

SD71 Overview of Annual Budget Process

NOVEMBER 18, 2025 ENGAGEMENT SESSION

Board Policy 26: Financial Planning and Reporting:

Board authorizes Superintendent and Secretary-Treasurer to develop Budget

Prioritize funding for mandated educational programs and, where available, may support the Board's strategic priorities and operational plans

Board approves annual timelines by March each year which includes engagement

Main consultation conducted in Open Committee of the Whole.

May also include other types of consultation

Guided by Board Strategic Priorities Values & Design Principles

VALUES

Shared values establish the foundation for our interactions as we pursue common goals. They help us demonstrate consistent and fair leadership, guiding our collaborative and productive efforts to achieve our vision.

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.

TRUTH AND RECONCILIATION COMMITMENT

We are deeply committed to learning, unlearning, and relearning and taking action for lasting Truth and Reconciliation.

PURPOSE STATEMENT

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

VISION STATEMENT

Compassionate, connected and personalized learning for all.

DESIGN PRINCIPLES VISUALISED



Strategic Priorities - Development

- Extensive Engagement Process that included over 500 detailed responses to online surveys.
- Public Engagement Sessions (4)

 included constructive
 dialogue with ideas and issues
 raised that were considered
 during development
- Board Approved 2024/25 School Year

- Writing Team Composition and Sessions – 30 Participants Representing:
 - Students
 - District Parent Advisory Council (DPAC)
 - Indigenous Education Council (IEC)
 - Elders
 - Teachers
 - Support Staff
 - Principals and Vice Principals
 - Trustees
 - Senior Leadership Team

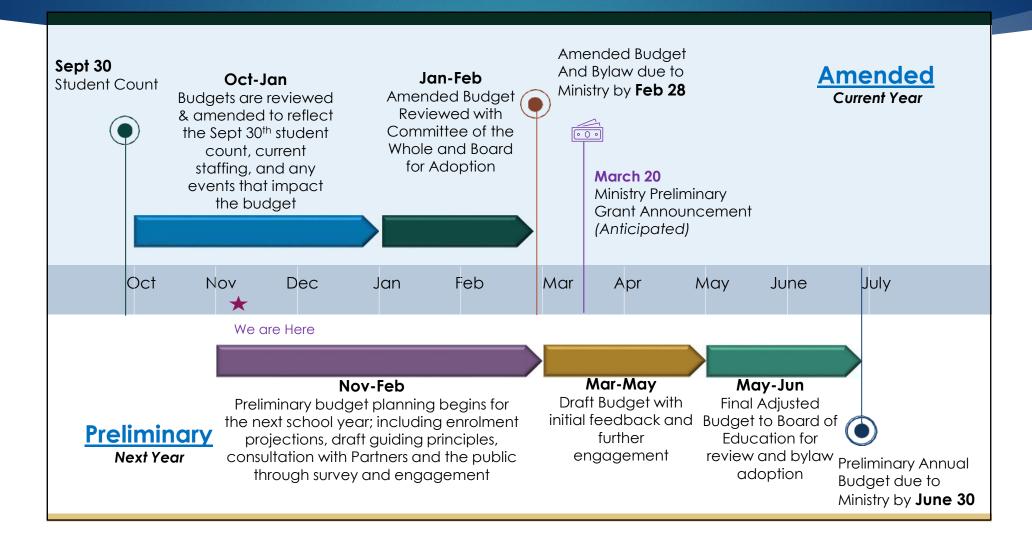
2026-2027
Budget
Guiding
Principles:

Strategic Plan Values

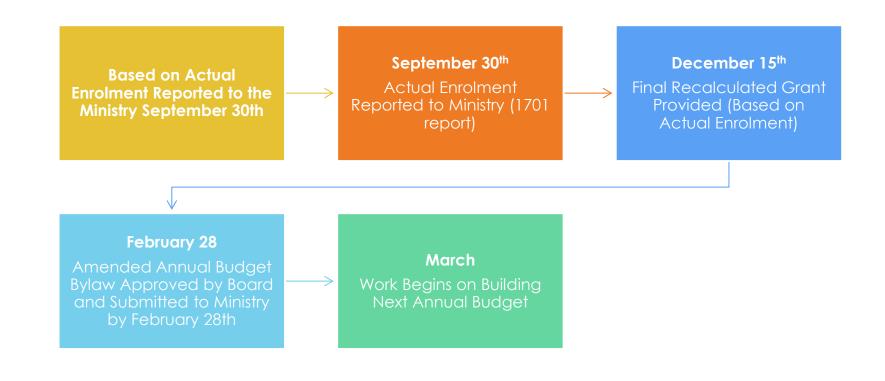
Strategic Plan Design Principles

Additional Guiding Principles to promote transparency and support responsible financial stewardship

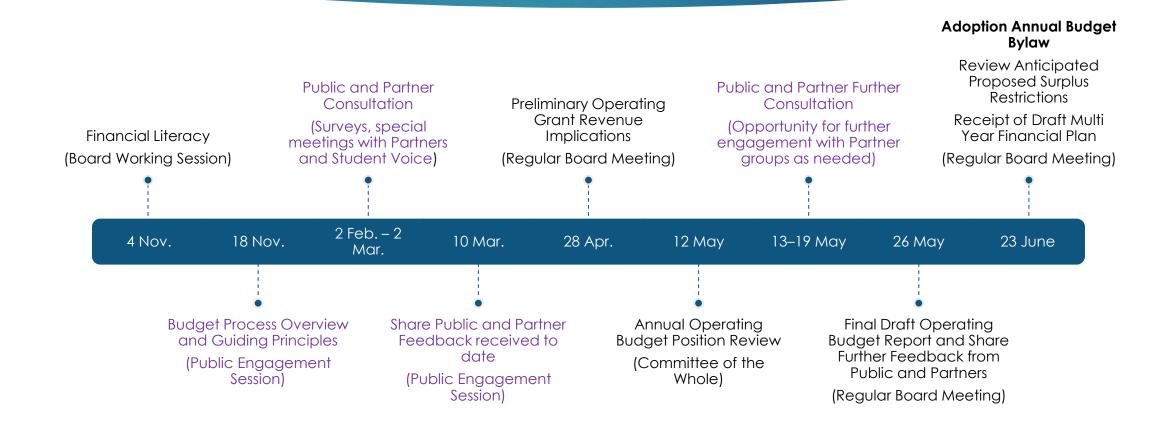
Budget Process



Amended Budget Process



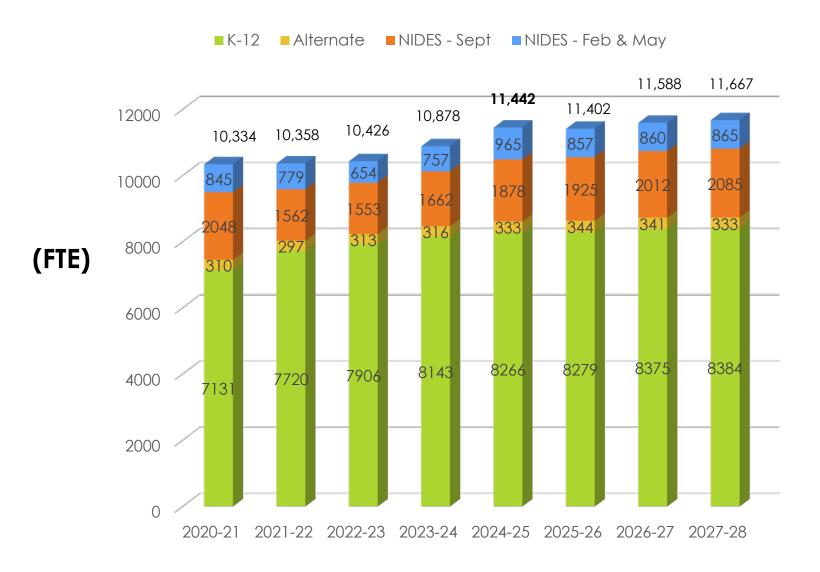
2026-27 Annual Budget Process Timeline



Enrolment/Space Projection Development

- Starts in November
- Collaborative Process including regular touchpoints with Senior Leadership
- Data Sources include: Baragar, Geo Licker, My Ed, 1701, local development knowledge, Principal projections/local knowledge
- Gather all data: analyze, compare, collaborate, agree on Final realistic projections
- Space is analyzed and reviewed in conjunction to this process which supports local capital operational and financial planning
- Secretary Treasurer Approves and submits to the Ministry by
 February 15

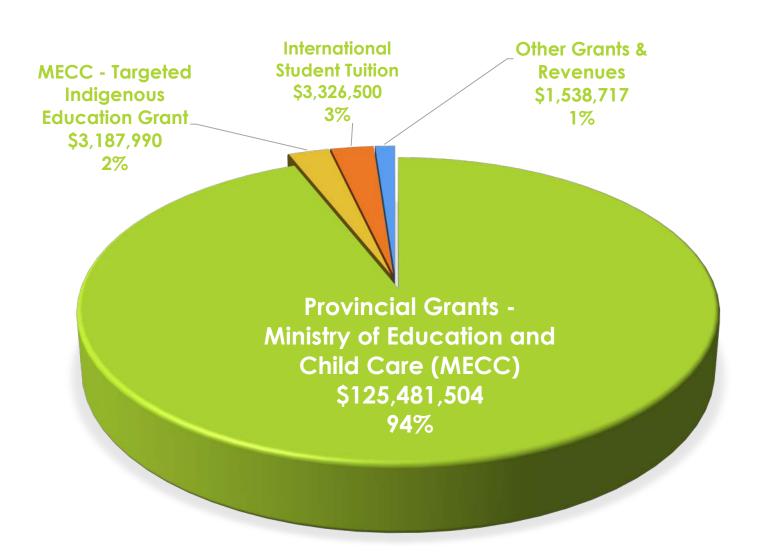




2025-26 Enrolment Projection (Budget)

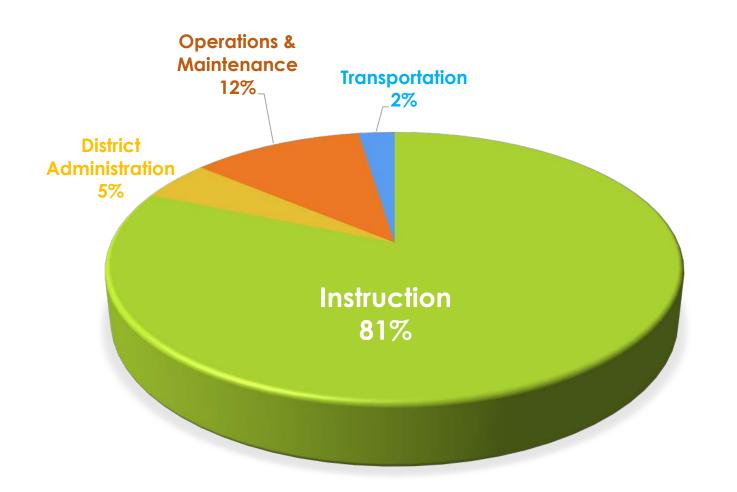
Building the Draft Preliminary Budget

- Based on February 15 Enrolment Projections
- Adjust Staffing Costs (Support Enrolment, Collective Agreement & Contractual Wage and Benefit Increases)
- Adjust all other known contractual service and supply impacts
- Detail review of department budgets to find efficiencies/trends and adjust accordingly
- Summarized operating budget position is reviewed with the Senior Leadership Team
- All new budget requests are submitted and vetted against Board Policy 26, Board Strategic Priorities and Budget Guiding Principles
- Budget requests that align with Board Policy 26, Strategic Priorities, and Budget Guiding Principles will be considered through the process
- Budget Priorities that are temporary in nature (spanning 1-3 years) may be considered as a surplus restriction item at year end



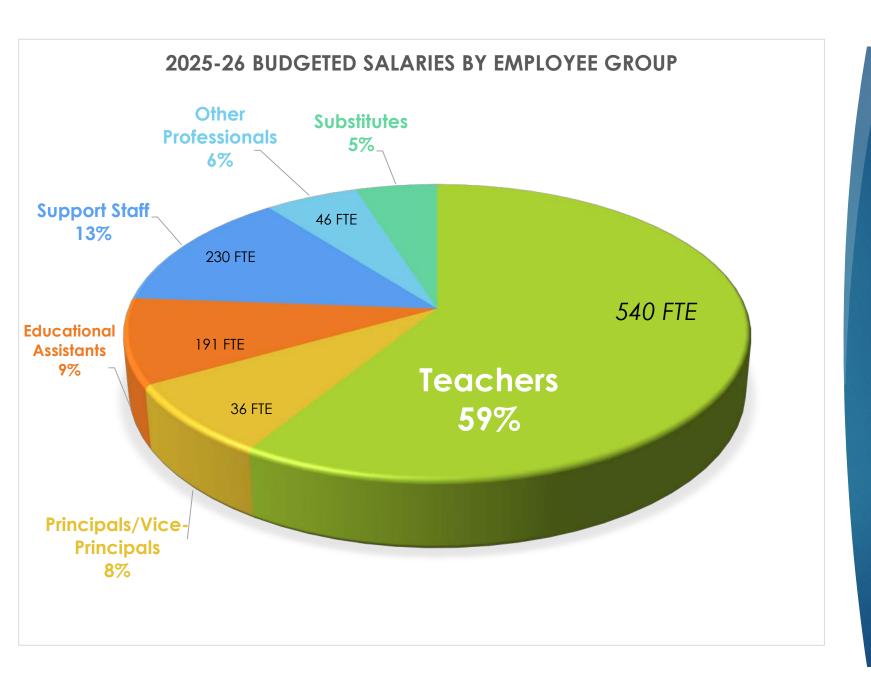
Where does our funding come from?

2025/26
Budgeted
Preliminary
Operating
Revenues



Where does our funding go?

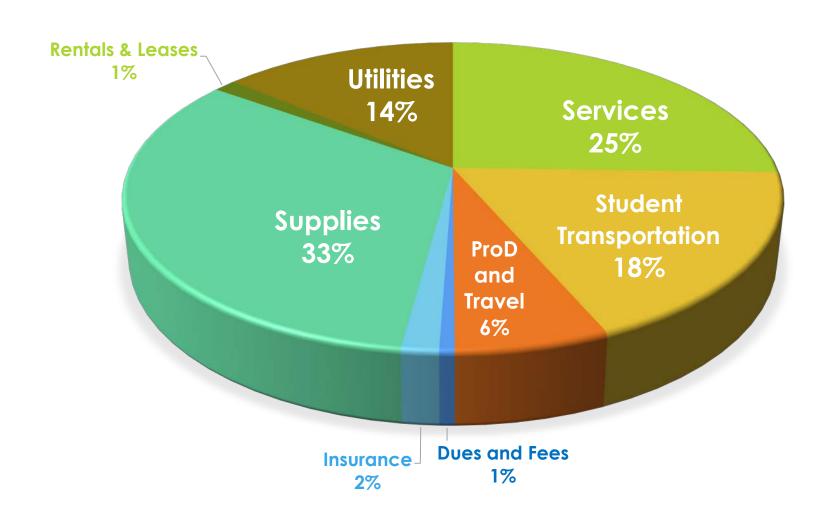
2025/26
Budgeted
Preliminary
Operating
Expenses \$131.9 M



Where does our funding go?

2025/26
Budgeted
Operating
Salaries &
Benefits
\$114.4 M

2025-26 BUDGETED SERVICES AND SUPPLIES



Where does our funding go?

2025/26
Budgeted
Operating
Services &
Supplies
\$17.5 M

Special Purpose Funds

- Annual Facility Grant
- Learning Improvement Fund
- Scholarships & Bursaries
- School Generated Funds
- Strong Start
- Ready, Set Learn
- OLEP
- Community LINK
- Classroom Enhancement Fund:
 - Overhead
 - Staffing
 - Remedies

- First Nation Student Transportation
- Mental Health in Schools
- Early Care & Learning
- Feeding Futures & National School Food Program
- Professional Development
- CVCF Student Travel
- ECE Dual Credit Program

Funding – Special Purpose Funds 2025/26 Annual Budget

14%, School Generated Funds

84%, Ministry of Education & Child Care (MECC)

1%, Other Grants & Revenues

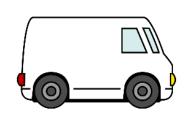
Special Purpose Fund	Revenue
Annual Facility Grant - Operating Portion	\$ 350,494
Learning Improvement Fund	439,866
Scholarships and Bursaries	62,653
School Generated Funds	3,000,000
Strong Start	160,000
Ready, Set, Learn	39,200
OLEP	254,404
Community Link	627,949
Classroom Enhancement Fund	13,515,645
Mental health in Schools	52,000
Feeding Futures Fund	1,159,491
Professional Development	130,000
CVCF Student Travel	30,760
Total	\$ 19,822,462

Funding – Capital

Includes expenditures related to land, buildings, computer hardware, vehicles, furniture and equipment













Funding – Capital

- Funded from Ministry of Education & Child Care (MECC) capital grants, local capital, operating and special purpose funds
 - > The District applies to MECC for capital funding through capital plan submissions one year in advance
 - Major Capital 2026/27 Due June 30, 2025
 - Minor Capital 2026/27 Due September 30, 2025
 - > 2025/26 Notification on 2025/26 project approval March, 2026
 - ➤ The District can also generate capital funds by selling assets, including land and buildings, though all or a portion of the proceeds can be restricted by the Ministry or be required to be returned to the Ministry.

Local Capital Fund Reserves

> Annual transfers to Local Capital are approved during the budget process and as part of the year-end reporting process.

Planned Local Capital investments include expenditures for the acquisition and replacement of:

- > Modulars
- > Fleet
- > Technology
- Furniture & Equipment

2025-26 Local Capital Transfer	
Fleet	\$ 150,000
Copiers / Printer Fleet Replacement	70,000
Modulars	-
Maintenance & Custodial Equipment	25,000
Trade Equipment	15,000
Technology	1,000,000
Assistive Technology	50,000
Furniture & Equipment	100,000
Security Cameras	10,000
Classroom Renovations	50,000
Total	\$ 1,470,000

District Operating Contingency Reserve

Policy 18

ACCUMULATED OPERATING SURPLUS AND INTERNALLY RESTRICTED FUNDS

Unrestricted Operating Surplus (Contingency Reserve)

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 3.0 % of actual Operating Expenses in the fiscal year.

District Operating Contingency Reserve 2024-25 Year End

\$3,843,180 = 3.0%

Multi-Year Financial Planning

- Forecasts for Years 2 & 3 based on Annual Budget with Future Enrolment Projections Incorporated
- Operating Fund Only
- High level Forecasts that are Updated Annually and presented to the Board during Annual Budget Process
- Support Board Strategic Priorities and Promote Prudent Fiscal Management
- Not a Budget, no bylaw required, posted to website and submitted to Ministry by September 30th

SD71 Website - Budget www.comoxvalleyschools.ca

Past Budgets/Reports

Annual Budget & Multi Year Financial Plans

- 2025-2028 Multi Year Financial Plan
- 2025-26 Annual Budget
 - 2025/26 Budget Reports and Presentations
- 2024-2027 Multi Year Financial Plan
- 2024-25 Amended Annual Budget
 - 2024-2025 Amended Annual Budget Report and Presentation

Launch Engagement Page for 2026/27 Will include:

- Approved timelines and upcoming meetings
- Links to past reports
- Links to live streamed recordings
- Links to surveys when launched
- Updated regularly as new reports and presentations become available

Questions/Feedback

communications@sd71.bc.ca



Do you feel the budget timeline provides enough opportunity for meaningful engagement and input from partners and the public?



What additional information or formats would help you better understand the school district's budget process?



Are there areas of the budget process where you feel more clarity is needed? If so, which areas?