

COMOX VALLEY SCHOOLS

MULTI-YEAR FINANCIAL PLAN

2024-2027

SCHOOL DISTRICT NO. 71



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE



The Board of Education
acknowledges that we are on
the traditional territories of the
K'ómoks First Nation. We would
like to thank them for the
privilege of living on their land
and the gift of working with their
children.

We thank you for your continued
support in our efforts to improve the
educational experiences for all of our
students.

Purpose

The purpose of the 2024-2027 Multi-Year Financial Plan is to assist partners of the Comox Valley School District to better understand its financial processes while providing a summary of the information utilized to make financial decisions that support the Board's Strategic Priorities. It provides an outline of how the Board prepares, reviews, and approves the annual budget (financial plan).

The Financial Plan

The School District's budget is a financial plan that helps the Board prepare and support all lifelong learners in the Comox Valley School District. The Board does this by allocating funding that aligns with the strategic plan and reflects priorities within that plan. The financial plan also communicates how the District utilizes its financial resources and allows for the monitoring of the ongoing financial health of the organization.

Annual Budget Process

The Board has established a comprehensive budget process than ensures:

- Compliance with the School Act, collective agreements, and other regulatory requirements and Board policy
- A transparent process that includes partner and public input through communication and consultation
- Decisions are reported back to the public and partner groups
- The priorities of the Strategic plan are incorporated into the financial plan
- An appropriate contingency balance is maintained

Annual Budget Timelines

- November
 - ◆ Departmental reviews of operational budgets commence
- December
 - ◆ Departmental reviews of operational budgets continue
 - ◆ Staff collaborate on enrolment projections and space requirements
- January
 - ◆ Establish Budget Timelines and Engagement
 - ◆ Departments continue to review operational budgets to find efficiencies and realign existing budgets to ensure Strategic Priorities are supported
- February
 - ◆ Prepare next years' enrolment estimate
 - ◆ Departments continue to review operational budgets to find efficiencies and realign existing budgets to ensure Strategic Priorities are supported
 - ◆ Staffing requirements established
- March
 - ◆ Receive the grant announcement estimate for the next year from Ministry of Education and Child Care
- April
 - ◆ Draft of Year-End Surplus Estimate
 - ◆ Review of the grant announcement with comparison to prior year
 - ◆ Analysis of the changes in the funding formula
 - ◆ Engagement meetings held with partners
 - ◆ Budget survey issued to the public
- May
 - ◆ Presentation of the opening budget position after all cost and revenue adjustments are applied
 - ◆ Budget options presented and considered
 - ◆ Engagement meetings held with partners
 - ◆ Public Feedback provided to the Board
- June
 - ◆ A balanced budget is recommended to the Board
 - ◆ Adoption of the Budget by the Board
 - ◆ Final Draft of Year-End Surplus Estimate

Budget Fund Types

The District’s Budget is comprised of three separate funds: Operating Fund, Special Purpose Fund, and Capital Fund.

Operating Fund	Special Purpose Fund	Capital Fund
<p>Revenue</p> <ul style="list-style-type: none">• Operating Grant Revenue• International Revenue• Other Revenue <p>Expenditures</p> <ul style="list-style-type: none">• Instruction• District Administration• Operations & Maintenance• Transportation	<ul style="list-style-type: none">• Classroom Enhancement Fund (CEF)• Annual Facilities Grant (AFG)• School Food Programs• Community Link• Learning Improvement Fund• School Generated Funds	<ul style="list-style-type: none">• New Schools/Expansions• School Enhancement Programs (HVAC, Roofing Upgrades)• Seismic Mitigation Projects• Playgrounds• Land Purchases

Strategic Priorities

The Board undertook a significant consultation process in 2023-24 to develop new Strategic Priorities. They are currently still in draft at the time of this report and will be finalized in the 2024-25 school year.

Vision Statement

Compassionate, connected and personalized learning for all

Purpose Statement

To create safe, equitable learning environments that lift each learner to thrive, to grow and to share their unique gifts.

Values

Learning – Centering learning in all we do.

Equity – Leading with diversity as a strength and inclusion as a right.

Relationships – Connection, compassion, and respect in all that we do.

Safety – Learning communities where all feel safe and belong.

Integrity – High ethical standards through transparency, honesty and accountability

LEARNING GOAL STATEMENT AND DESIGN PRINCIPLES

Our Comox Valley School District is committed to creating inclusive, wholistic, and personalized learning environments in order to enhance each student's development of the core competencies over time.

Action Plan – Strategies and Structures

Decolonizing and Indigenizing
Inclusion

Personalized Learning
Student-Centered Assessment
Social Emotional Learning (SEL)
Experiential Learning
Flexible Learning Environments
Digitally Enhanced Learning
Land-Based Learning

The Multi-Year Financial Plan

The multi-year financial plan is not a budget, it is intended to provide an estimated summary financial forecast based on the latest approved annual budget. This forecast considers the projected enrolment and related effects on staffing and expenditures. Wage increases of 2% are assumed and an overall service and supply inflation rate of 2% and 5% for transportation specifically.

The Districts multi-year financial plan includes the Operating Fund only, it does not include multi-year planning for Special Purpose or Capital Funds as funding year-to-year in these categories is more difficult to estimate in advance. As well, this type of funding is not always consistent or continuing in nature.

It's important to note that this financial plan is only a forecast and projections become less certain the further into the future due to the uncertainty in funding and inflationary increases. Therefore the plan will be constantly reviewed and updated annually to reflect the latest information.

The multi-year financial plan is a recent requirement of the Ministry of Education and Child Care and new to the District. The 2024/25 – 2026/27 financial plan is the first one prepared and staff will continue to refine and expand on this annual plan in future years.

The following financial forecast utilizes accumulated surplus over the next two years and assumes reductions and realignment of funds to balance the budget while maintaining the minimum Board approved contingency.

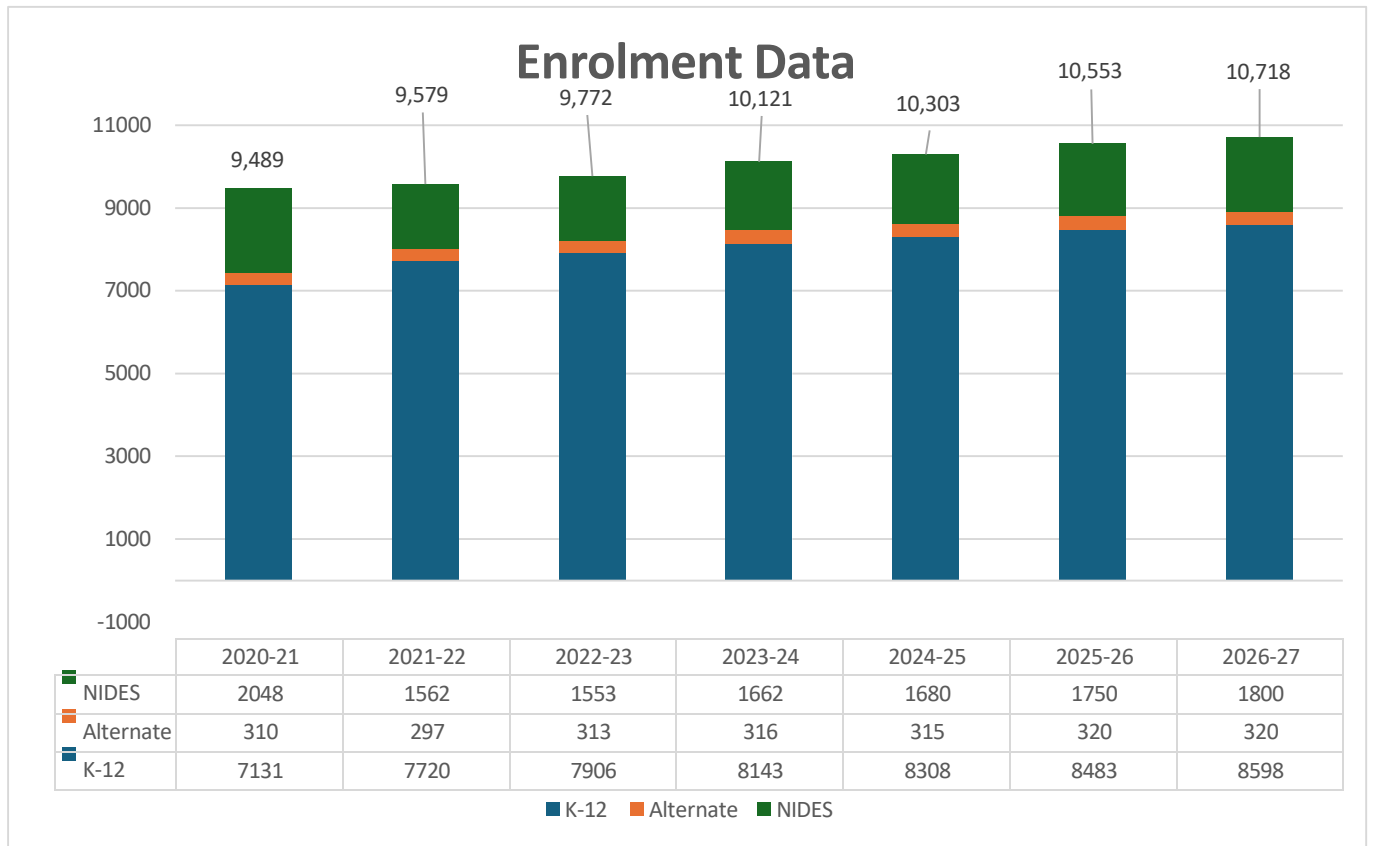


Three Year Budget Projection			
	Preliminary 2024/2025	Projected 2025/2026	Projected 2026/2027
Revenue			
MECC Operating Grant	\$ 122,503,618	\$ 127,262,683	\$ 131,776,958
Other Provincial Grants	\$ 222,000	\$ 222,000	\$ 222,000
Tuition	\$ 3,176,750	\$ 3,240,285	\$ 3,305,091
Other Revenue	\$ 481,117	\$ 481,117	\$ 481,117
Rentals and Leases	\$ 160,000	\$ 163,200	\$ 166,464
Investment Income	\$ 690,000	\$ 621,000	\$ 558,900
	127,233,485	131,990,285	136,510,530
Expenditures			
Instruction	103,403,325	106,418,989	109,997,684
District Administration	5,604,627	5,659,449	5,768,755
Operations and Maintenance	14,223,610	14,362,444	14,639,546
Transportation and Housing	2,966,637	3,114,403	3,269,545
	126,198,199	129,555,285	133,675,530
Net Revenue (Expense) for the Year	1,035,286	2,435,000	2,835,000
Local Capital	(1,460,000)	(2,460,000)	(2,460,000)
Tangible Capital Assets Purchased	(375,000)	(375,000)	(375,000)
Use of unrestricted surplus - to balance	799,714	400,000	-
Surplus / (Deficit)	\$ -	\$ (0)	\$ (0)
Three Year Fund Balance			
	Preliminary 2024/2025	Projected 2025/2026	Projected 2026/2027
Opening Surplus (Contingency Reserve)	\$ 3,185,747	\$ 2,386,033	\$ 1,986,033
Use of Surplus - Current Year Operations	(799,714)	(400,000)	-
	(799,714)	(400,000)	-
Closing Surplus (Contingency Reserve)	\$ 2,386,033	\$ 1,986,033	\$ 1,986,033
% of actual operating expenses	2.00%	1.57%	1.53%

Assumptions

Enrolment

The Ministry of Education and Child Care requires that Districts submit annual enrolment projections for the next three years every February. This multi-year plan has been prepared based on the latest projections submitted to the Ministry in February, 2024. Enrolment growth is anticipated to continue at 2% per year. The following Chart illustrates historical actual enrolment with the projected enrolment to 2027:



Revenue

- Grant revenues have been forecasted based on enrolment projections and assuming an increase to the per pupil rate of 2% per year in 2025/26 & 2026/27.
- International tuitions are based on a consistent FTE of 195 with annual inflationary fee increases of 2%.
- Investment Income is forecasted to decline moderately as interest rates are projected to decrease. Other revenues have remained conservatively consistent in the financial plan.

Expenses

- Unnegotiated salary increases for all employee groups have been estimated at 2%.
- Assume existing Teachers and Support staff estimated increases will be funded.
- Preliminary budget salary projections do not include Cost of Living Adjustments (COLA), which is assumed to be funded when recognized.
- Assume transportation costs increase 5% each year.
- Projections assume cost savings and realignment of funds to ensure contingency reserve aligns with Board Policy.
- Assume service and supply budgets remain consistent with the 2024-25 budget with only minor inflationary increases.
- Local Capital transfers were reduced by \$1M in 2024-25, which is reinstated in 2025-26.
- Assumes reduction of \$1.4 M in ongoing operating expenses over 2025-2027 to eliminate dependency on unrestricted surplus to balance the budget. The assumed reductions have been allocated on a pro rata basis across all expense functions for forecasting purposes only.

Summary

The two years are manageable utilizing accumulated surplus, while the District reviews its operations, including service levels, departments and programs, finds efficiencies, and realigns funds to support the newly adopted strategic priorities. If possible, the district may consider other sources of revenue. The District continues to face inflationary cost pressures that are unfunded and is expected to do more with less.

It is expected that operating expenses will need to be adjusted in order to continue balancing the budget and financial plans into the future. The Board and Staff will need to go through a transparent process and therefore, any proposed reductions would be considered through the annual budget process with the appropriate engagement.

The plan will be updated each year to reflect any changes in financial position and the latest estimates of both revenue and expenses.

