

2024-2025 Annual Budget

Date: April 9, 2024

Presented to: Special Open Budget Board Meeting

Overview

- Alignment to Strategic Plan and Enhancing Student Learning Report
- Budget Overview
- Operating Budget and Deficit
- Change in Financial Circumstances
- Budget Balancing Recommendation
- Multi-Year Financial Forecast
- Special Purpose and Capital Budgets
- Budget Bylaw
- Budget Deliberations

Alignment to Strategic Plan/ESLR

Budget 2024-2025

VALUES AND GUIDING PRINCIPLES

Alignment

Budget decisions will align to the District's Strategic Plan's goals and strategies and the District Framework for Enhancing Student Learning. Priority will be given to Strategic Plan and Framework for Enhancing Student Learning initiatives and will make financial connections to complete the annual financial report. As a result, the organization recognizes constraint and the ability to do many things, but not all things.

Strategic Plan



Strategic Plan 2020-2025



Mission

We nurture each student's learning and well-being in a safe, responsive and inclusive learning community.



Vision

Each student within our world-class learning community has an opportunity to fulfill their potential and pursue their aspirations.

Goal 1

Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

Goal 2

Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

Goal 3

Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.

Strategy 1:

Enhancing Student Learning Report (ESLR)



Budget Overview

Budget Process

- Meetings with student representatives at all secondary schools
- Meetings with representatives from partner groups and VPVPA
- Meetings with representatives from the Four Houses
- Budget Working Groups meetings between December and February
- Student Symposium Event – January 11, 2024
- Talking Tables Event – March 7, 2024
- Public Meeting – March 14, 2024
- Board Budget Bylaw Readings – April 9 and April 11, 2024

Budget Scope

Per Public Sector Accounting Standards, the Board is required to create a budget that encompasses all funds:

OPERATING

Includes revenues and expenses related to the daily operation of the District, including school and administrative functions, facilities operations and transportation. Any surplus at year end is carried forward to future years.

SPECIAL PURPOSE

Includes restricted grants and other funding subject to a legislative or contractual restriction on its use. Revenues are recognized as expenditures are incurred. Any funds received in excess of expenditures are recorded as deferred revenue, not as surplus.

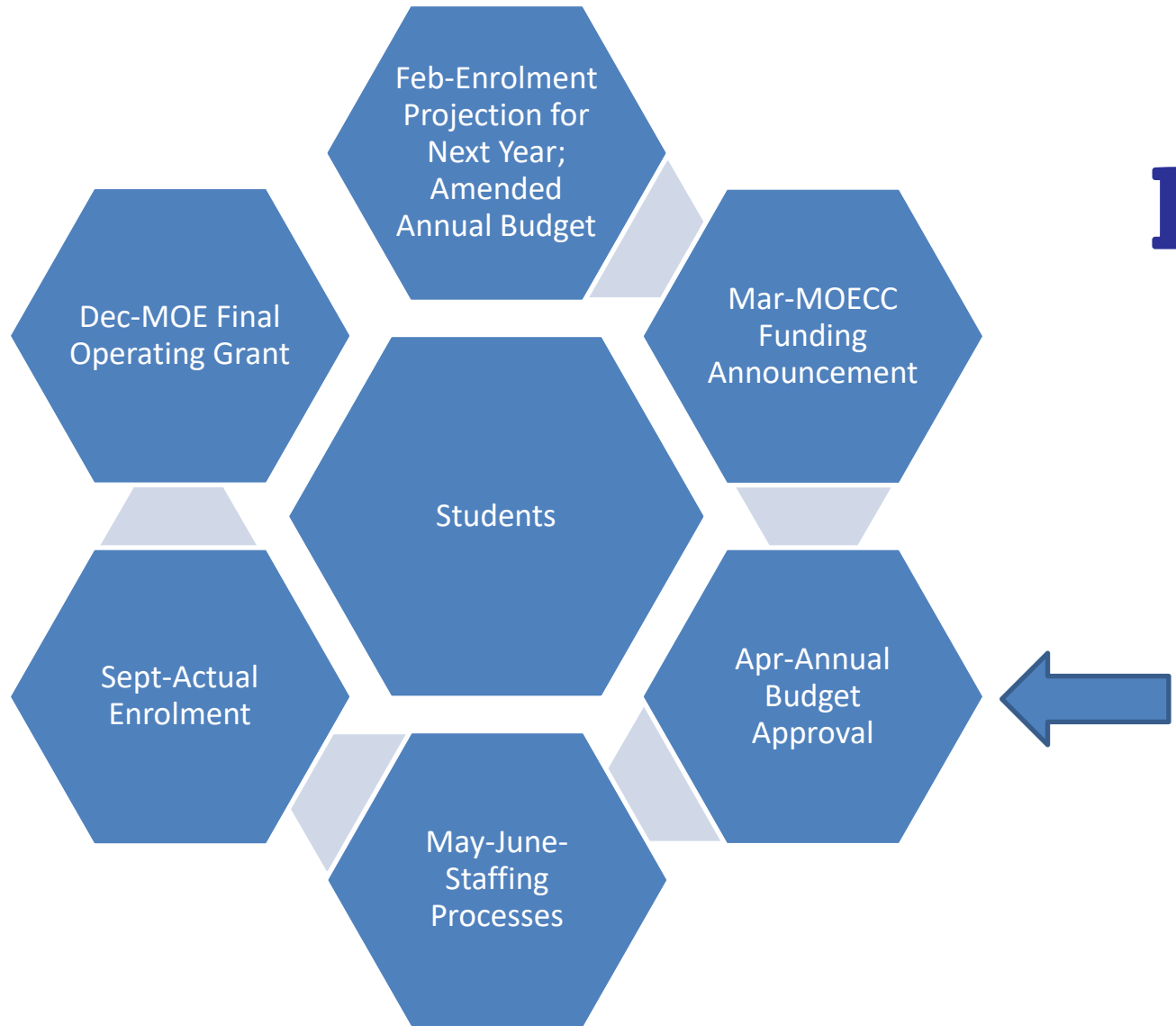
CAPITAL

Includes financial activities for tangible capital assets, including sites, buildings, furniture & equipment, vehicles, computer hardware and software funded from Ministry of Education and Child Care capital grants, local capital, operating and special purpose funds.

Budget Responsibility

- Per legislation, the Board must approve a balanced operating budget, where revenues equal expenses
- Permitted to use unspent operating budget from the prior year to balance

Budget Cycle



Key Dates

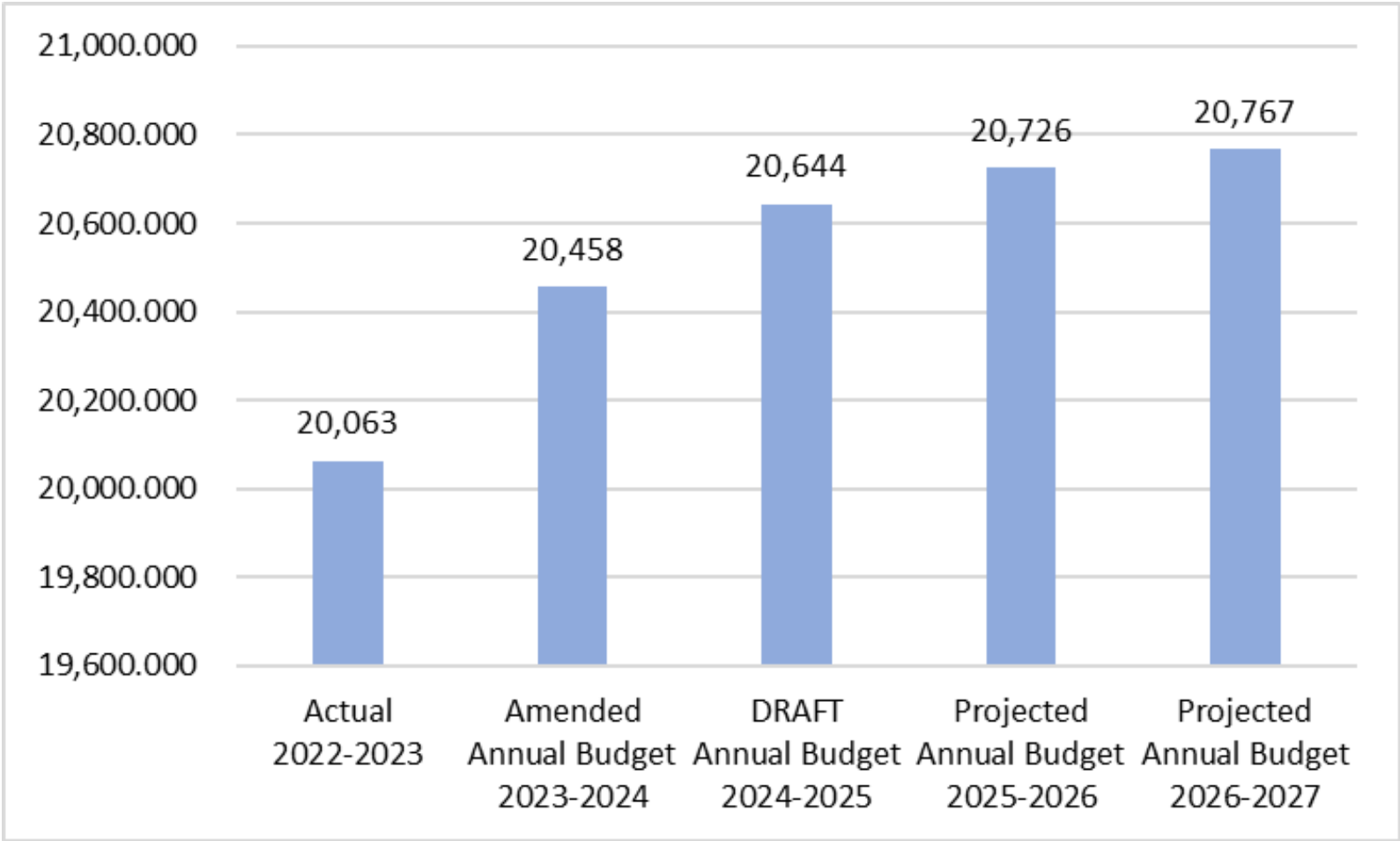
- April 9** First, or First and Second, Budget Bylaw reading
- April 11** Second and Third, or Third, Budget Bylaw reading
- April 15** Staffing packages sent to schools
- April 26** Staffing packages back from Elementary & Middle
- April 29** Staffing packages back from Secondary

Operating Budget and Deficit

Enrolment

	Actual 2022-2023	Amended Annual Budget 2023-2024	DRAFT Annual Budget 2024-2025	Projected Annual Budget 2025-2026	Projected Annual Budget 2026-2027
Enrolment					
School-Age	20,035.128	20,418.566	20,604.798	20,686.659	20,727.297
Adult	27.875	39.438	39.313	39.313	39.313
Other	-	-	-	-	-
Total Ministry Operating Grant Funded FTEs	20,063.003	20,458.003	20,644.111	20,725.972	20,766.610

Enrolment



Enrolment

	2024-2025 Annual Budget	2023-2024 Actual Sep 30	2023-2024 Annual Budget
School-Aged			
Elementary, Middle and Secondary	20,389	20,206	19,793
Alternative	165	161	188
Continuing Education*	27	30	30
Distributed Learning*	24	22	27
Total School-Aged	20,605	20,419	20,038
Non-Graduated Adult Students*	39	39	21
Unique Student Needs			
Students with Special Needs - Level 1	17	21	21
Students with Special Needs - Level 2	990	991	905
Students with Special Needs - Level 3	455	448	400
English Language Learners	2,378	2,379	2,202
Indigenous Education	1,519	1,518	1,489
International Students (Regular)**	890	967	925
<i>*Includes February and May 2025 estimates</i>			
<i>**International Student enrolment does not include estimated refunds of approximately 5%</i>			

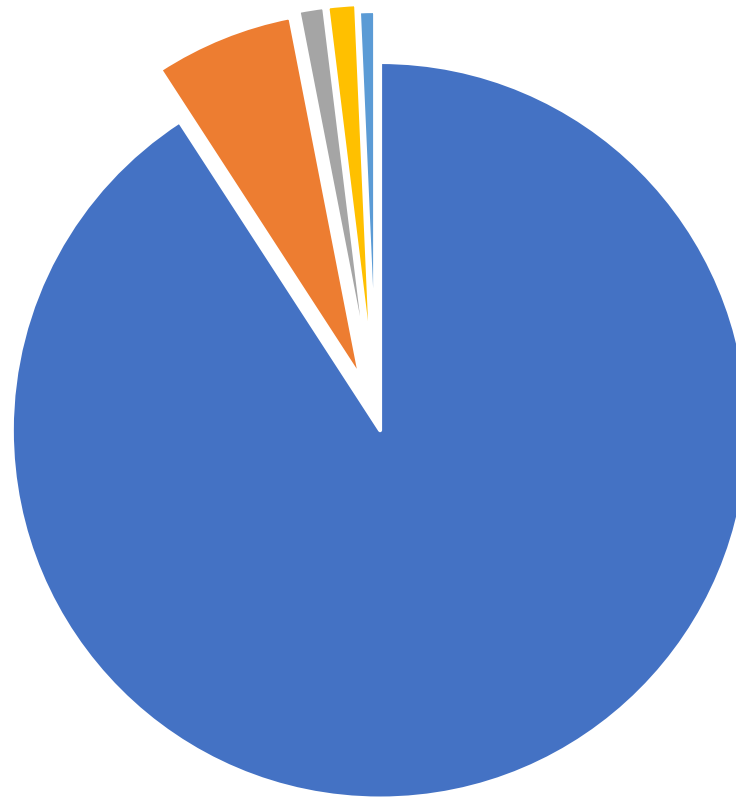
Ministry Operating Grant

	2024-2025 Funding Levels per FTE	2023-2024 Funding Levels per FTE	Increase \$	Increase %
Basic Allocation (Standard & Alternative)	\$8,915	\$8,625	\$290	3.4%
Basic Allocation (Continuing Education)	8,915	8,625	290	3.4%
Basic Allocation (Distributed Learning)	7,200	6,960	240	3.4%
Students with Special Needs – Level 1	50,730	49,070	1,660	3.4%
Students with Special Needs – Level 2	24,070	23,280	790	3.4%
Students with Special Needs – Level 3	12,160	11,760	400	3.4%
Indigenous Education	1,770	1,710	60	3.5%
English Language Learners	1,795	1,735	60	3.5%
Non-Graduated Adult Education	5,690	5,505	185	3.4%

Operating Revenue

	2024-2025 Annual Budget	2023-2024 Annual Budget	Increase (Decrease)
Provincial Grants: Ministry of Education and Child Care	\$233,113,195	\$217,393,311	\$15,719,884
Provincial Grants: Other	283,750	274,039	9,711
Tuition	15,676,233	15,680,739	(4,506)
Other Revenue	2,876,989	1,817,162	1,059,827
Rentals and Leases	3,206,690	3,007,985	198,705
Investment Income	1,796,068	1,465,200	330,868
Total Operating Revenue	\$256,952,925	\$239,638,436	\$17,314,489

Operating Revenue

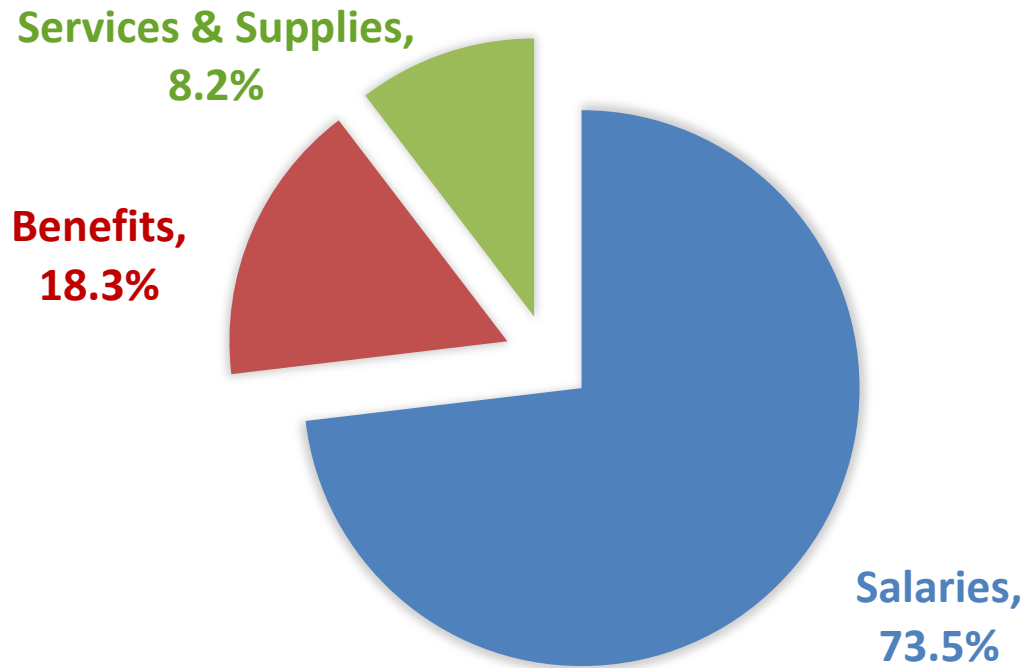


- Provincial Grants - 90.83%
- Tuition - 6.10%
- Other Revenue - 1.12%
- Rentals and Leases - 1.25%
- Investment Income - 0.70%

Operating Expense

	2024-2025 Annual Budget	2023-2024 Annual Budget	Increase
Salaries	\$191,020,555	\$180,379,335	\$10,641,220
Employee Benefits	47,525,222	43,076,847	4,448,375
Services and Supplies	21,478,345	18,506,063	2,972,282
Total Operating Expense	\$260,024,122	\$241,962,245	\$18,061,877

Operating Expenses



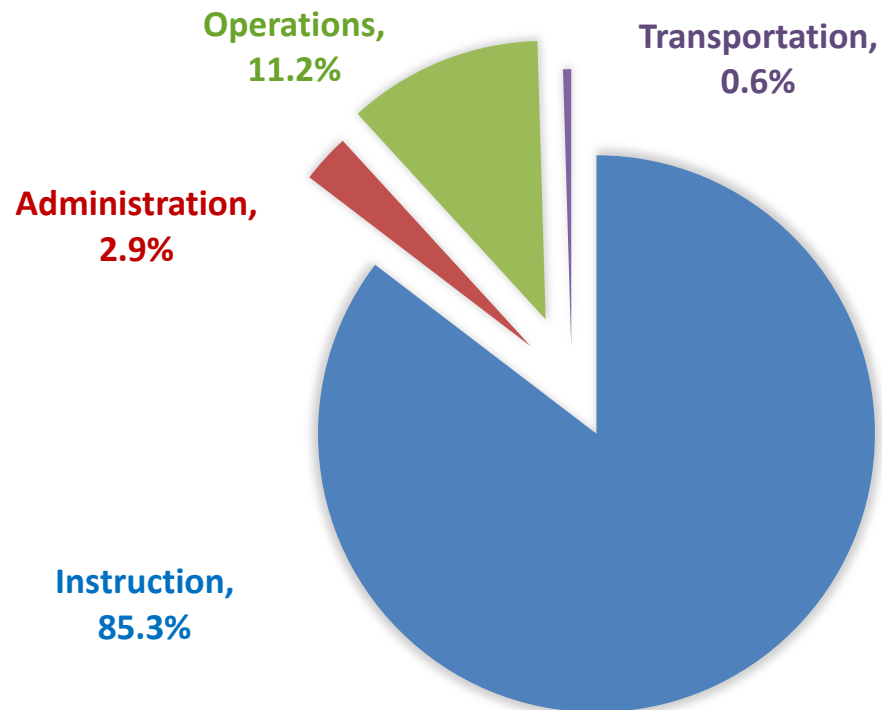
Salaries and benefits make up approximately 91.8% of the budget

Everything else (services and supplies) such as technology, travel, janitorial supplies, library books, etc. makes up the remaining 8.2%

Operating Expense

	2024-2025 Annual Budget	2023-2024 Annual Budget	Increase
Instruction	\$221,916,930	\$206,855,153	\$15,061,777
District Administration	\$7,416,636	\$6,648,975	767,661
Operations and Maintenance	29,065,477	26,859,084	2,206,393
Transportation and Housing	1,625,079	1,599,033	26,046
Total Operating Expense	\$260,024,122	\$241,962,245	\$18,061,877

Operating Expense



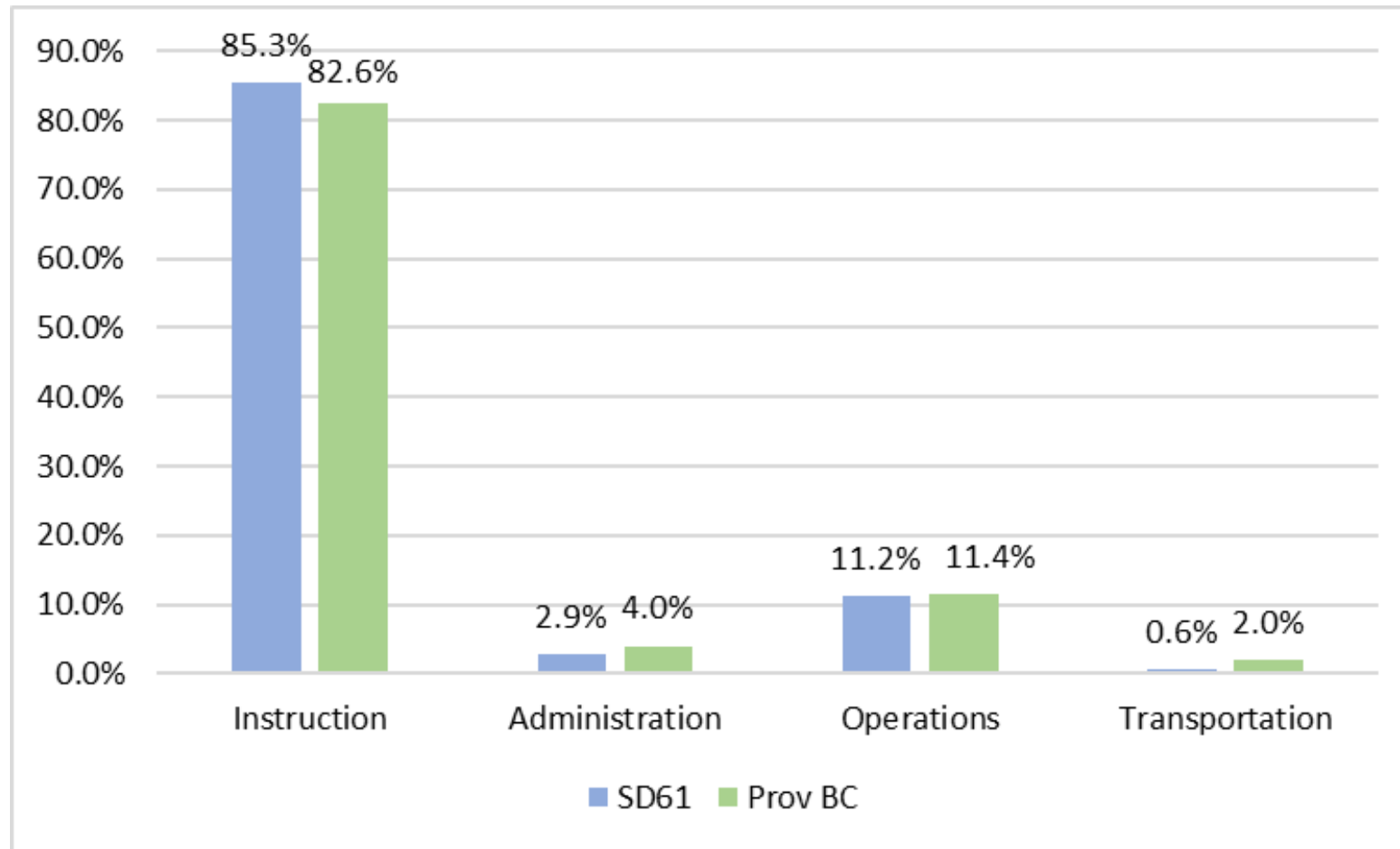
Instruction 85.3% – relates to **delivery of learning experiences**: Teachers, Principals and Vice-Principals, Educational Assistants, technology for the classroom, textbooks, curricular and extra-curricular travel

District Administration 2.9% – relates to **running the district**: Superintendent, learning and inclusion leaders, finance, human resources, payroll, software, legal, audit

Operations and Maintenance 11.2% – relates to the **maintenance and upkeep of buildings, grounds and technology**: plumbers, electricians, carpenters, custodians, groundspeople, computer technicians

Transportation and Housing 0.6% – relates to **getting students to and from school each day**: bussing staff, contractors and trips

How Do We Stack Up?

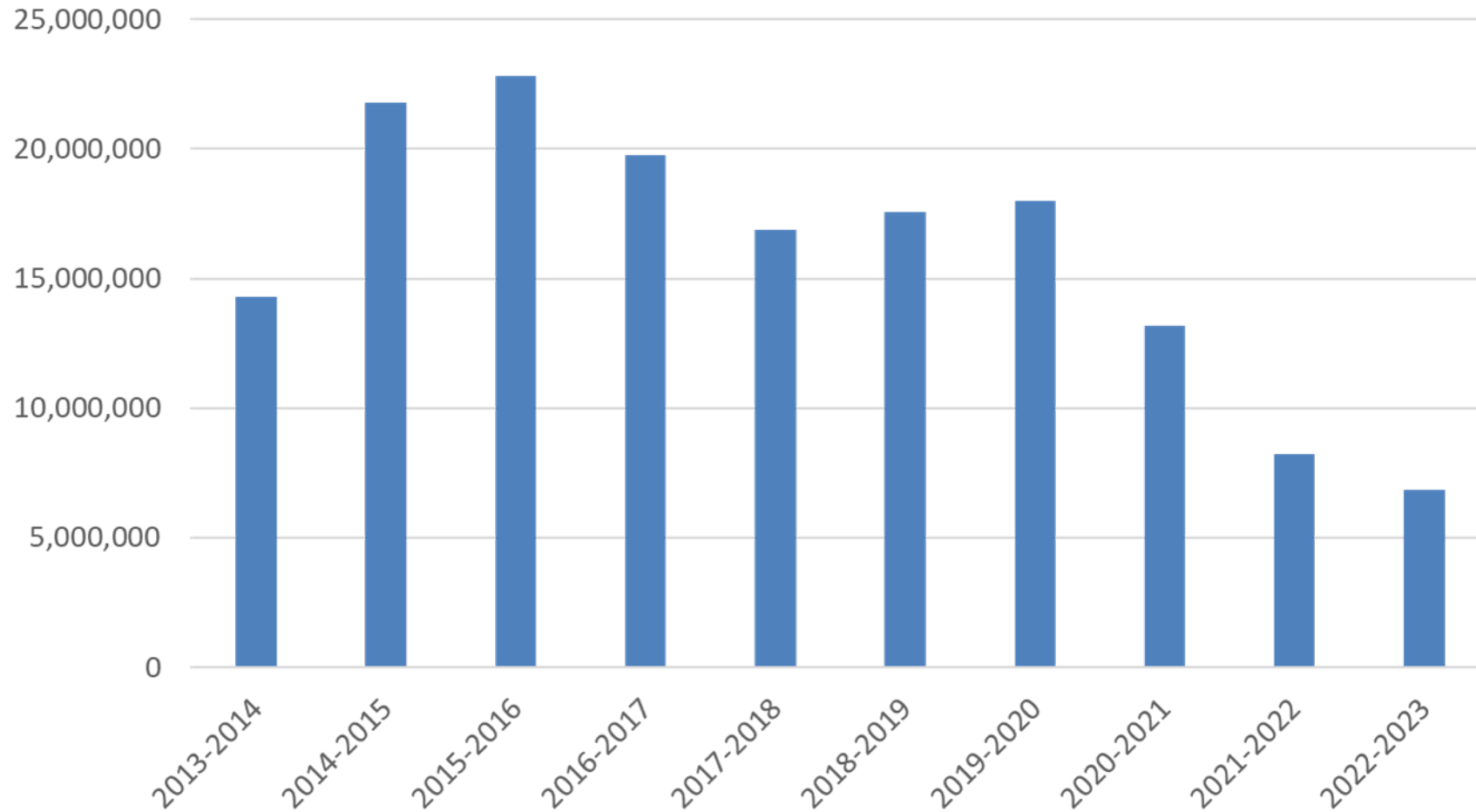


Projected Deficit

	2024-2025 Projected Deficit	2023-2024 Projected Deficit
Total Revenue	\$256,952,925	\$239,638,436
Total Expense	260,024,122	244,706,630
Net Revenue (Expense)	(3,071,197)	(5,068,194)
Budgeted Prior Year Surplus Appropriation	1,847,592	2,203,057
Net Transfers (to) from other funds:		
Tangible Capital Assets Purchased	(2,912,115)	(980,000)
Budgeted Surplus (Deficit), for the year	(\$4,135,720)	(\$3,845,137)

Change in Financial Circumstances

Surplus History - Overall



2023-2024 Accumulated Operating Surplus

	2023-2024 Projected	2022-2023 Actual	2021-2022 Actual
Project Budgets	\$1,282,474	\$2,261,658	\$1,719,483
School Level Funds	1,000,000	997,230	1,424,319
Purchase Order Commitments	400,000	826,655	1,273,565
Planned Surplus to Balance Budget	1,847,592	2,139,002	2,300,000
Unrestricted Operating Surplus - Contingency	617,113	617,113	1,172,813
Unrestricted International Surplus - Contingency			328,441
Accumulated Operating Surplus, end of year	\$5,147,179	\$6,841,658	\$8,218,621

Unrestricted Operating Surplus - Contingency

- District Policy 3170: Operating Surplus
- Ministry directive to hold a reasonable unrestricted operating surplus (contingency) to mitigate risk
- Ideal level is 2% and 4% of the prior year's operating expense (\$4.59M - \$9.18M)
- Current level is 0.27% (\$.6 million)

Local Capital Reserve

- Local Capital Reserve can be used to purchase capital assets
- All funds in Local Capital have been allocated

Budget Balancing Recommendation

Budget Balancing Recommendation

Budget Balancing Initiatives	Proposed Change \$
Reductions: Ongoing	
Student device ratio reduced from 2:1 to 3:1 at Middle & Secondary and from 2:1 to 4:1 at Elementary; Elementary allocations will be based on creating parity among schools	(600,644)
Historic support for low-enrolling trades class (one block) at Secondary School	(19,345)
School and District-Based Inclusive Learning - Remove contingency; historically not used, can come from enrolment growth and/or holdback of funds to schools until enrolment realized	(77,156)
School and District-Based Inclusive Learning - Reduce 1.6 FTE Non-Enrolling Teachers (not Priority Schools) which would bring teacher FTE closer to contractual ratio	(206,381)
School and District-Based Inclusive Learning - Reduce number of EA positions that already do not fill	(250,460)
KEV School Cash Online - Move to Value-Based Pricing (parents pay transaction fee built into price)	(215,935)
Reduction of interest earned by schools on Non-Public Funds; funds reallocated to the District	(133,000)
Counselling reduction of unfilled District 1.0 FTE and 0.10 FTE at 4 Elementary Schools (1.4 FTE total)	(189,391)

Budget Balancing Recommendation

Budget Balancing Initiatives	Proposed Change \$
The Link - Currently operating at a deficit; look to home schools that receive enrolment funding to provide necessary funding to support their students at the Link	(40,000)
Emergency Preparedness - Centralize purchases and reduce spending	(25,000)
GVTA Professional Development (52.6% increase in pro-d funding through new collective agreement)	(25,000)
Indigenous Education Support - TTOC costs historically paid for by the District (moving from district-funded TTOC replacement to Indigenous Education Department-funded TTOC replacement)	(8,201)
Indigenous Grad Focused Course - This course was supported in 2023-2024; now have 2 Provincially-trained trainers who can support schools in 2024-2025	(12,500)
Information Technology - Managed Print Strategy Cost Reduction Initiative, resulting in less printing and an increased number of service years for print devices	(50,000)
Tolmie Building Mail Services - New mail service and reduction in postage	(3,000)
Human Resource Services - Elimination of Manager, Labour Relations position (currently vacant)	(151,346)

Budget Balancing Recommendation

Budget Balancing Initiatives	Proposed Change \$
Schools - Supplies reduction (all levels)	(552,942)
International Education - 18% Supplies reduction	(115,184)
Trustees - 63% Supplies reduction	(12,156)
Superintendent's Office - 20% Supplies reduction	(2,563)
Deputy/Associate Superintendents - 20% Supplies reduction	(3,369)
Purchasing - 20% Supplies reduction	(842)
Secretary-Treasurer's Office - 20% Supplies reduction	(1,370)
Facilities Services - 20% Supplies reduction	(5,500)
Financial Services - 20% Services and supplies reduction	(5,024)
Human Resource Services - 20% Supplies reduction	(6,049)
Information Technology - 20% Supplies reduction	(5,256)
Psychologists - 20% Supplies reduction	(9,213)
Inclusive Learning Administration - 20% Supplies reduction	(3,459)
Inclusive Learning Itinerant - 20% Supplies reduction	(1,338)

Budget Balancing Recommendation

	Proposed Change \$
Budget Balancing Initiatives	
Levelled Support - 20% Supplies reduction	(4,000)
Pathways & Partnerships - 20% Supplies reduction	(4,000)
Sewing Machine Repair - Budget not used in last few years; schools already paying for their own repairs	(2,000)
Reductions: One-Time	
Aviation Program - Teacher retired; paused for one year	(44,850)
Facilities Services - Maintenance painters (2.0 FTE) retired; positions unfilled for one year	(190,152)
Facilities Services - No annual window cleaning for one year (1/3 schools usually cleaned each year)	(9,152)
Facilities Services - Portion of vehicle leases	(46,000)
Facilities Services - Tech II position (1.0 FTE); moved to capital projects for one year	(99,631)
Facilities Services - Paint Foreperson (.50 FTE); moved to capital projects for one year	(51,746)
Facilities Services - Paint supplies; moved to AFG for one year (2% reduction in Operating)	(18,626)
Facilities Services - Carpentry supplies; moved to AFG for one year (2% reduction in Operating)	(40,600)
Staff partial temporary Leave of Absence not filled for one year	(46,373)

Budget Balancing Recommendation

Budget Balancing Initiatives	Proposed Change \$
Shifts in Practice: Ongoing	
Deputy/Associate Superintendents - Senior Management Assistant; partial reallocation to Feeding Futures	(37,308)
Pathways & Partnerships - Reallocate Cafeteria Assistants in Operating to Feeding Futures	(85,750)
CommunityLINK - Reallocate Behaviour Interventionist to SBIL; move operating expenses to CL	(139,207)
CommunityLINK - Reduce Gay-Straight Alliance (GSA); move operating expenses to CL	(9,000)
CommunityLINK - Reallocate PISE Physical Literacy; move operating expenses to CL	(60,000)
CommunityLINK - Reallocate COMPASS/Stabilization; move operating expenses to CL	(15,000)
CommunityLINK - Reduce Social Emotional Learning (SEL)/Mental Health (MH) support; move operating expenses to CL	(5,000)
CommunityLINK - Reallocate cost-of-living adjustment (COLA) for YFC (to come from school's CL funding); move operating expenses to CL	(15,839)
CommunityLINK - Reduce TTOC Support to 2 Elementary Schools; move operating expenses to CL	(10,994)
CommunityLINK - Reduce enrolment contingency; move operating expenses to CL	(34,610)

Budget Balancing Recommendation

	Proposed Change \$
Budget Balancing Initiatives	
Critical Incidence Report Team - Reallocate from Operating to CommunityLINK	(4,500)
District Principal, Multi-Language Learners - Reallocate .20 FTE to English Language Learners (ELL) budget	(38,966)
District Ukulele - Remove duplicate staffing at Oak Bay; no overall reduction in FTE	(10,796)
Shifts in Practice: One-Time	
Move operating expenses to CommunityLINK; Surplus Carryforward from 2023-2024	(120,000)
Shifts in Practice: Reallocation	
Move Elementary Strings to a Hub Model - Full reduction; see addition below	(272,452)
Implement Elementary Strings Hub Model (14 hubs, 2 x 45 min classes per week)	135,279
Additions: Ongoing	
Guaranteed EA Relief Position; pilot at one priority school for half a year	35,000
Additional EA Mentorship FTE to assist with EA skills development and support for EAs in Middle Schools	35,000

Budget Balancing Recommendation

Budget Balancing Initiatives	Proposed Change \$
Additions: Revenues	
School Spring rental revenue increase (limit when schools can block off rental space)	(15,000)
Crossing Guard Revenue - add funding shortfall from District of Saanich	(127,823)
Increase 2023-2024 Operating Surplus (Carryforward): One-Time	
2023-2024 Operating Surplus Available to Balance Budget	(1,847,592)
Maintain June 30, 2023 School Carry Forward Limits	(50,000)
Balance Budget to \$0	-

Multi-Year Financial Forecast

Multi-Year Financial Forecast

- Multi-year financial forecast includes:
 - Actual financial results for 2022-2023
 - Amended annual budget for 2023-2024
 - Projected annual budget for 2024-2025, 2025-2026, and 2026-2027
- Projected budgets have been adjusted for projected enrolment (both revenue and related expenses)
- Projected annual budget for 2024-2025 remains unbalanced
- Decisions in 2024-2025 will impact future years

Multi-Year Financial Forecast

	Actual 2022-2023	Amended Annual Budget 2023-2024	DRAFT Annual Budget 2024-2025	Projected Annual Budget 2025-2026	Projected Annual Budget 2026-2027
Ministry Operating Grant Funded FTEs	20,063.003	20,458.003	20,644.111	20,725.972	20,766.610
Total Operating Revenue	230,795,065	252,488,167	256,952,925	259,896,144	259,408,432
Total Operating Expenses	229,605,908	251,646,504	260,024,122	262,969,556	262,727,022
Net Revenue (Expense)	1,189,157	841,663	(3,071,197)	(3,073,412)	(3,318,590)
Interfund Transfers	(2,566,120)	(2,536,142)	(2,912,115)	(2,892,200)	(2,228,200)
Use of Accumulated Surplus	1,376,963	1,694,479	1,847,592	-	-
Total Operating Surplus (Deficit) for the year	-	-	(4,135,720)	(5,965,612)	(5,546,790)

Special Purpose and Capital Funds

Special Purpose Funds

	2024-2025	2023-2024	Increase
	Annual Budget	Annual Budget	(Decrease)
Annual Facility Grant	\$ 828,631	\$ 830,531	\$ (1,900)
Learning Improvement Fund	817,401	813,644	3,757
Scholarships and Bursaries	29,000	40,000	(11,000)
Provincial Resource Programs (SET, Ledger, PIOP)	1,750,896	1,554,208	196,688
School Generated Funds	7,169,854	6,711,460	458,394
StrongStart	192,000	192,000	-
Ready, Set, Learn	98,600	88,600	10,000
Official Languages in Education Protocol (OLEP)	411,197	445,697	(34,500)
CommunityLINK	4,375,751	4,386,167	(10,416)
Classroom Enhancement Fund	21,476,410	20,591,049	885,361
First Nation Student Transportation	109,834	-	109,834
Mental Health in Schools	48,000	68,000	(20,000)
Changing Results for Young Children	11,250	16,250	(5,000)
Student and Family Affordability Fund	400,000	227,284	172,716
SEY2KT (Early Years to Kindergarten)	49,000	49,000	-
ELC Early Care & Learning	175,000	175,000	-
Early Childhood Education Dual Credit Program	-	25,000	(25,000)
Feeding Futures Fund	2,264,368	2,253,290	11,078
Estate Trust	14,500	7,000	7,500
Health Career Dual Credit Expansion Project	50,000	-	50,000
Special Purpose Revenues	\$ 40,271,692	\$ 38,474,180	\$ 1,797,512

Special Purpose Funds

The major changes in the Special Purpose Funds include:

- Increased Ministry funding for Classroom Enhancement Fund and Student and Family Affordability Fund
- Increased Ministry funding for Classroom Enhancement Fund – Staffing and CommunityLINK for labour settlements
- Increase in School Generated Funds revenue based on 2023-2024 activity and higher interest revenue

Capital Fund

The major changes in the Capital Fund include:

- Investment income increase of \$61K due to higher balances in capital fund on which interest is calculated on
- Increase of \$3.8 million in Local Capital due to gain on disposal of land at Lansdowne North to CSF
- Tangible capital asset purchases of \$2.9M from Operating Fund and \$100K from Special Purpose Funds
- Operating Fund purchases include \$2.1M Technology and Network Infrastructure and \$0.8M in Furniture & Equipment

Budget Bylaw

Budget Bylaw - Unbalanced

	2024-2025 Annual Budget	2023-2024 Annual Budget
Operating – Total Expense	\$260,024,122	\$241,962,245
Operating – Total Capital Assets Purchased	2,912,115	2,018,250
Special Purpose Funds – Total Expense	40,171,692	38,374,180
Special Purpose Funds – Total Capital Assets Purchased	100,000	100,000
Capital Fund – Total Expense	18,741,313	15,875,941
Capital Fund – Total Capital Assets Purchased from Local Capital	-	2,397,594
Total Budget Bylaw Amount	\$321,949,242	\$300,728,210

Budget Bylaw - Balanced

	2024-2025 Annual Budget	2023-2024 Annual Budget
Operating – Total Expense	\$256,681,869	\$241,962,245
Operating – Total Capital Assets Purchased	2,311,471	2,018,250
Special Purpose Funds – Total Expense	40,171,692	38,374,180
Special Purpose Funds – Total Capital Assets Purchased	100,000	100,000
Capital Fund – Total Expense	18,741,313	15,875,941
Capital Fund – Total Capital Assets Purchased from Local Capital	-	2,397,594
Total Budget Bylaw Amount	\$318,006,345	\$300,728,210

If budget balancing initiatives are approved as presented, the balanced Budget Bylaw would be \$318,006,345 and the amount of additional operating surplus needed to balance would be \$1,897,592.

Budget Bylaw – 1st and 2nd Readings

That the Board of Education of School District No. 61 (Greater Victoria) 2024-2025 Annual Budget Bylaw in the amount of **\$318,006,345** be:

READ A FIRST TIME THE 9th day of April, 2024

That the Board of Education of School District No. 61 (Greater Victoria) 2024-2025 Annual Budget Bylaw in the amount of **\$318,006,345** be:

READ A SECOND TIME THE 9th day of April, 2024

Next Meeting

April 11, 2024

Special Open Board Meeting; via Zoom
6:00pm

3rd, or 2nd and 3rd, Bylaw Reading(s)

Budget Deliberations
