



FINANCE COMMITTEE AGENDA

1.0 Call to Order 4:55 PM

In attendance

Chair Trustee Nichol (teams)

Trustee Boitson (in person)

Trustee Harris (in person)

Secretary-Treasurer Thiessen (in person)

Regrets

Trustee Dent

Trustee Roeland

2.0 Adoption of the Agenda and Minutes

2.1 Adoption of Agenda

2.2 Minutes from September 17, 2024

2.3 Minutes from October 15, 2024

3.0 Cheque Registers for Month Ended September 30, 2024

3.1 Motion

3.2 Operating

3.3 Capital

3.4 School Funds - N/A

3.5 Scholarship.

3.6 US Check Register – question from the finance committee. What other divisions use Zonar and what other systems are used. Information will be shared at the next finance committee meeting in November.

3.7 Huet Check Register

4.0 Financial Package as of July 31, 2024

4.1 Operating Financial Summary

4.2 Balance remaining in school operating budget.

4.3 ICT Department Report

4.4 Maintenance Report

4.5 Transportation Report

4.6 Divisional Admin Report

4.7 Scholarship & Donations

5.0 School Funds As of July 31, 2024

5.1 School Funds

6.0 Accounts Receivable As of July 31, 2024 –

6.1 Memo

6.2 Aged Due From Province

6.3 Aged Due From First Nations

6.4 Aged Due From Other School Divisions

6.5 Aged AR Listing

7.0 Financial Package as of August 31, 2024

- 7.1 Operating Financial Summary
- 7.2 Balance remaining in school operating budgets.
- 7.3 ICT Department Report
- 7.4 Maintenance Report
- 7.5 Transportation Report
- 7.6 Divisional Admin Report
- 7.7 Scholarship & Donations

8.0 School Funds As of August 31, 2024

- 8.1 School Funds

9.0 Accounts Receivable As of August 31, 2024

- 9.1 Memo
- 9.2 Aged Due From Province
- 9.3 Aged Due From First Nations
- 9.4 Aged Due From Other School Divisions
- 9.5 Aged AR Listing

10.0 Financial Package as of September 30, 2024

- 10.1 Operating Financial Summary
- 10.2 Balance remaining in school operating budget.
- 10.3 ICT Department Report
- 10.4 Maintenance Report
- 10.5 Transportation Report – Anola and Dugald school students are transported to Springfield Middle School (SMS) for classes and transportation costs are covered by the transportation department.
- 10.6 Divisional Admin Report – Follow up with who has been paid for the cell phone allowance.
- 10.7 Scholarship & Donations – Huet fund is reported annually under the education foundation, under the annually audited statements. The reported under the scholarship & donations report. Review by finance as to why the report.
- 10.8 Teacher Sick days & Sub Costs
- 10.9 Projections
- 10.10 Commentary

11.0 School Funds As of September 30, 2023

- 11.1 School Funds – the report is not including school funds commitments. A review of the report will be done to determine if the report requires modifications. Discussion on school fees, if schools collect school fees, they should not carry over the school fees, intention to be used in the year collected.

12.0 Accounts Receivable As of September 30, 2023

- 12.1 Memo – outstanding amount for Jordan's Principal funding and Sagkeeng. Finance committee question whether interest should be charged or considered on outstanding invoices.
- 12.2 Aged Due From Province
- 12.3 Aged Due From First Nations
- 12.4 Aged Due From Other School Divisions
- 12.5 Aged AR Listing

15.0 Other Items

- 15.1 Indemnity-By-law – defer discussion to November meeting.
- 15.2 Local Purchasing Procedures – Cheque signors for the month of September noted purchases made were not following local purchasing procedures. The committee would like Senior Administration to remind schools of the local purchasing procedure.
- 15.3 Next meeting – November 21st - October FS
- 15.4 **Adjournment** 5:47 PM