and Maintenance	490,812	145,384	(345,428)
Amortization of Tangible Capital Assets	32,417,450	31,408,062	(1,009,388)
Capital Lease Interest	76,707	151,090	74,383
	<u>32,984,969</u>	<u>31,704,536</u>	<u>(1,280,433)</u>
<b>Net Revenue (Expense)</b>	<u>(8,704,698)</u>	<u>(7,819,793)</u>	<u>(884,905)</u>
<b>Net Transfers (to) from Other Funds</b>			
Capital Assets Purchased	3,803,334	2,248,262	1,555,072
Capital Lease	2,992,772	3,164,145	(171,373)
<b>Total Net Transfers</b>	<u>6,796,106</u>	<u>5,412,407</u>	<u>1,383,699</u>
<b>Budgeted Surplus (deficit), for the Year</b>	<u>\$ (1,908,592)</u>	<u>\$ (2,407,386)</u>	<u>\$ 498,794</u>



58

## 2021/2022 Amended Annual Budget - Operating Budget by Object

	Amended Budget	Annual Budget	Surplus/ (Deficit)
<b>Revenues</b>			
Ministry of Education	\$ 485,629,176	\$ 489,719,334	\$ (4,090,158)
Other Provincial Revenue	62,249	62,249	-
Federal Grants	2,457,164	2,457,164	-
Tuition	20,983,902	20,117,687	866,215
Other Revenue	9,986,019	5,836,568	4,149,451
Rentals and Leases	3,844,757	4,449,812	(605,055)
Investment Income	1,226,971	1,390,136	(163,165)
	524,190,238	524,032,950	157,288
<b>Expenses</b>			
Teacher Salaries	236,952,969	236,793,986	(158,983)
Principal and Vice Principal Salaries	26,353,765	27,031,047	677,282
Educational Assistant Salaries	45,218,804	44,366,289	(852,515)
Support Salaries	55,154,590	56,925,667	1,771,077
Other Professional Salaries	12,271,782	11,824,470	(447,312)
Substitute Salaries	13,810,384	10,905,234	(2,905,150)
Employee Benefits	100,099,235	98,117,671	(1,981,564)
Services and Supplies	45,106,652	42,323,246	(2,783,406)
	534,968,181	528,287,610	(6,680,571)
<b>Net Revenue (Expense)</b>	(10,777,943)	(4,254,660)	(6,523,283)
Interfund Transfer to Capital Fund	(6,012,233)	(5,172,069)	(840,164)
	(16,790,176)	(9,426,729)	(7,363,447)
Budgeted Appropriation of Surplus	16,790,176	9,426,729	7,363,447
<b>Surplus (Deficit) for the Year</b>	\$ 0	\$ 0	\$ 0



59

## Change in Budgeted Surplus Appropriation

### Operations Spanning Future School Years

Distributed Learning Funding for Courses in Progress	\$ 676,048	
Board Approved Use of Surplus for 2020-21 Budget	9,426,729	
Unspent School Flex Balances	3,005,939	
Projects Spanning Future School Years		
Technology Refresh for 2022-23	\$ 354,609	
Artist in Residence 2022-23	110,000	
Learning Services Computers	213,000	
IT Projects	245,000	
Long Range Facilities Consultation and Planning	100,000	1,022,609
	<u>\$14,131,325</u>	

<b>June 30, 2021 Appropriated Surplus</b>	<b>\$ 9,426,729</b>
<b>June 30, 2021 Commitments</b>	
Operations Spanning Future School Years	\$ 14,131,325
Anticipated Unusual Expenses Identified	2,589,139
Nature of Constraints on Funds	<u>12,832,758</u>
	<b>29,553,222</b>
Technology Refresh for 2022-23	(354,610)
Artist in Residence 2022-23	(110,000)
Cafeteria Upgrade 2022-23	(330,000)
Commitments not Spent in 2021-22	<u>(14,258,116)</u>
<b>Additional Spending</b>	<b>14,500,496</b>
Current Year Net Deficit	<u>2,289,680</u>
<b>Appropriation Required, Amended Budget</b>	<b>16,790,176 16,790,176</b>
<b>Change of Prior Year Surplus Appropriation</b>	<b>\$ 7,363,447</b>



60

## 2021/2022 Amended Annual Budget – Operating Fund Revenue Variance

	<b>Amended Budget</b>	<b>Annual Budget</b>	<b>Surplus/ (Deficit)</b>
Ministry of Education	\$ 485,629,176	\$ 489,719,334	\$ (4,090,158)
Other Provincial Revenue	62,249	62,249	-
Federal Grants	2,457,164	2,457,164	-
Tuition	20,983,902	20,117,687	866,215
Other Revenue	9,986,019	5,836,568	4,149,451
Rentals and Leases	3,844,757	4,449,812	(605,055)
Investment Income	1,226,971	1,390,136	(163,165)
	<b>\$ 524,190,238</b>	<b>\$ 524,032,950</b>	<b>\$ 157,288</b>

- Enrolment impact (- \$4.10 m)
- International Ed tuition and fees (+ \$1.09m)
- VLN tuition (- \$0.18m)
- School Generated Fund (+ \$4.43m)
- Grants/Donations (+ \$0.63m)
- Cafeteria sales (- \$0.34m)
- Business Development change (- \$0.69m)
- Rentals gradual reopening (- \$0.61m)
- Lower investment balances (- \$0.16m)

61

## Enrolment Change

<b>2021-22 Enrolment (FTE)</b>			
	<b>Amended</b>	<b>Preliminary</b>	<b>Variance</b>
School-Age	48,438.063	49,025.000	(586.938)
Adult	201.000	201.000	-
Summer School	813.500	871.250	(57.750)
<b>Total Operating Grant Funded FTE</b>	<b>49,452.563</b>	<b>50,097.250</b>	<b>(644.688)</b>

62

## Funding Impact by Student Category

	<u>FTE</u>	<u>Surplus (Deficit)</u>
K-12 Student Enrolment	(568.81)	\$ (4,485,087)
ELL Student Supplement	27.00	42,795
Special Needs Students	66.00	1,729,930
Distance Education	(12.63)	(62,174)
Indigenous Students	54.00	84,510
Adult Students	3.88	(35,111)
Summer School		(199,768)
Teacher Salary Differential		(1,185,496)
Other		11,184
		<u>\$ (4,099,216)</u>



63

## Tuition

Higher ISP Enrolment (1233 vs 1163)	\$ 1,085,000
Lower ISP Registration Fees	(74,214)
Lower VLN Tuition	(177,472)
Recognized Adult Ed Book Deposit	110,554
Lower AE Tuition	(1,002)
Lower Summer School Tuition	(76,652)
	<u>\$ 866,214</u>



64

## Other Revenue

Inclusion of School Generated Fund in Operating Fund	\$ 4,430,501
Energy and Misc. Grants & Donations	627,202
Increase in cost recovery Maintenance Repayable Work	317,410
Lower Advanced Placement	(199,940)
Lower Cafeteria Revenue	(336,298)
Change in accounting for the recognition of Grants by Business Development	(689,424)
	<u>\$ 4,149,451</u>



65

## Operating Expenses by Object

	Amended Budget	Annual Budget	Surplus/ (Deficit)
<b>Expenses</b>			
Teacher Salaries	\$ 236,952,969	\$ 236,793,986	\$ (158,983)
Principal and Vice Principal Salaries	26,353,765	27,031,047	677,282
Educational Assistant Salaries	45,218,804	44,366,289	(852,515)
Support Salaries	55,154,590	56,925,667	1,771,077
Other Professional Salaries	12,271,782	11,824,470	(447,312)
Substitute Salaries	13,810,384	10,905,234	(2,905,150)
Employee Benefits	100,099,235	98,117,671	(1,981,564)
Services and Supplies	45,106,652	42,323,246	(2,783,406)
	<u>534,968,181</u>	<u>528,287,610</u>	<u>(6,680,571)</u>
<b>Net Revenue (Expense)</b>	(10,777,943)	(4,254,660)	(6,523,283)
Interfund Transfer to Capital Fund	(6,012,233)	(5,172,069)	(840,164)
	<u>\$ (16,790,176)</u>	<u>\$ (9,426,729)</u>	<u>\$ (7,363,447)</u>



66

## 2021/2022 Amended Annual Budget Operating Fund by Object - Teacher Variances

Funded by Targeted Grants carried forward from 20/21 or Received in 21/22	\$ (1,183,654)
School Based Teacher - Paid Leave	(752,396)
School Based Teacher - Teacher Average Salary	(2,866,748)
School Based Teacher - Teacher Vacancy	2,733,001
Enrolment Decline Staffing Impact	980,350
VLN Staffing Saving	470,486
Adult Education Saving	459,978
	<u>\$ (158,983)</u>



67

## 2021/2022 Amended Annual Budget Operating Fund by Object - Principals and Vice Principal Variances

School Based Administrators on Leave	\$ 764,947
One-Time Indigenous Ed Vice Principal	(87,665)
	<u>\$ 677,282</u>



68

## 2021/2022 Amended Annual Budget Operating Fund by Object - Educational Assistants Variances

Additional Special Education Assistants Hired due to Enrolment Increase	\$ (592,531)
Operating Grant Holdback Funded Positions	(430,624)
Vacancy in Safe and Caring School Liaisons	98,968
Adult Education Saving	71,672
	<u>\$ (852,515)</u>



69

## 2021/2022 Amended Annual Budget Operating Fund by Object - Support Staff Variances

Lower In-Lieu Benefit Costs	\$ 557,232
Support Staff funded by COVID Funding	476,399
Higher Maintenance Staff Assigned to Capital Funds	382,217
Vacancy Savings and Unused Casual Budget	239,692
Modified Summer School	115,537
	<u>\$ 1,771,077</u>



70



## 2021/2022 Amended Annual Budget Operating Fund by Object - Other Professionals Variances

Retirement Payouts	\$ (241,326)
Higher Exempt Wage Lift	<u>(205,986)</u>
	<u>\$ (447,312)</u>



71

## 2021/2022 Amended Annual Budget Operating Fund by Object - Substitutes Variances

Higher TTOC for Sick and Leaves Replacement	\$ (2,339,481)
Substitutes for Administrators on Leave	(889,073)
Service Improvement Allocation - one-time budget	<u>323,404</u>
	<u>\$ (2,905,150)</u>



72

## 2021/2022 Amended Annual Budget Operating Fund by Object - Services and Supplies Variances

Services and Supplies funded by prior year surplus carried forward	\$ (1,229,372)
Services and Supplies funded by Miscellaneous Grants	(794,649)
Higher projected School Flex spending funded by prior year surplus carried forward	(478,326)
School Generated Fund Spending	(3,113,247)
Lower transportation costs due to lower student ridership	499,397
Saving in professional development and travel due to pandemic	619,154
Saving in utilities	396,158
PeopleSoft Update	115,000
Reduction in Food Supplies Purchases (related to lower Cafeteria Revenue)	228,639
Change Accounting for Business Development (offset with Other Revenue)	689,425
Insurance and Others	284,415
	<u>\$ (2,783,406)</u>



73

## 2021/2022 Amended Annual Budget Operating Fund by Object - Net Transfers to Other Funds Variances

Capital Purchases funded by prior year surplus carried forward	\$ (1,026,899)
Capital Purchases funded by Miscellaneous Grants	(80,000)
Additional Cafeteria Equipment Repair and Purchases	(64,712)
Lower Schools Capital Purchases	166,414
Lower Maintenance Capital Purchases (offset with Supplies)	165,033
	<u>\$ (840,164)</u>



74

## 2021/2022 Amended Annual Budget Bylaw Amount

	Operating	SPF	Capital	Total
Operating Fund - Total Expense	\$ 534,968,181	\$ -	\$ -	\$ 534,968,181
Operating Fund - Tangible Capital Assets Purchased	3,019,461			3,019,461
Special Purpose Fund - Total Expense		88,800,518		88,800,518
Special Purpose Fund - Capital Assets Purchased		783,873		783,873
Capital Fund - Total Expense			32,984,969	32,984,969
Capital Fund - Tangible Capital Assets Purchased from Local Capital			3,409,968	3,409,968
	<b>\$ 537,987,642</b>	<b>\$ 89,584,391</b>	<b>\$ 36,394,937</b>	<b>\$ 663,966,970</b>



75

## Recommendation

- **IT IS RECOMMENDED THAT** the Finance Committee recommend that the Board of Education adopt the Board of Education of School District No. 39 (Vancouver) Amended Annual Budget Bylaw 2021-2022 in the amount of \$663,966,970.



76

# QUESTIONS?

## ITEM 3.1

### 2021/2022 Amended Annual Budget

# Information Item Request

# Date and Time of Next Meeting

Wednesday, April 20, 2022 at 5:00 pm

Thank you for your time,

## The End