



Miranda Burdock, CPA, CA
Secretary-Treasurer's Report
December 2018

I hope everyone enjoyed time with family and friends over the break and is feeling recharged for the second half of the 2018/19 school year!

Budget/Finance

Employer Health Tax

The employer health tax (EHB) is a new annual tax on any remuneration paid to employees over \$500,000 in a calendar year. The EHB is effective January 1, 2019. As such, we have registered with Canada Revenue Agency and updated our payroll system to calculate EHB on all remuneration paid by SD51. Our first remittance will be due in June 2019. At a rate of 1.95% of total remuneration, the expected tax for 2019 is approximately \$300,000. The Ministry of Education has made a submission to the Ministry of Finance to fund the cost of the EHT, however, they do not anticipate a response until the Provincial budget announcement next month.

Payroll Year-end Close

Although our fiscal year-end is June 30th, payroll must be reported on a calendar year. Our payroll clerk, Lynn Heriot, worked over the break to complete the payroll year-end close for December 31st.

Budget 2018/19

The 2018-19 budget has been entered into the accounting system - I will be providing an overview of our expenditure report today. As well, the Ministry confirmed our 2018-19 operating block funding in December. I will also speak to this. The amended budget for 2018-19 will be presented to the Board for final approval in February.

Budget 2019/20

The 2019-20 budget process has begun. Superintendent Minette and I will be consulting with the leadership team and trustees on January 22nd, with our public presentations scheduled for February 5th.

Technology

IT was busy with the following projects over the break:

- Received Macbook Air laptops for CLES which will be setup and configured over the first two weeks of January;
- Software/operating system updated on iPad carts and school labs;
- Updated network equipment operating systems and phone servers;
- Reconfigured network switching equipment in the datacenter. The rack doors close again!
- Installed new Mac Mini's for DAPE and WBES SPED; and
- Ordered new servers for the datacenter

Maintenance & Transportation

Maintenance projects completed in December included:

- Set-up/take-down of chairs/risers at all schools for Christmas concerts
- West Boundary Elementary School Chlorination System was installed. We are waiting for a flow meter to be installed and then the system can be tested.
- Front door at Hutton was replaced with a wheelchair accessible door/system
- Gym floor at GFSS recoated
- Logos on the gym floors at CLES and Perley redone

Custodians performed heavy cleaning at each school site over the break.

West Boundary Elementary School had a second Building Envelopment Condition Assessment completed in October (the first was completed in 2010). Morrison Herschfield was retained by BC Housing to complete the Assessment with the objective of determining the current condition of the building envelope and making recommendations with respect to any remedial work required. The results of the investigation show that the exposed stucco and ceramic tile clad walls suffer from damage. The recommendation is to rehabilitate the exposed walls. The estimated cost to perform the work is \$1,175,000 and is expected to be funded by the Ministry of Education.