

Annual Budget

School District No. 71 (Comox Valley)

June 30, 2020

School District No. 71 (Comox Valley)

June 30, 2020

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*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 2019/2020 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 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$105,467,706 for the 2019/2020 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 2019/2020.

READ A FIRST TIME THE 4th DAY OF JUNE, 2019;

READ A SECOND TIME THE 4th DAY OF JUNE, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 4th DAY OF JUNE, 2019;

(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 2019/2020, adopted by the Board the 4th DAY OF JUNE, 2019.


Secretary Treasurer

School District No. 71 (Comox Valley)

Annual Budget - Revenue and Expense
 Year Ended June 30, 2020

| | 2020 Annual Budget | 2019 Amended Annual Budget |
|---------------------------------------------------------------|-----------------------|-------------------------------|
| Ministry Operating Grant Funded FTE's | | |
| School-Age | 8,734,000 | 8,642,750 |
| Adult | 26,313 | 44,313 |
| Total Ministry Operating Grant Funded FTE's | 8,760,313 | 8,687,063 |
| Revenues | \$ | \$ |
| Provincial Grants | | |
| Ministry of Education | 92,046,564 | 90,891,192 |
| Tuition | 4,670,000 | 4,628,750 |
| Other Revenue | 3,212,083 | 3,195,728 |
| Rentals and Leases | 150,000 | 150,000 |
| Investment Income | 420,000 | 320,000 |
| Amortization of Deferred Capital Revenue | 4,078,441 | 3,303,000 |
| Total Revenue | 104,577,088 | 102,488,670 |
| Expenses | | |
| Instruction | 82,736,394 | 82,206,270 |
| District Administration | 3,768,950 | 3,454,181 |
| Operations and Maintenance | 15,778,167 | 15,329,110 |
| Transportation and Housing | 1,948,739 | 1,947,582 |
| Debt Services | 456 | 4,100 |
| Total Expense | 104,232,706 | 102,941,243 |
| Net Revenue (Expense) | 344,382 | (452,573) |
| Budgeted Allocation (Retirement) of Surplus (Deficit) | | 1,709,473 |
| Budgeted Surplus (Deficit), for the year | 344,382 | 1,256,900 |
| Budgeted Surplus (Deficit), for the year comprised of: | | |
| Operating Fund Surplus (Deficit) | | |
| Special Purpose Fund Surplus (Deficit) | | |
| Capital Fund Surplus (Deficit) | 344,382 | 1,256,900 |
| Budgeted Surplus (Deficit), for the year | 344,382 | 1,256,900 |

School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2020

| | 2020 Annual Budget | 2019 Amended Annual Budget |
|---------------------------------------------------------------------|-----------------------|-------------------------------|
| Budget Bylaw Amount | | |
| Operating - Total Expense | 86,371,364 | 84,432,679 |
| Operating - Tangible Capital Assets Purchased | | 1,450,000 |
| Special Purpose Funds - Total Expense | 12,567,283 | 13,452,464 |
| Capital Fund - Total Expense | 5,294,059 | 5,056,100 |
| Capital Fund - Tangible Capital Assets Purchased from Local Capital | 1,235,000 | 1,380,000 |
| Total Budget Bylaw Amount | 105,467,706 | 105,771,243 |

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

School District No. 71 (Comox Valley)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

| | 2020 | 2019 Amended |
|-----------------------------------------------------------|----------------------|----------------------|
| | Annual Budget | Annual Budget |
| | \$ | \$ |
| Surplus (Deficit) for the year | <u>344,382</u> | <u>(452,573)</u> |
| Effect of change in Tangible Capital Assets | | |
| Acquisition of Tangible Capital Assets | | |
| From Operating and Special Purpose Funds | | (1,450,000) |
| From Local Capital | (1,235,000) | (1,380,000) |
| From Deferred Capital Revenue | (7,325,646) | (10,762,278) |
| Total Acquisition of Tangible Capital Assets | <u>(8,560,646)</u> | <u>(13,592,278)</u> |
| Amortization of Tangible Capital Assets | <u>5,293,603</u> | 5,052,000 |
| Total Effect of change in Tangible Capital Assets | <u>(3,267,043)</u> | <u>(8,540,278)</u> |
| | <u>-</u> | <u>-</u> |
| (Increase) Decrease in Net Financial Assets (Debt) | <u>(2,922,661)</u> | <u>(8,992,851)</u> |

School District No. 71 (Comox Valley)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2020

| | 2020 Annual Budget | 2019 Amended Annual Budget |
|--------------------------------------------------|-----------------------|-------------------------------|
| | \$ | \$ |
| Revenues | | |
| Provincial Grants | | |
| Ministry of Education | 82,214,281 | 80,171,728 |
| Tuition | 4,670,000 | 4,628,750 |
| Other Revenue | 477,083 | 462,728 |
| Rentals and Leases | 150,000 | 150,000 |
| Investment Income | 420,000 | 320,000 |
| Total Revenue | 87,931,364 | 85,733,206 |
| Expenses | | |
| Instruction | 70,519,539 | 69,104,234 |
| District Administration | 3,768,950 | 3,454,181 |
| Operations and Maintenance | 10,134,136 | 9,926,682 |
| Transportation and Housing | 1,948,739 | 1,947,582 |
| Total Expense | 86,371,364 | 84,432,679 |
| Net Revenue (Expense) | 1,560,000 | 1,300,527 |
| Budgeted Prior Year Surplus Appropriation | - | 1,709,473 |
| Net Transfers (to) from other funds | | |
| Tangible Capital Assets Purchased | - | (1,450,000) |
| Local Capital | (1,560,000) | (1,560,000) |
| Total Net Transfers | (1,560,000) | (3,010,000) |
| Budgeted Surplus (Deficit), for the year | - | - |

School District No. 71 (Comox Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

| | 2020 Annual Budget | 2019 Amended Annual Budget |
|--------------------------------------------------------|-----------------------|-------------------------------|
| | \$ | \$ |
| Provincial Grants - Ministry of Education | | |
| Operating Grant, Ministry of Education | 80,626,696 | 79,104,714 |
| DISC/LEA Recovery | (129,083) | (154,728) |
| Other Ministry of Education Grants | | |
| Pay Equity | 451,831 | 451,831 |
| Funding for Graduated Adults | 92,160 | 92,160 |
| Transportation Supplement | 421,375 | 421,375 |
| Carbon Tax Grant | 55,000 | 55,000 |
| Support Staff Benefits | 63,112 | 63,112 |
| FSA Marking | 18,964 | 18,964 |
| Miscellaneous | 2,500 | 2,500 |
| February and May Count | - | 116,800 |
| Employer Health Tax Grant | 611,726 | - |
| Total Provincial Grants - Ministry of Education | 82,214,281 | 80,171,728 |
| Tuition | | |
| International and Out of Province Students | 4,670,000 | 4,628,750 |
| Total Tuition | 4,670,000 | 4,628,750 |
| Other Revenues | | |
| LEA/Direct Funding from First Nations | 129,083 | 154,728 |
| Miscellaneous | | |
| Instructional Cafeteria | 120,000 | 120,000 |
| Other Miscellaneous | 228,000 | 188,000 |
| Total Other Revenue | 477,083 | 462,728 |
| Rentals and Leases | 150,000 | 150,000 |
| Investment Income | 420,000 | 320,000 |
| Total Operating Revenue | 87,931,364 | 85,733,206 |

School District No. 71 (Comox Valley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

| | 2020 Annual Budget | 2019 Amended Annual Budget |
|-------------------------------------|-----------------------|-------------------------------|
| | \$ | \$ |
| Salaries | | |
| Teachers | 33,453,037 | 33,158,430 |
| Principals and Vice Principals | 5,015,562 | 4,826,569 |
| Educational Assistants | 5,408,009 | 5,084,774 |
| Support Staff | 7,849,810 | 7,579,315 |
| Other Professionals | 2,703,150 | 2,487,840 |
| Substitutes | 2,490,240 | 2,487,445 |
| Total Salaries | <u>56,919,808</u> | <u>55,624,373</u> |
| Employee Benefits | <u>14,838,972</u> | <u>14,005,635</u> |
| Total Salaries and Benefits | <u>71,758,780</u> | <u>69,630,008</u> |
| Services and Supplies | | |
| Services | 4,691,704 | 4,331,483 |
| Student Transportation | 1,933,125 | 1,933,125 |
| Professional Development and Travel | 699,500 | 709,000 |
| Dues and Fees | 72,900 | 119,200 |
| Insurance | 201,800 | 201,800 |
| Supplies | 5,086,555 | 5,458,564 |
| Utilities | 1,927,000 | 2,049,499 |
| Total Services and Supplies | <u>14,612,584</u> | <u>14,802,671</u> |
| Total Operating Expense | <u>86,371,364</u> | <u>84,432,679</u> |

School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

Schedule 2C

| | Teachers Salaries | Principals and Vice Principals Salaries | Educational Assistants Salaries | Support Staff Salaries | Other Professionals Salaries | Substitutes Salaries | Total Salaries |
|-------------------------------------------------|-------------------|-----------------------------------------|---------------------------------|------------------------|------------------------------|----------------------|-------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1 Instruction | | | | | | | |
| 1.02 Regular Instruction | 26,602,657 | 965,469 | 34,219 | 50,000 | - | 1,943,000 | 29,595,345 |
| 1.03 Career Programs | 285,750 | - | 201,047 | - | - | - | 486,797 |
| 1.07 Library Services | 228,600 | - | - | 681,902 | - | - | 910,502 |
| 1.08 Counselling | 1,337,310 | - | - | - | - | 5,000 | 1,342,310 |
| 1.10 Special Education | 3,722,370 | 123,692 | 4,338,497 | 69,741 | 175,502 | 325,000 | 8,754,802 |
| 1.30 English Language Learning | 133,350 | - | - | - | - | - | 133,350 |
| 1.31 Aboriginal Education | 228,600 | 130,408 | 768,286 | 58,195 | - | 20,000 | 1,205,489 |
| 1.41 School Administration | - | 3,541,893 | - | 1,648,521 | - | 30,000 | 5,220,414 |
| 1.62 International and Out of Province Students | 914,400 | 254,100 | - | 117,712 | 202,796 | 5,000 | 1,494,008 |
| 1.64 Other | - | - | 65,960 | 102,046 | - | - | 168,006 |
| Total Function 1 | 33,453,037 | 5,015,562 | 5,408,009 | 2,728,117 | 378,298 | 2,328,000 | 49,311,023 |
| 4 District Administration | | | | | | | |
| 4.11 Educational Administration | - | - | - | - | 773,822 | - | 773,822 |
| 4.40 School District Governance | - | - | - | - | 208,649 | - | 208,649 |
| 4.41 Business Administration | - | - | - | 406,981 | 830,693 | - | 1,237,674 |
| Total Function 4 | - | - | - | 406,981 | 1,813,164 | - | 2,220,145 |
| 5 Operations and Maintenance | | | | | | | |
| 5.41 Operations and Maintenance Administration | - | - | - | - | 498,942 | - | 498,942 |
| 5.50 Maintenance Operations | - | - | - | 4,306,377 | - | 162,240 | 4,468,617 |
| 5.52 Maintenance of Grounds | - | - | - | 408,335 | - | - | 408,335 |
| 5.56 Utilities | - | - | - | - | - | - | - |
| Total Function 5 | - | - | - | 4,714,712 | 498,942 | 162,240 | 5,375,894 |
| 7 Transportation and Housing | | | | | | | |
| 7.41 Transportation and Housing Administration | - | - | - | - | 12,746 | - | 12,746 |
| 7.70 Student Transportation | - | - | - | - | - | - | - |
| Total Function 7 | - | - | - | - | 12,746 | - | 12,746 |
| 9 Debt Services | | | | | | | |
| Total Function 9 | - | - | - | - | - | - | - |
| Total Functions 1 - 9 | 33,453,037 | 5,015,562 | 5,408,009 | 7,849,810 | 2,703,150 | 2,490,240 | 56,919,808 |

School District No. 71 (Comox Valley)
 Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2020

| | Total Salaries | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2020 Annual Budget | 2019 Amended Annual Budget |
|-------------------------------------------------|-------------------|-------------------|-----------------------------|-----------------------|--------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| 1 Instruction | | | | | | |
| 1.02 Regular Instruction | 29,595,345 | 7,889,900 | 37,485,245 | 3,812,515 | 41,297,760 | 41,294,185 |
| 1.03 Career Programs | 486,797 | 129,462 | 616,259 | 340,845 | 957,104 | 1,007,561 |
| 1.07 Library Services | 910,502 | 243,736 | 1,154,238 | 378,173 | 1,532,411 | 1,489,113 |
| 1.08 Counselling | 1,342,310 | 352,782 | 1,695,092 | 500 | 1,695,592 | 1,695,592 |
| 1.10 Special Education | 8,754,802 | 2,236,333 | 10,991,135 | 141,550 | 11,132,685 | 10,478,551 |
| 1.30 English Language Learning | 133,350 | 35,178 | 168,528 | 1,000 | 169,528 | 169,528 |
| 1.31 Aboriginal Education | 1,205,489 | 313,274 | 1,518,763 | 438,736 | 1,957,499 | 1,730,337 |
| 1.41 School Administration | 5,220,414 | 1,275,797 | 6,496,211 | 613,200 | 7,109,411 | 6,794,006 |
| 1.62 International and Out of Province Students | 1,494,008 | 378,226 | 1,872,234 | 2,428,615 | 4,300,849 | 4,090,109 |
| 1.64 Other | 168,006 | 45,194 | 213,200 | 153,500 | 366,700 | 355,252 |
| Total Function 1 | 49,311,023 | 12,899,882 | 62,210,905 | 8,308,634 | 70,519,539 | 69,104,234 |
| 4 District Administration | | | | | | |
| 4.11 Educational Administration | 773,822 | 174,110 | 947,932 | 93,100 | 1,041,032 | 975,705 |
| 4.40 School District Governance | 208,649 | 46,946 | 255,595 | 151,745 | 407,340 | 385,545 |
| 4.41 Business Administration | 1,237,674 | 291,004 | 1,528,678 | 791,900 | 2,320,578 | 2,092,931 |
| Total Function 4 | 2,220,145 | 512,060 | 2,732,205 | 1,036,745 | 3,768,950 | 3,454,181 |
| 5 Operations and Maintenance | | | | | | |
| 5.41 Operations and Maintenance Administration | 498,942 | 112,262 | 611,204 | 333,200 | 944,404 | 901,178 |
| 5.50 Maintenance Operations | 4,468,617 | 1,202,058 | 5,670,675 | 943,880 | 6,614,555 | 6,426,695 |
| 5.52 Maintenance of Grounds | 408,335 | 109,842 | 518,177 | 130,000 | 648,177 | 639,310 |
| 5.56 Utilities | - | - | - | 1,927,000 | 1,927,000 | 1,959,499 |
| Total Function 5 | 5,375,894 | 1,424,162 | 6,800,056 | 3,334,080 | 10,134,136 | 9,926,682 |
| 7 Transportation and Housing | | | | | | |
| 7.41 Transportation and Housing Administration | 12,746 | 2,868 | 15,614 | 7,000 | 22,614 | 21,457 |
| 7.70 Student Transportation | - | - | - | 1,926,125 | 1,926,125 | 1,926,125 |
| Total Function 7 | 12,746 | 2,868 | 15,614 | 1,933,125 | 1,948,739 | 1,947,582 |
| 9 Debt Services | | | | | | |
| Total Function 9 | - | - | - | - | - | - |
| Total Functions 1 - 9 | 56,919,808 | 14,838,972 | 71,758,780 | 14,612,584 | 86,371,364 | 84,432,679 |

School District No. 71 (Comox Valley)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

| | <u>2020</u> | <u>2019 Amended</u> |
|-------------------------------------------------|----------------------|----------------------|
| | <u>Annual Budget</u> | <u>Annual Budget</u> |
| | \$ | \$ |
| Revenues | | |
| Provincial Grants | | |
| Ministry of Education | 9,832,283 | 10,719,464 |
| Other Revenue | 2,735,000 | 2,733,000 |
| Total Revenue | <u>12,567,283</u> | <u>13,452,464</u> |
| Expenses | | |
| Instruction | 12,216,855 | 13,102,036 |
| Operations and Maintenance | 350,428 | 350,428 |
| Total Expense | <u>12,567,283</u> | <u>13,452,464</u> |
| Budgeted Surplus (Deficit), for the year | <u>-</u> | <u>-</u> |

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

| | Annual Facility Grant | Learning Improvement Fund | Scholarships and Bursaries | School Generated Funds | Strong Start | Ready, Set, Learn | OLEP | CommunityLINK | Classroom Enhancement Fund - Overhead |
|--------------------------------------------|-----------------------|---------------------------|----------------------------|------------------------|--------------|-------------------|---------|---------------|---------------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | | | 778,000 | 770,000 | | | | | |
| Add: Restricted Grants | | | | | | | | | |
| Provincial Grants - Ministry of Education | 350,428 | 302,555 | 40,000 | 2,600,000 | 160,000 | 41,650 | 195,945 | 604,563 | 1,656,893 |
| Other | 350,428 | 302,555 | 40,000 | 2,600,000 | 160,000 | 41,650 | 195,945 | 604,563 | 1,656,893 |
| Less: Allocated to Revenue | | | | | | | | | |
| Deferred Revenue, end of year | - | - | 758,000 | 770,000 | - | - | - | - | - |
| Revenues | 350,428 | 302,555 | 60,000 | 2,600,000 | 160,000 | 41,650 | 195,945 | 604,563 | 1,656,893 |
| Provincial Grants - Ministry of Education | 350,428 | 302,555 | 60,000 | 2,600,000 | 160,000 | 41,650 | 195,945 | 604,563 | 1,656,893 |
| Other Revenue | | | | | | | | | |
| Expenses | | | | | | | | | |
| Salaries | | | | | | | | | |
| Teachers | | | | | | | | | |
| Principals and Vice Principals | | | | | | | 27,500 | | 273,160 |
| Educational Assistants | | | | | | | 21,500 | | 620,448 |
| Support Staff | | 223,891 | | | | 27,302 | | 323,315 | 116,715 |
| Other Professionals | | | | | | | 9,500 | | 321,981 |
| Substitutes | | | | | | | 5,000 | | |
| Employee Benefits | | | | | | | | | |
| Services and Supplies | 350,428 | 78,664 | 60,000 | 2,600,000 | 33,016 | 7,098 | 15,875 | 85,969 | 253,121 |
| | 350,428 | 302,555 | 60,000 | 2,600,000 | 160,000 | 41,650 | 195,945 | 604,563 | 1,656,893 |
| Net Revenue (Expense) | - | - | - | - | - | - | - | - | - |

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

| | Classroom Enhancement Fund - Staffing | Professional Development | TOTAL |
|--------------------------------------------|---------------------------------------------|-----------------------------|------------|
| | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | | 100,000 | 1,648,000 |
| Add: Restricted Grants | | | |
| Provincial Grants - Ministry of Education | 6,520,249 | 75,000 | 9,832,283 |
| Other | 6,520,249 | 75,000 | 12,547,283 |
| Less: Allocated to Revenue | 6,520,249 | 75,000 | 12,567,283 |
| Deferred Revenue, end of year | - | 100,000 | 1,628,000 |
| Revenues | | | |
| Provincial Grants - Ministry of Education | 6,520,249 | | 9,832,283 |
| Other Revenue | | 75,000 | 2,735,000 |
| | 6,520,249 | 75,000 | 12,567,283 |
| Expenses | | | |
| Salaries | | | |
| Teachers | 5,098,582 | | 5,126,082 |
| Principals and Vice Principals | | | 294,660 |
| Educational Assistants | | | 1,321,940 |
| Support Staff | | | 126,215 |
| Other Professionals | | | 321,981 |
| Substitutes | | | 5,000 |
| | 5,098,582 | - | 7,195,878 |
| Employee Benefits | 1,421,667 | | 1,895,410 |
| Services and Supplies | | 75,000 | 3,475,995 |
| | 6,520,249 | 75,000 | 12,567,283 |
| Net Revenue (Expense) | - | - | - |

School District No. 71 (Comox Valley)

Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2020

| | 2020 Annual Budget | | | 2019 Amended Annual Budget |
|------------------------------------------------------|----------------------------------------|--------------------|--------------------|-------------------------------|
| | Invested in Tangible Capital Assets | Local Capital | Fund Balance | |
| | \$ | \$ | \$ | \$ |
| Revenues | | | | |
| Amortization of Deferred Capital Revenue | 4,078,441 | | 4,078,441 | 3,303,000 |
| Total Revenue | 4,078,441 | - | 4,078,441 | 3,303,000 |
| Expenses | | | | |
| Amortization of Tangible Capital Assets | | | | |
| Operations and Maintenance | 5,293,603 | | 5,293,603 | 5,052,000 |
| Debt Services | | | | |
| Capital Lease Interest | | 456 | 456 | 4,100 |
| Total Expense | 5,293,603 | 456 | 5,294,059 | 5,056,100 |
| Net Revenue (Expense) | (1,215,162) | (456) | (1,215,618) | (1,753,100) |
| Net Transfers (to) from other funds | | | | |
| Tangible Capital Assets Purchased | | | - | 1,450,000 |
| Local Capital | | 1,560,000 | 1,560,000 | 1,560,000 |
| Total Net Transfers | - | 1,560,000 | 1,560,000 | 3,010,000 |
| Other Adjustments to Fund Balances | | | | |
| Tangible Capital Assets Purchased from Local Capital | 1,235,000 | (1,235,000) | - | |
| Principal Payment | | | | |
| Capital Lease | 22,101 | (22,101) | - | |
| Total Other Adjustments to Fund Balances | 1,257,101 | (1,257,101) | - | |
| Budgeted Surplus (Deficit), for the year | 41,939 | 302,443 | 344,382 | 1,256,900 |