



One *Learning* Community



Greater
VICTORIA
School District

2018/2019 Budget Process Presentation

April 10, 2018

Operating, Special Purpose and Capital Funds

The District manages financial resources in three funds. The total proposed 2018/19 Budget Bylaw is \$237M, as follows:

- **Operating Fund (\$197.7M)**
 - Where the main operating expenditures of a school district are recorded.
- **Special Purpose Funds (\$27.7M)**
 - Report the expenditures for funding provided for a specific purpose; spending is restricted. Examples of special purpose funds include CommunityLINK, Provincial Resource Programs and the Annual Facility Grant.
- **Capital Fund (\$11.6M)**
 - Holds the capital assets of the District; land, buildings, equipment and vehicles. Five year capital plan budgets are approved by Boards.

Budget Cycle

- The budget is prepared based on the District's fiscal year, July 1 – June 30.
- At each quarter end, a Quarterly Financial Report is prepared and presented to the Board. The report compares expenditures to date as a percentage of the Operating Budget and prior year expenditures to date as a percentage of the prior year Operating Budget.

Budget Timeline - Summary

Month	Activity
October	Outreach to community and education partners
November/December	Enrolment projections prepared
January	Summary of input received from community and education partners; benefits, departments and Principal/Vice Principals budgets prepared
February	School-based teacher and school-based support staff budgets prepared; amended annual budget approved by Board
March	Revenue budgets prepared
April	Public budget presentations, school staffing pack-ups, annual budget approved
July	Year-end audit, department surplus/deficit determined
September	Audited financial statements approved by Board

Budget Timeline - Detailed

October - December

- **Outreach to community and education partners**
 - Request for information on areas of progress and priority for student success, suggested improvements for budget process, and general comments
- **Enrolment projections prepared**
 - Prepared by external consultant; compared to Baragar Systems projections

Budget Timeline - Detailed

January

- **Summary of input received from community and education partners presented to Board**
- **Benefits budget prepared**
 - Based on actual benefit expense as a percentage of salaries
 - Benefit rate projections for various employee groups provided by Morneau Shepell
- **Department budgets prepared**
 - Departments include Facilities, Financial Services, Human Resource Services, Information Technology, School Services, Secretary-Treasurer, and Superintendent
 - Supplies status quo; no inflation provided unless contractual
 - Expected salary increases and projected benefit rate changes factored in
- **Principal & Vice-Principal budgets prepared**
 - Expected salary increases and projected benefit rate changes factored in
 - Vice-Principal administrative time formula-driven based on enrolment projections

Budget Timeline - Detailed

February

- **School-Based teacher budgets prepared**
 - Enrolling divisions based on enrolment projections
 - Counseling and Library FTE formula-driven based on projected enrolment
 - Inclusive Learning FTE based on prior year allocations
- **School-Based support staff budgets prepared**
 - Clerical and School Assistant allocations formula-driven based on projected enrolment
 - Inclusive Learning EAG hours/week based on prior year allocations
- **Amended Annual Budget approved by the Board (current year)**
 - Enrolment-driven budgets and Ministry of Education Operating Grant recalculated based on September 30 enrolment
 - Adjustments to other budget items not anticipated in preliminary budget

Budget Timeline - Detailed March

- **Revenue budgets prepared**
 - Ministry of Education funding announced mid-March; based on projected enrolment submitted to the Ministry
 - Other revenues prepared based on historical amounts received
- **Special Purpose Fund budgets prepared**
 - Revenue and expense budgets based on funding confirmed by the Ministry
- **Capital Fund budgets prepared**
 - Capital projects approved by the Ministry, e.g. Five Year Capital Plan, major capital projects.
 - Estimated asset additions, e.g. classroom furniture and equipment.

Budget Timeline - Detailed

April

- Public budget presentations
- Staffing pack-ups provided to schools
- Annual budget approved by the Board
- Staffing pack-ups finalized by schools and returned to Financial Services

Budget Timeline - Detailed

July

- Year end audit
- Department surplus/deficit determined

Budget Timeline - Detailed September

- Audited Financial Statements approved by the Board

Internal Allocations

- School supplies are formula driven based on enrolment
- Vice-Principal administrative time, teacher Counseling and Library FTE, and Clerical and School Assistant hours per week are formula-driven based on enrolment
- Elementary and Middle teacher FTE are determined by Educational Staffing Review Committee
- Secondary teacher FTE is formula-driven based on enrolment
- School-based Inclusive Learning funding provided to schools based on prior year funding with minor adjustments

Department Budgets

- **Departments include Facilities, Financial Services, Human Resource Services, Information Technology, School Services, Secretary-Treasurer, and Superintendent**
- **Example: Financial Services**

Program Budgets

- Programs include Reading Recovery, Eco-Rowing, Salmonid Enhancement Program, Emergency Preparedness, etc.
- Example: Reading Recovery

Budget Meeting Dates

- **Thursday, April 12, 2018 at 7:00 p.m.**
At the Board Office, Tolmie Board Room, 556 Boleskine Road
Public presentation of the proposed 2018-2019 budget
- **Monday, April 16, 2018 at 7:00 p.m.**
At the Board Office, Tolmie Board Room, 556 Boleskine Road
An opportunity for members of the public to address the Board with respect to the proposed 2018-2019 budget
- **Wednesday, April 25, 2018 at 7:00 p.m.**
At the Board Office, Tolmie Board Room, 556 Boleskine Road
Special Board Meeting to debate and approve the 2018-2019 budget bylaw