

Profile



Vision

Enhancing pathways for student success.

Mission

Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfilment, empathy and possibility.

Values

Accountability, collaboration, equity and integrity.

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
2. Advance action towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

Profile

Financial Services is an essential central service department whose priority is to develop, monitor, and support the business needs of the Division. While doing this work, the department recognizes that the well-being of students is fundamental in all decision making.

Results and Implications

Division Priorities 2022-2026

1. Build on outstanding learning opportunities for all students.
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Based on the SMART goals that were established for 2022-2023, report on the results you achieved (with evidence, including referencing the school's Assurance Measures results, if applicable) and describe how achievement of the goal supports the above Division's Priorities (reference the priority number in your response).

GOAL 1:
Provide financial tools that support responsible decision making, facilitate accountability & ensure regulatory and policy compliance across the Division.

- METRICS**
- Upgrade Markview (Accounts Payable imaging system) and all its components by the end of the 2022-23 school year.
 - In collaboration with all central departments, develop a framework for an Enterprise Risk Management register. To be completed over the next three years.
 - Develop processes and guidelines to help reduce the number of non-PO invoices that are processed in the Division financial system (EBiz) to be communicated out by August 31, 2023.
 - Increase the number of schools using the ScotiaConnect banking platform to 60 per cent by August 2023.

Results Achieved:

- We successfully launched the upgraded version of Markview and all its components in February 2023.
- The Enterprise Risk Management Register is a multi-step process to be developed and completed in collaboration with Divisions leadership over the next three years.
- Communication regarding Division Purchasing procedures was shared with the Division including a quick reference guide.
- As of August 31, 2023, 137 schools have converted their banking platform to ScotiaConnect, representing approximately 63% of all Division bank accounts.

GOAL 2:
Nurture a culture of anti-racism and reconciliation.

- METRICS**
- Finance will work to engage professional learning opportunities for department staff to gain a better understanding of reconciliation and racism.
 - In collaboration with the Division's First Nations, Métis and Inuit unit, Financial Services will develop business processes and guidelines that will streamline the payment of honorariums and fees for services provided by individual community members in our schools.

Results Achieved:

- Units within Financial Services engaged in various anti-racism and reconciliation activities such as attending virtual courses and visiting amiskwacy Academy learning how the school inspires indigenous students to learn the core curriculum in concert with their cultural awareness and wisdom.
- Over the course of the year, the Accounts payable team, in collaboration with the Divisions FNMI unit and Human resources, developed and shared resources regarding the payment of honorariums and fees for services to individuals coming into our schools.

GOAL 3:
Provide resources and opportunities that support and encourage staff and students' well-being and mental health.

- METRICS**
- Schedule lunch and learn opportunities for Finance staff such as information on LAPP, Employee Benefits offered through ASEBP including the employee assistance program, etc.
 - Encourage Financial Services staff to volunteer services for activities like a Christmas lunch or student breakfast at one of the Division's high socially vulnerable schools.

Results and Implications

- Encourage movement and overall wellness for Finance staff through optional activities that promote mental and physical health.

Results Achieved:

- The Purchasing and Contract Services (PCS) team volunteered in conjunction with a vendor at Abbott School to provide hats, gloves, and mittens for students for the winter. The Internal audit team volunteered with the EPSB Foundation wrap and roll event.
- The PCS team also organized a Finance Fitness Challenge for all finance staff, where over a 5-month period, participants recorded their physical and personal challenges. There was also a show and share allowing staff to share what they do in their personal time for their mental health and well-being.

What were the biggest challenges encountered in 2022-2023?

The problem with backfilling positions due to staff on leave resulted in some employees having to take on additional work which left little spare time for staff to engage in lunch and learns.

What are the opportunities for improvement from 2022-2023 that will inform your plan for 2023-2024?

- Identify our most critical goals and allocate more time and resources to them.
- Be open to adjusting our timelines and goals when necessary to adapt to changing circumstances.

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In reflecting on our work towards continuous improvement as a Division, five reflective questions have been included in the Budget Planning Guide as a resource to help inform goal setting: Goals must align with 2022-2026 Division Priorities. All schools are to set two goals with one being in support of Priority 1. Schools also have the flexibility of setting an optional third goal. All Central DU's are to set two or three goals and indicate the priority area each goal supports.

Division Priority 1

Provide financial tools that support responsible decision-making, facilitate accountability and ensure regulatory and policy compliance across the Division.

What Key Performance Indicators are you using to track continuous improvement?

Onboard the remaining (approximately 37%) of schools to ScotiaConnect to streamline school banking; implement procurement templates that are in line with current legislation, trade agreements, and contract law, and upgrade the current Oracle version by December 31, 2023.

Division Priority 1

Strategically plan, design, and implement a comprehensive Enterprise Risk Management (ERM) system that enhances our organization's ability to identify, assess, mitigate, and monitor risks across all business operations within the Division.

What Key Performance Indicators are you using to track continuous improvement?

Developing an ERM is a multi-year initiative, during the 2023-2024 year an ERM framework will be developed defining the scope of work and timelines.

Address: One Kingsway

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$376,606 96.19%
Exempt	2.000000	Supplies, Equipment and Services	\$14,899 3.81%
Support	0.000000	Total	\$391,505 100.00%
Teacher	0.000000		
Maintenance	0.000000		
Total	2.000000		

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This decision unit is responsible for the functions of the office of the Chief Financial Officer.

Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		391,505		391,505
Internal Revenue		0		0
REVENUE TOTAL		391,505		391,505
Exempt	2.000000	376,606	2.000000	376,606
Exempt (Hourly/OT)	.000000	0	.000000	0
Support	.000000	0	.000000	0
Support (Supply/OT)	.000000	0	.000000	0
TOTAL NON-TEACHER	2.000000	376,606	2.000000	376,606
(% of Budget)		96.19%		96.19%
TOTAL STAFF	2.000000	376,606	2.000000	376,606
(% of Budget)		96.19%		96.19%
SUPPLIES, EQUIPMENT AND SERVICES		14,899		14,899
INTERNAL SERVICES		0		0
TOTAL SES		14,899		14,899
(% of Budget)		3.81%		3.81%
TOTAL AMOUNT BUDGETED		391,505		391,505
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



Staff FTE

Custodial	0.000000
Exempt	35.840000
Support	15.500000
Teacher	1.800000
Maintenance	0.000000
Total	53.140000

Budget

Salaries	\$6,244,586	92.71%
Supplies, Equipment and Services	\$491,153	7.29%
Total	\$6,735,739	100.00%
Internal Revenue	\$47,743	

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Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		6,687,996		6,687,996
Internal Revenue		57,292		47,743
REVENUE TOTAL		6,745,288		6,735,739
Teacher	1.800000	273,248	1.800000	273,248
Supply Teacher	.000000	0	.000000	0
TOTAL TEACHER	1.800000	273,248	1.800000	273,248
(% of Budget)		4.05%		4.06%
Exempt	37.000000	4,937,968	35.840000	4,787,065
Exempt (Hourly/OT)	.000000	25,000	.000000	36,000
Support	16.000000	1,169,080	15.500000	1,133,273
Support (Supply/OT)	.000000	15,000	.000000	15,000
TOTAL NON-TEACHER	53.000000	6,147,048	51.340000	5,971,338
(% of Budget)		91.13%		88.65%
TOTAL STAFF	54.800000	6,420,296	53.140000	6,244,586
(% of Budget)		95.18%		92.71%
SUPPLIES, EQUIPMENT AND SERVICES		295,670		458,153
INTERNAL SERVICES		29,322		33,000
OTHER INTEREST AND CHARGES		0		0
TOTAL SES		324,992		491,153
(% of Budget)		4.82%		7.29%
TOTAL AMOUNT BUDGETED		6,745,288		6,735,739
Carry Forward Included		0		0
Carry Forward to Future		0		0

Address: One Kingsway Ave

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$768,842 96.32%
Exempt	6.000000	Supplies, Equipment and Services	\$29,384 3.68%
Support	0.000000	Total	\$798,226 100.00%
Teacher	0.000000		
Maintenance	0.000000		
Total	6.000000		

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This decision unit is responsible for conducting financial/compliance audits at schools on school-generated funds and making recommendations to improve internal controls. Advice and assistance is also provided to principals and DU administrators on special projects as required. The decision unit also is responsible for the audit of iExpense reports for the Division.

Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		798,226		798,226
Internal Revenue		0		0
REVENUE TOTAL		798,226		798,226
Exempt	6.000000	766,842	6.000000	766,842
Exempt (Hourly/OT)	.000000	2,000	.000000	2,000
Support	.000000	0	.000000	0
Support (Supply/OT)	.000000	0	.000000	0
TOTAL NON-TEACHER	6.000000	768,842	6.000000	768,842
(% of Budget)		96.32%		96.32%
TOTAL STAFF	6.000000	768,842	6.000000	768,842
(% of Budget)		96.32%		96.32%
SUPPLIES, EQUIPMENT AND SERVICES		29,384		29,384
INTERNAL SERVICES		0		0
TOTAL SES		29,384		29,384
(% of Budget)		3.68%		3.68%
TOTAL AMOUNT BUDGETED		798,226		798,226
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



Staff FTE

Custodial	0.000000
Exempt	0.000000
Support	0.000000
Teacher	0.000000
Maintenance	0.000000
Total	0.000000

Budget

Salaries	\$0	0.00%
Supplies, Equipment and Services	\$4,875,293	100.00%
Total	\$4,875,293	100.00%

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Profile

This decision unit is responsible for our main Division enterprise information systems license and maintenance fees including Financial (Oracle), Human Resources (Peoplesoft) and Student information (Powerschool) as well as other feeder systems.

Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		4,875,293		4,875,293
Internal Revenue		0		0
REVENUE TOTAL		4,875,293		4,875,293
TOTAL STAFF	.000000	0	.000000	0
(% of Budget)		0%		0%
SUPPLIES, EQUIPMENT AND SERVICES		4,875,293		4,875,293
INTERNAL SERVICES		0		0
TOTAL SES		4,875,293		4,875,293
(% of Budget)		100%		100%
TOTAL AMOUNT BUDGETED		4,875,293		4,875,293
Carry Forward Included		0		0
Carry Forward to Future		0		0

Address: One Kingsway Ave

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$0 0.00%
Exempt	0.000000	Supplies, Equipment and Services	\$15,770,149 100.00%
Support	0.000000	Total	\$15,770,149 100.00%
Teacher	0.000000		
Maintenance	0.000000	Debenture Recovery	\$997,791
Total	0.000000		

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This decision unit is responsible for debenture and capital loan principal repayments and interest costs, demand loan interest on the Division's operating account, and the amortization costs for all Division's capital assets, e.g. buildings, furniture and equipment, and vehicles.

Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		14,772,358		14,772,358
Internal Revenue		0		0
Debenture Recovery		997,791		997,791
REVENUE TOTAL		15,770,149		15,770,149
Teacher Supply	.000000	0	.000000	0
TOTAL NON-TEACHER	.000000	0	.000000	0
(% of Budget)		0%		0%
Exempt	.000000	0	.000000	0
Support	.000000	0	.000000	0
Custodial	.000000	0	.000000	0
TOTAL NON-TEACHER	.000000	0	.000000	0
(% of Budget)		0%		0%
TOTAL STAFF	.000000	0	.000000	0
(% of Budget)		0%		0%
CAPITAL ASSET AMORTIZATION		0		0
SUPPLIES, EQUIPMENT AND SERVICES		738,645		738,645
INTERNAL SERVICES		0		0
OTHER INTEREST AND CHARGES		15,031,504		15,031,504
TOTAL SES		15,770,149		15,770,149
(% of Budget)		100%		100%
TOTAL AMOUNT BUDGETED		15,770,149		15,770,149
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$388,723 3.87%
Exempt	2.000000	Supplies, Equipment and Services	\$9,664,492 96.13%
Support	1.000000	Total	\$10,053,215 100.00%
Teacher	0.000000		
Maintenance	0.000000		
Total	3.000000		

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This decision unit is responsible for the insurance premiums for the Division, as well as the deductible costs of insurable losses.

Budget Summary Report

	2023-24 Spring Proposed		2023-24 Fall Revised	
Resources		10,053,215		10,053,215
Internal Revenue		0		0
REVENUE TOTAL		10,053,215		10,053,215
Exempt	2.000000	292,108	2.000000	292,108
Support	1.000000	71,615	1.000000	71,615
Custodial (Supply/OT)	.000000	25,000	.000000	25,000
TOTAL NON-TEACHER	3.000000	388,723	3.000000	388,723
(% of Budget)		3.87%		3.87%
TOTAL STAFF	3.000000	388,723	3.000000	388,723
(% of Budget)		3.87%		3.87%
SUPPLIES, EQUIPMENT AND SERVICES		9,563,292		9,563,292
INTERNAL SERVICES		101,200		101,200
TOTAL SES		9,664,492		9,664,492
(% of Budget)		96.13%		96.13%
TOTAL AMOUNT BUDGETED		10,053,215		10,053,215
Carry Forward Included		0		0
Carry Forward to Future		0		0