

Annual Budget

**School District No. 71 (Comox Valley)**

June 30, 2018

# School District No. 71 (Comox Valley)

June 30, 2018

## Table of Contents

Bylaw ..... 1

Annual Budget - Revenue and Expense - Statement 2 ..... 2

Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 ..... 4

Annual Budget - Operating Revenue and Expense - Schedule 2 ..... 5

    Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source ..... 6

    Schedule 2B - Annual Budget - Schedule of Operating Expense by Object ..... 7

    Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object ..... 8

Annual Budget - Special Purpose Revenue and Expense - Schedule 3 ..... 10

    Schedule 3A - Annual Budget - Changes in Special Purpose Funds ..... 11

Annual Budget - Capital Revenue and Expense - Schedule 4 ..... 13

\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$94,432,228 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 23rd DAY OF MAY, 2017;

READ A SECOND TIME THE 23rd DAY OF MAY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF MAY, 2017;

( Corporate Seal )

  
Chairperson of the Board

  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Annual Budget Bylaw 2017/2018, adopted by the Board the 23rd DAY OF MAY, 2017.

  
Secretary Treasurer

# School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	8,167,000	8,046,938
Adult	41,750	41,750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>8,208,750</b>	<b>8,088,688</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education	84,171,331	76,122,800
Tuition	2,692,500	2,437,500
Other Revenue	2,577,428	2,754,538
Rentals and Leases	150,000	203,220
Investment Income	87,000	117,000
Amortization of Deferred Capital Revenue	3,641,807	3,336,465
<b>Total Revenue</b>	<b>93,320,066</b>	<b>84,971,523</b>
<b>Expenses</b>		
Instruction	75,522,701	68,207,419
District Administration	2,780,587	2,415,685
Operations and Maintenance	13,925,794	13,506,914
Transportation and Housing	1,993,298	1,825,699
Debt Services	11,904	20,400
<b>Total Expense</b>	<b>94,234,284</b>	<b>85,976,117</b>
<b>Net Revenue (Expense)</b>	<b>(914,218)</b>	<b>(1,004,594)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>323,547</b>	<b>115,264</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(590,671)</b>	<b>(889,330)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(590,671)	(889,330)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(590,671)</b>	<b>(889,330)</b>


# School District No. 71 (Comox Valley)

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	78,055,220	76,333,165
Special Purpose Funds - Total Expense	11,436,586	5,187,157
Capital Fund - Total Expense	4,742,478	4,455,795
Capital Fund - Tangible Capital Assets Purchased from Local Capital	197,944	390,883
<b>Total Budget Bylaw Amount</b>	<b>94,432,228</b>	<b>86,367,000</b>

**Approved by the Board**

Janice Caton		23-May-17
Signature of the Chairperson of the Board of Education		Date Signed
Dean Lindquist		23-May-17
Signature of the Superintendent		Date Signed
Sheldon Lee		23-May-17
Signature of the Secretary Treasurer		Date Signed

# School District No. 71 (Comox Valley)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(914,218)</u>	<u>(1,004,594)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(197,944)	(390,883)
From Deferred Capital Revenue	<u>(12,395,172)</u>	<u>(11,962,154)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(12,593,116)</u>	<u>(12,353,037)</u>
Amortization of Tangible Capital Assets	<u>4,730,574</u>	<u>4,435,395</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(7,862,542)</u>	<u>(7,917,642)</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u>(8,776,760)</u>	<u>(8,922,236)</u>

# School District No. 71 (Comox Valley)

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	74,849,745	73,165,643
Tuition	2,692,500	2,437,500
Other Revenue	462,428	524,538
Rentals and Leases	150,000	203,220
Investment Income	87,000	117,000
<b>Total Revenue</b>	<b>78,241,673</b>	<b>76,447,901</b>
<b>Expenses</b>		
Instruction	64,436,543	63,400,519
District Administration	2,780,587	2,415,685
Operations and Maintenance	8,844,792	8,691,262
Transportation and Housing	1,993,298	1,825,699
<b>Total Expense</b>	<b>78,055,220</b>	<b>76,333,165</b>
<b>Net Revenue (Expense)</b>	<b>186,453</b>	<b>114,736</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>323,547</b>	<b>115,264</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(510,000)	(230,000)
<b>Total Net Transfers</b>	<b>(510,000)</b>	<b>(230,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 71 (Comox Valley)**  
 Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	73,677,026	71,997,368
INAC/LEA Recovery	(134,428)	(174,538)
Other Ministry of Education Grants		
Pay Equity	451,831	451,831
Transportation Supplement	421,375	421,375
Carbon Tax Grant	50,000	50,000
Return of Administrative Savings	354,941	354,941
Other Ministry of Education Grants	-	35,666
Economic Stability Dividend	29,000	29,000
<b>Total Provincial Grants - Ministry of Education</b>	<u>74,849,745</u>	<u>73,165,643</u>
<b>Tuition</b>		
International and Out of Province Students	2,692,500	2,437,500
<b>Total Tuition</b>	<u>2,692,500</u>	<u>2,437,500</u>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	134,428	174,538
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Other Miscellaneous	208,000	230,000
<b>Total Other Revenue</b>	<u>462,428</u>	<u>524,538</u>
<b>Rentals and Leases</b>	<u>150,000</u>	<u>203,220</u>
<b>Investment Income</b>	<u>87,000</u>	<u>117,000</u>
<b>Total Operating Revenue</b>	<u><u>78,241,673</u></u>	<u><u>76,447,901</u></u>



**School District No. 71 (Comox Valley)**  
 Annual Budget - Schedule of Operating Expense by Object  
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	32,453,296	31,803,559
Principals and Vice Principals	4,622,994	4,679,873
Educational Assistants	4,249,970	5,092,306
Support Staff	7,053,354	6,744,491
Other Professionals	2,244,062	1,916,235
Substitutes	2,995,184	2,364,681
<b>Total Salaries</b>	<u>53,618,860</u>	<u>52,601,145</u>
<b>Employee Benefits</b>	<u>13,582,724</u>	<u>13,308,573</u>
<b>Total Salaries and Benefits</b>	<u>67,201,584</u>	<u>65,909,718</u>
<b>Services and Supplies</b>		
Services	2,268,506	3,615,813
Student Transportation	2,096,566	1,941,587
Professional Development and Travel	326,250	331,666
Dues and Fees	63,537	57,117
Insurance	203,500	193,790
Supplies	4,379,956	2,728,896
Utilities	1,515,321	1,554,578
<b>Total Services and Supplies</b>	<u>10,853,636</u>	<u>10,423,447</u>
<b>Total Operating Expense</b>	<u>78,055,220</u>	<u>76,333,165</u>

**School District No. 71 (Comox Valley)**

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	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	26,006,269	779,938			163,755	2,457,054	29,407,016
1.03 Career Programs	356,866		143,541				500,407
1.07 Library Services	865,973			622,933			1,488,906
1.08 Counselling	1,334,333					345,413	1,334,333
1.10 Special Education	2,680,738	107,005	3,473,374	67,540			6,674,070
1.30 English Language Learning	93,912						93,912
1.31 Aboriginal Education	234,780	119,655	572,540	35,404	40,000		1,002,379
1.41 School Administration	3,496,044			1,581,648	147,717		5,225,409
1.62 International and Out of Province Students	880,425	120,352		115,642	195,822	5,000	1,317,241
1.64 Other			60,515	115,497	123,963		299,975
<b>Total Function 1</b>	<b>32,453,296</b>	<b>4,622,994</b>	<b>4,249,970</b>	<b>2,538,664</b>	<b>483,540</b>	<b>2,995,184</b>	<b>47,343,648</b>
<b>4 District Administration</b>							
4.11 Educational Administration					548,811		548,811
4.40 School District Governance					129,837		129,837
4.41 Business Administration				339,057	696,726		1,035,783
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>339,057</b>	<b>1,375,374</b>	<b>-</b>	<b>1,714,431</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					222,551		222,551
5.50 Maintenance Operations				4,175,633	108,398		4,284,031
5.52 Maintenance of Grounds							-
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,175,633</b>	<b>330,949</b>	<b>-</b>	<b>4,506,582</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					54,199		54,199
7.70 Student Transportation							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>54,199</b>	<b>-</b>	<b>54,199</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>32,453,296</b>	<b>4,622,994</b>	<b>4,249,970</b>	<b>7,053,354</b>	<b>2,244,062</b>	<b>2,995,184</b>	<b>53,618,860</b>

# School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	29,407,016	7,469,173	36,876,189	2,767,044	39,643,233	36,805,311
1.03 Career Programs	500,407	129,399	629,806	310,845	940,651	853,654
1.07 Library Services	1,488,906	387,564	1,876,470	338,365	2,214,835	1,459,773
1.08 Counselling	1,334,333	339,454	1,673,787	4,300	1,678,087	1,861,947
1.10 Special Education	6,674,070	1,723,761	8,397,831	152,734	8,550,565	11,671,881
1.30 English Language Learning	93,912	23,891	117,803	1,000	118,803	108,770
1.31 Aboriginal Education	1,002,379	251,384	1,253,763	200,659	1,454,422	1,453,803
1.41 School Administration	5,225,409	1,244,858	6,470,267	328,900	6,799,167	6,461,445
1.62 International and Out of Province Students	1,317,241	327,431	1,644,672	686,393	2,331,065	2,017,225
1.64 Other	299,975	75,240	375,215	330,500	705,715	706,710
<b>Total Function 1</b>	<b>47,343,648</b>	<b>11,972,155</b>	<b>59,315,803</b>	<b>5,120,740</b>	<b>64,436,543</b>	<b>63,400,519</b>
<b>4 District Administration</b>						
4.11 Educational Administration	548,811	123,483	672,294	70,212	742,506	682,734
4.40 School District Governance	129,837	29,213	159,050	78,110	237,160	224,768
4.41 Business Administration	1,035,783	247,969	1,283,752	517,169	1,800,921	1,508,183
<b>Total Function 4</b>	<b>1,714,431</b>	<b>400,665</b>	<b>2,115,096</b>	<b>665,491</b>	<b>2,780,587</b>	<b>2,415,685</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	222,551	50,074	272,625	188,500	461,125	441,485
5.50 Maintenance Operations	4,284,031	1,147,635	5,431,666	951,680	6,383,346	6,200,199
5.52 Maintenance of Grounds	-	-	-	105,000	105,000	100,000
5.56 Utilities	-	-	-	1,895,321	1,895,321	1,949,578
<b>Total Function 5</b>	<b>4,506,582</b>	<b>1,197,709</b>	<b>5,704,291</b>	<b>3,140,501</b>	<b>8,844,792</b>	<b>8,691,262</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	54,199	12,195	66,394	8,289	74,683	71,485
7.70 Student Transportation	-	-	-	1,918,615	1,918,615	1,754,214
<b>Total Function 7</b>	<b>54,199</b>	<b>12,195</b>	<b>66,394</b>	<b>1,926,904</b>	<b>1,993,298</b>	<b>1,825,699</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>53,618,860</b>	<b>13,582,724</b>	<b>67,201,584</b>	<b>10,853,636</b>	<b>78,055,220</b>	<b>76,333,165</b>

# School District No. 71 (Comox Valley)

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2018

	<u>2018</u> <u>Annual Budget</u>	<u>2017 Amended</u> <u>Annual Budget</u>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	9,321,586	2,957,157
Other Revenue	2,115,000	2,230,000
<b>Total Revenue</b>	<u>11,436,586</u>	<u>5,187,157</u>
<b>Expenses</b>		
Instruction	11,086,158	4,806,900
Operations and Maintenance	350,428	380,257
<b>Total Expense</b>	<u>11,436,586</u>	<u>5,187,157</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>                    -</u>	<u>                    -</u>

**School District No. 71 (Comox Valley)**

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	-	12,000	615,000	19,195	600,000	1,227	-
<b>Add: Restricted Grants</b>									
Provincial Grants - Ministry of Education	350,428	295,303	-	3,549	20,000	-	2,000,000	160,000	39,200
Other	350,428	295,303	-	3,549	20,000	-	2,000,000	160,000	39,200
<b>Less: Allocated to Revenue</b>									
<b>Deferred Revenue, end of year</b>	-	-	-	15,549	50,000	19,195	2,000,000	161,227	39,200
					<b>585,000</b>		<b>600,000</b>		
<b>Revenues</b>									
Provincial Grants - Ministry of Education	350,428	295,303	-	15,549	50,000	19,195	2,000,000	161,227	39,200
Other Revenue	350,428	295,303	-	15,549	50,000	19,195	2,000,000	161,227	39,200
<b>Expenses</b>									
Salaries	-	-	-	-	-	-	-	-	-
Teachers	-	-	-	-	-	-	-	-	-
Principals and Vice Principals	-	224,195	-	-	-	-	-	126,700	-
Educational Assistants	-	224,195	-	-	-	-	-	126,700	-
Employee Benefits	350,428	71,108	-	-	-	-	-	33,300	-
Services and Supplies	350,428	295,303	-	15,549	50,000	19,195	2,000,000	1,227	39,200
<b>Net Revenue (Expense)</b>									
	-	-	-	-	-	-	-	-	-

**School District No. 71 (Comox Valley)**

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2018

	OLEP	CommunityLINK	Coding and Curriculum Implementation	Classroom Enhancement Fund	Professional Development	TOTAL
	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	40,000	-	100,000	1,387,422
<b>Add:</b> Restricted Grants						
Provincial Grants - Ministry of Education	195,945	602,106		7,602,633		9,249,164
Other	195,945	602,106	-	7,602,633	65,000	2,085,000
<b>Less:</b> Allocated to Revenue	195,945	602,106	40,000	7,602,633	65,000	11,436,586
<b>Deferred Revenue, end of year</b>	-	-	-	-	100,000	1,285,000
<b>Revenues</b>	195,945	602,106	40,000	7,602,633	65,000	9,321,586
Provincial Grants - Ministry of Education	195,945	602,106	40,000	7,602,633	65,000	2,115,000
Other Revenue						11,436,586
<b>Expenses</b>						
Salaries						
Teachers			28,125	4,932,072		4,960,197
Principals and Vice Principals	20,254					20,254
Educational Assistants	20,254	310,423	28,125	976,797		1,638,115
Employee Benefits	4,760	83,504	9,375	1,457,320		1,659,367
Services and Supplies	170,931	208,179	2,500	236,444	65,000	3,158,653
<b>Net Revenue (Expense)</b>	195,945	602,106	40,000	7,602,633	65,000	11,436,586

# School District No. 71 (Comox Valley)

Schedule 4

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Amortization of Deferred Capital Revenue	3,641,807		3,641,807	3,336,465
<b>Total Revenue</b>	<b>3,641,807</b>	<b>-</b>	<b>3,641,807</b>	<b>3,336,465</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,730,574		4,730,574	4,435,395
Debt Services				
Capital Lease Interest		11,904	11,904	20,400
<b>Total Expense</b>	<b>4,730,574</b>	<b>11,904</b>	<b>4,742,478</b>	<b>4,455,795</b>
<b>Net Revenue (Expense)</b>	<b>(1,088,767)</b>	<b>(11,904)</b>	<b>(1,100,671)</b>	<b>(1,119,330)</b>
<b>Net Transfers (to) from other funds</b>				
Local Capital		510,000	510,000	230,000
<b>Total Net Transfers</b>	<b>-</b>	<b>510,000</b>	<b>510,000</b>	<b>230,000</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	197,944	(197,944)	-	
Principal Payment				
Capital Lease	192,939	(192,939)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>390,883</b>	<b>(390,883)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(697,884)</b>	<b>107,213</b>	<b>(590,671)</b>	<b>(889,330)</b>