

ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD

FINANCE AND AUDIT COMMITTEE

INDEX

MEETING # 183

May 31, 2017

FAC 17:308	Approval of Agenda	Approved
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ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD

FINANCE AND AUDIT COMMITTEE

Meeting # 183

MINUTES

Date: May 31, 2017

Time: 9:30 a.m.

Location: Education Room, AVRSB, Berwick, NS

Present: Phil Van Zoost, Chair; Nancy Bigelow-Acker; Gerry Burrell; Peter Cromwell; Donna Johnstone; Tassa Kennedy; Lavinia Parrish Zwicker

In Attendance: Roberta Kubik, Superintendent; Jeanne Saulnier, Director of Finance; Marian Campbell, Coordinator of Financial Services; Gerry Wilson, Coordinator of Procurement; Paula Henley, Recording Secretary

Regrets: Stephen Amirault, Regional Education Officer

Phil Van Zoost, Committee Chair, opened the meeting and welcomed those in attendance which included members of the Kings County District Masonic Lodges. He and the Superintendent were presented with a generous donation of \$5,472.00 from the Kings County District Masonic Lodges and the Masonic Foundation of Nova Scotia for breakfast programs in Kings County schools. The Committee Chair and the Superintendent thanked them and expressed appreciation for the Masons' continued generosity in support of breakfast programs which has a direct and positive impact on students and their learning. The Superintendent acknowledged that this generosity exemplifies the Board's vision of "Working Together for Students".

APPROVAL OF THE AGENDA

➤ FAC 17:308

Approval of Agenda

[Approved]

It was moved by Nancy Bigelow-Acker, seconded by Gerry Burrell, to approve the agenda as circulated.

Motion Carried

APPROVAL OF THE MINUTES

➤ FAC 17:309

Approval of the Minutes – April 26, 2017

[Approved]

It was moved by Gerry Burrell, seconded by Nancy Bigelow-Acker, to approve the minutes of April 26, 2017 as circulated.

Motion Carried

FINANCE COMMITTEE ITEMS

Business from the Minutes

There were no items.

Report of the Director of Finance

Jeanne Saulnier reported that the auditors have finished their onsite review and will continue their audit work and prepare draft financial statements for presentation at the June 28, 2017 Finance & Audit Committee meeting. The process has gone extremely well with one minor revision of a provincial entry which does not affect our bottom line. She thanked the Finance staff for the work involved in preparing for the audit in a short period of time.

The 2017-18 budget process is going well and there is no issue with balancing this year.

Lavinia Parrish Zwicker joined the meeting at 9:38 a.m.

A special Board meeting will be scheduled in June to approve the 2017-18 budget as well the March 31, 2017 Financial Statements.

Report of the Coordinator of Financial Services

Marian Campbell also verbally reported that the audit went very well. The draft financial statements will be revised and presented by the auditors to the Finance & Audit Committee for review and recommendation to the Board for approval and then submitted to the Province by June 30, 2017.

Report of the Coordinator of Procurement

A copy of the Procurement Report was circulated with the agenda. A copy is attached to the official minutes and forms part of this document. Gerry Wilson also provided the following updates:

- Fire Alarm Upgrades - LCS & LEC
This tender closed on May 30, 2017, and one bid was received.
- Roofing – Asphalt Shingles – HS
This tender is being posted. On question, Mr. Wilson explained that the area needing work is a small section of the roof that was not part of the renovation project.

Other Procurement activities include:

- working with Operations staff to complete major maintenance and TCA projects over the summer months;
- meeting with various school playground committees and school personnel;
- negotiating price reductions for classroom supplies with the vendor to achieve better pricing for elementary schools.

On question from a Committee member regarding the ITQ for Contracted Tradespersons, Mr. Wilson clarified that these tradespersons are used for peak periods of work or for very unique and specialized projects for which we do not have the in-house experience. As well, having a Standing Offer in place allows us to respond more quickly to situations when needed.

Interim Year End Report

A copy of the March 2017 unaudited Board monthly financial report was circulated with the agenda. Jeanne Saulnier reported that at year end there was a \$1,954.00 surplus. As a result of the NSTU job action, funding that had been available for programming, student services and transportation was not utilized and therefore carried over.

On questions from the Committee, Ms. Saulnier and Ms. Campbell explained that it was a multi-step process in discussion with departments to determine the funding to be carried over. Documentation and schedules of the kinds of funds carried over are provided to the auditors for review as part of the audit process as well as submitted to the Province.

Ms. Saulnier also reported that an additional \$1million of funding was provided for the 2017-18 fiscal year to support the experiential schools. However, she expressed concern that this additional funding may not be available again for the 2018-19 fiscal year and further strategies and planning will be needed in order to balance the budget for 2018-19.

The Committee Chair commended the Finance Department on a job well done.

2017 – 2018 Budget Update

Jeanne Saulnier reported that the budget process for 2017-18 is moving along well with no anomalies and expects the process will be completed next week. All departments reviewed their budgets and are working closely with Don Allen, Budget Officer, to ensure that funds and expenses are budgeted appropriately. There will not be an issue with balancing this year.

Peter Cromwell joined the meeting at 9:55 a.m.

The Board Chair complimented the Finance Department for their continued efforts to work closely together with other departments to move forward each year. A strong foundation of all departments working together to monitor budget lines has been established upon which we continue to build.

Other Items

There were no items.

AUDIT COMMITTEE ITEMS

Business from the Minutes

There were no items.

OTHER ITEMS

Committee members and the Superintendent thanked Paula Henley and Gerry Wilson for their organization of the retirement event for Stuart Jamieson. The Superintendent commended the Finance Team for their tight budgeting work and thanked the Board for their continued guidance and integrity to provide a good business model for all departments. Lastly, she commended Jeanne Saulnier's ongoing work with the Department of Education and Early Childhood Development to review the Hogg Model.

NEXT MEETING DATE AND TIME

The next regular committee meeting is scheduled for 9:30 a.m., Wednesday, June 28, 2017; Education Room, AVRSB.

A Board budget work session is scheduled for 1:30 p.m., Wednesday, June 14, 2017.

ADJOURNMENT

➤ FAC 17:310

Adjournment

[Approved]

It was moved by Tassa Kennedy, seconded by Donna Johnstone, to adjourn the meeting at 10:05 a.m.

Motion Carried

Paula Henley, Recording Secretary

Phil Van Zoost, Chair