



FINANCE COMMITTEE AGENDA

- 1.0 Call to Order** 5:05 PM
 - Chair Trustee Boitson – In-person
 - Trustee Roeland – In-person
 - Trustee Rowan – In-person
 - Trustee Dent - In-person
 - Secretary-Treasurer Thiessen – In-person
- 2.0 Adoption of the Agenda and Minutes**
 - 2.1 Adoption of Agenda
 - 2.2 Minutes from December 21, 2023
- 3.0 Finance Department update (Verbal)** No vacancy in finance department. Training occurring with Finance Officer. Training underway with Finance Manager.
- 4.0 Regular Business for Month Ended December 31, 2023**
 - 4.1 Cheque Registers
 - 4.2 Motion
 - 4.3 Operating – Reviewed vendor for photocopier leases
 - 4.4 Capital
 - 4.5 School Funds - N/A
 - 4.6 Scholarship.
 - 4.7 US Check Register
 - 4.8 Huet Check Register - NA
- 5.0 Financial Package as of December 31, 2023**
 - 5.1 Operating Financial Summary
 - 5.2 Balance remaining in school operating budget.
 - 5.3 ICT Department Report
 - 5.4 Maintenance Report
 - 5.5 Transportation Report
 - 5.6 Divisional Admin Report
 - 5.7 Scholarship & Donations
 - 5.8 Teacher Sick days & Sub Costs
 - 5.9 Projections
 - 5.10 Commentary – reviewed commentary with detail
- 6.0 School Funds As of December 31, 2023**
 - 6.1 School Funds
- 7.0 Accounts Receivable As of December 31, 2023**
 - 7.1 Memo
 - 7.2 Aged Due from Province
 - 7.3 Aged Due from First Nations
 - 7.4 Aged Due from Other School Divisions
 - 7.5 Aged AR Listing
- 8.0 Divisional Financial summary report**
 - 8.1 Divisional Financial summary report – Discussed projections. January and February

staff will complete more analysis on current trending expenditures to assist on projection calculations.

9.0 Other Items

- 9.1 Policy #16 – Finance (due March) – Reviewed - No update needed.
- 9.2 Policy #17 – Audits (due March) – Reviewed – No update needed.
- 9.3 Policy #18 – Assets (due April) - Reviewed – No update needed.
- 9.4 Next meeting – February 27 – January statements
- 9.5 Adjournment 6:55 PM

DRAFT