



Vision

Success, one student at a time.

Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

Values

Supporting the Vision, Mission and Priorities are the District 's cornerstone values of accountability, collaboration, equity and integrity.

District Priorities 2018-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

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 2018-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
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Based on the three SMART goals that were established for 2019-2020, report on the results you achieved (with evidence, including referencing the School's Accountability Pillar results, if applicable) and describe how achievement of the goal supports the above Division's Priorities that were in effect when the goal was set.

Overall Vision for Financial Services: To provide superior stakeholder service that is responsive and demystifies financial processes.

Service Driver: Innovative Practice

Key Performance Indicator: Enhance and facilitate accountability

District Cornerstone Values: Accountability, Integrity and Equity

Metrics:

- On September 1, 2019, the *Education Act* replaced the *School Act*. In order to align the District's Administrative Regulations and Policies with the new *Education Act*, a committee, including a Finance representative, has been formed to review the Act.
- Budget and Funding will pilot the new ePBCS budget program with the Principal Committee and Finance, with a full implementation target date of Spring 2021.
- Purchasing and Internal Audit will work together to create a professional development session Re: Bridging the Gap between SGF and Purchasing. The presentation along with materials will be available January 2020.

Results Achieved:

- As part of the cross-functional team organized by Strategic Division Supports (SDS), a representative from Finance provided subject matter expertise. The committee identified any regulations that contradicted the *Education Act* and then rated those regulations in terms of urgency, with specific changes identified. The work is ongoing.
- During the 2019-2020 school year, a great deal of work was done to design the new budget system (ePBCS). However, due to changes in the provincial funding framework and with staff transitioning to working from home, the spring 2021 implementation date has been delayed.
- A presentation was completed by end of December 2019. The presentation, offered through the Administrative Assistant networks, was delivered three times in the winter/spring of 2020, including an ASBOA meeting (as information for other school divisions). The presentation has been well received and a one-page reference document is now available to help staff understand what purchasing method is appropriate in what situation.

Service Driver: Stakeholder satisfaction & service oriented

Key Performance Indicator: Provide financial tools that support responsible decision making across the District

District Cornerstone Values: Accountability and Collaboration

Metrics:

- Begin planning for an Ebiz R12 upgrade from from 12.1.3 to 12.2.8.
- In conjunction with the R12 upgrade, Business Systems will issue a Request for Proposal (RFP) to replace the current Accounts Payable Imaging system with a potential implementation in Spring 2020.
- Internal Audit will create training/learning resources for supporting iExpense audits. These will include resources like videos, tips & tricks cards and one-on-one school visits.
- In order to minimize the use of non-registered vendors, PCS will have all vendors self-register on the Bonfire system and provide a list of all District vendors on Connect for all staff.

Results Achieved:

- The project, let by the Technology team was not completed due to an emergent database upgrade. Work is being continued through the 2020-2021 school year.
- Due to RFP delays, the initial implementation goal of spring 2020 was pushed to June 2020. The project has a "Go Live" date of January 2021 and is currently on track with minimal change management.
- Internal Audit continues informal guidance and direction for staff through the iExpense audit process. Formal resources and training are ongoing at this time.
- The Bonfire vendor portal was set up for EPSB vendor self-registration with the link being sent to the Divisions' highest use vendors. Additional vendors are being registered when requested by a school/Central DU or PCS procurement agent. Vendor directed self-registration has not been implemented at this time and is being reviewed. A registered vendor list is available on connect with a process being developed to manage the list in order to keep it up-to-date.

Results and Implications

Service Driver: Internal Quality Assurance

Key Performance Indicator: Proactively protect and maintain resources, ensuring regulatory and policy compliance.

District Cornerstone Values: Accountability and Integrity

Metrics:

- In order to improve communication and customer service with schools, the Financial Operations unit will reach out to administrative assistants and their mentors in several ways such as surveys and/or attending meetings. This will allow them to gather information as to what issues schools require support, guidance and/or clarity on.
- The School Accounting and Internal Reporting unit will collaborate with school administrative assistant network groups in order to ensure the inservices they provide meet high quality standards.

Results Achieved:

- Work on this initiative was slated to begin in spring 2020, however due to the COVID-19 pandemic, time constraints did not allow the team to reach the initial goal of gathering information. Focus, was instead redirected on providing support to schools and central in navigating the "new way" of doing business with the majority of staff working from home. The team hopes to continue with the original goal in the 2020-21 school year.
- The "Hands on Bank Reconciliation" and "Excel Videos-The Basics" were presented at the Administrative Assistant PD Days. The sessions were very well received and will continue in 2020-2021.

What were the biggest challenges encountered in 2019/20?

- The COVID-19 pandemic has been a huge challenge that has impacted all aspects of our work, including adapting to a new way of working. This challenge in turn has delayed work on several goals for 2019-2020. We will continue the work to achieve these goals through the 2020-2021 school year.
- The processing of school fees and fee refunds are problematic for the Division partly due to an aging Fee Management System (FMS). For example, refunds, as a result of COVID-19, had to be manually calculated and approximately 16,000 refund cheques had to be issued, creating extra work for both schools and Finance staff. The administration of fees with the current FMS continues to become increasingly challenging as a result of provincial regulations.
- The province implemented a new funding framework which was the impetus for Budget & Funding to begin changes to the budget allocation system (ePBCS).

What was most important for your school community as you prepared for the 2020-2021 school year?

To ensure that we support all Division schools so that they are able to continue to provide high-quality education to all of our students.

Division Priorities 2018-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
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The following SMART (Specific, Measureable, Attainable, Relevant, Time-Framed) goals have been established for the 2020/2021 school year. Select the Division Priority number that the goal supports from the drop-down box. Schools are to set one goal for each priority. Central DU's can set their goals around one or more priorities.

Overall Vision for Financial Services: To provide superior stakeholder service that is responsive and demystifies financial processes.

Service Driver: Innovative Practice

Key Performance Indicator: Enhance and facilitate accountability

District Cornerstone Values: Accountability, Integrity and Equity
Metrics:

- Budget and Funding will work with the School Budget Allocation Committee (comprised of central staff and school principals) to develop a new budget allocation model.
- Update the new ePBCS budget program to reflect the new provincial funding framework and the new allocation model. The system will be piloted in Financial Services in the spring of 2020-2021; and subsequently piloted with a small group of schools in 2021-2022, prior to being rolled out Division-wide.
- Plan for, and issue an RFP for a new Fees Management System.
- Evaluate USIC's student incident reporting system to determine if it meet the needs of the Division for future implementation.

Priority 2

Service Driver: Stakeholder satisfaction & service oriented

Key Performance Indicator: Provide financial tools that support responsible decision making across the District

District Cornerstone Values: Accountability and Collaboration

Metrics:

- Implement the new invoice imaging system by January 2021 and provide training to central and school administrative staff to support the new system.
- In partnership with the Technology department, the Business Systems unit will continue planning for and implement an upgrade to EBiz (Oracle Financials) from version 12.1.3 to 12.2.10.
- Internal Audit will continue to create training/learning resources for supporting iExpense audits. These will include resources like videos, tips & tricks cards and one-on-one school visits.
- Cross-training within the Cash Management unit and other units in Financial Services to reduce reliance and vulnerability if/when team members are unavailable.
- In alignment with Board policy, CO.BP Fiscal Oversight and Accountability, Financial Services will issue an RFP for the Division's banker as the current contract is up for renewal in September 2021.

Priority 1

Service Driver: Internal Quality Assurance

Key Performance Indicator: Proactively protect and maintain resources, ensuring regulatory and policy compliance.

District Cornerstone Values: Accountability and Integrity

Metrics:

- Continue to align and revise Financial Services Administrative Regulations and Board Policies with the Divisions vision, mission and values.
- Continue to collaborate with Alberta Education and Treasury Board to implement a backstop insurance layer to assist with escalating insurance costs.
- In collaboration with the Infrastructure and Technology departments, Purchasing and Contract Services will review the Divisions' Surplus and Asset Management processes in order to gain efficiencies.
- The Financial Operations unit will continue to improve communications and customer service with Administrative Assistants in schools and Central Services. They will also continue to collaborate with Administrative Assistant mentors to determine if there are specific concerns that need to be addressed.

Priority 2

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$350,382 96%
Exempt	2.000000	Supplies, Equipment and Services	\$13,879 4%
Support	0.000000	Total	\$364,261 100%
Teacher	0.000000		
Maintenance	0.000000		
Total	2.000000		

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Profile

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

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		364,261		364,261
Internal Revenue		0		0
REVENUE TOTAL		364,261		364,261
Exempt	2.000000	350,382	2.000000	350,382
Exempt (Hourly/OT)	.000000	0	.000000	0
Support	.000000	0	.000000	0
Support (Supply/OT)	.000000	0	.000000	0
TOTAL NON-TEACHER	2.000000	350,382	2.000000	350,382
(% of Budget)		96.19%		96.19%
TOTAL STAFF	2.000000	350,382	2.000000	350,382
(% of Budget)		96.19%		96.19%
SUPPLIES, EQUIPMENT AND SERVICES		13,879		13,879
INTERNAL SERVICES		0		0
TOTAL SES		13,879		13,879
(% of Budget)		3.81%		3.81%
TOTAL AMOUNT BUDGETED		364,261		364,261
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$0 0%
Exempt	0.000000	Supplies, Equipment and Services	\$3,677,669 100%
Support	0.000000	Total	\$3,677,669 100%
Teacher	0.000000		
Maintenance	0.000000		
Total	0.000000		

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

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		3,677,669		3,677,669
Internal Revenue		0		0
REVENUE TOTAL		3,677,669		3,677,669
TOTAL STAFF	.000000	0	.000000	0
(% of Budget)		0%		0%
SUPPLIES, EQUIPMENT AND SERVICES		3,677,669		3,677,669
INTERNAL SERVICES		0		0
TOTAL SES		3,677,669		3,677,669
(% of Budget)		100%		100%
TOTAL AMOUNT BUDGETED		3,677,669		3,677,669
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$5,869,048 92%
Exempt	37.000000	Supplies, Equipment and Services	\$501,257 8%
Support	17.000000	Total	\$6,370,305 100%
Teacher	1.800000		
Maintenance	0.000000	Internal Revenue	\$71,766
Total	55.800000		

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Profile

This decision unit is responsible for the functions of the office of the Managing Director of Financial Services. This decision unit includes supplies, and furniture and equipment for the following units within Financial Services: Budget and Funding; Financial Reporting; Purchasing and Contract Services; Internal Audit; and Risk Management. Roles and responsibilities include leadership in coordinating District finances, budgeting and procurement functions contributing to district efficiency including the following functions

- financial reporting and coordination of the year end audit;
- preparation of audited financial statements;
- monthly financial reports to schools and central decision units;
- internal controls and safeguarding of assets
- accounting support including support to manage operating budgets;
- financial training and support for school generated funds;
- capital asset accounting and final cost reports;
- budget reports;
- financial forecasts, surplus/deficit plans;
- purchasing services to all schools and central decision units for all procurement needs;
- provincial grants and other grant submissions;
- revenue collection and recognition
- accounts receivable and cash receipting, banking and cash flow;
- executive member of insurance reciprocal (USIC);
- statutory reporting including charitable donations;
- corporate Visa card program;
- early PUF education sites, (program unit fund) and institutional accounting and reporting to Alberta Education;
- maintain financial systems and ensure integrity of financial information.

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		6,298,539		6,298,539
Internal Revenue		71,766		71,766
REVENUE TOTAL		6,370,305		6,370,305
Teacher	1.800000	256,036	1.800000	256,036
Supply Teacher	.000000	0	.000000	0
TOTAL TEACHER	1.800000	256,036	1.800000	256,036
(% of Budget)		4.02%		4.02%
Exempt	37.000000	4,526,457	37.000000	4,526,457
Exempt (Hourly/OT)	.000000	13,500	.000000	13,500
Support	17.000000	1,058,055	17.000000	1,058,055
Support (Supply/OT)	.000000	15,000	.000000	15,000
TOTAL NON-TEACHER	54.000000	5,613,012	54.000000	5,613,012
(% of Budget)		88.11%		88.11%
TOTAL STAFF	55.800000	5,869,048	55.800000	5,869,048
(% of Budget)		92.13%		92.13%
SUPPLIES, EQUIPMENT AND SERVICES		451,496		451,496
INTERNAL SERVICES		49,761		49,761
OTHER INTEREST AND CHARGES		0		0
TOTAL SES		501,257		501,257
(% of Budget)		7.87%		7.87%
TOTAL AMOUNT BUDGETED		6,370,305		6,370,305
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$0 0%
Exempt	0.000000	Supplies, Equipment and Services	\$13,948,213 100%
Support	0.000000	Total	\$13,948,213 100%
Teacher	0.000000		
Maintenance	0.000000	Debenture Recovery	\$998,682
Total	0.000000		

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Profile

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

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		12,949,531		12,949,531
Internal Revenue		0		0
Debenture Recovery		998,682		998,682
REVENUE TOTAL		13,948,213		13,948,213
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		2,062,691		2,062,691
INTERNAL SERVICES		0		0
OTHER INTEREST AND CHARGES		11,885,522		11,885,522
TOTAL SES		13,948,213		13,948,213
(% of Budget)		100%		100%
TOTAL AMOUNT BUDGETED		13,948,213		13,948,213
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$722,703 96%
Exempt	6.000000	Supplies, Equipment and Services	\$30,284 4%
Support	0.000000	Total	\$752,987 100%
Teacher	0.000000		
Maintenance	0.000000		
Total	6.000000		

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Profile

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.

Internal Audit provides schools with financial reviews, advice, and assistance so that schools can effectively and efficiently manage their resources and focus on the instruction of students.

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		752,987		752,987
Internal Revenue		0		0
REVENUE TOTAL		752,987		752,987
Exempt	6.000000	720,703	6.000000	720,703
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	722,703	6.000000	722,703
(% of Budget)		95.98%		95.98%
TOTAL STAFF	6.000000	722,703	6.000000	722,703
(% of Budget)		95.98%		95.98%
SUPPLIES, EQUIPMENT AND SERVICES		30,284		30,284
INTERNAL SERVICES		0		0
TOTAL SES		30,284		30,284
(% of Budget)		4.02%		4.02%
TOTAL AMOUNT BUDGETED		752,987		752,987
Carry Forward Included		0		0
Carry Forward to Future		0		0

Profile



<u>Staff FTE</u>		<u>Budget</u>	
Custodial	0.000000	Salaries	\$188,042 3%
Exempt	1.200000	Supplies, Equipment and Services	\$6,466,643 97%
Support	0.000000	Total	\$6,654,685 100%
Teacher	0.000000		
Maintenance	0.000000		
Total	1.200000		

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Profile

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

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		6,654,685		6,654,685
Internal Revenue		0		0
REVENUE TOTAL		6,654,685		6,654,685
Exempt	1.200000	161,042	1.200000	161,042
Support	.000000	0	.000000	0
Custodial (Supply/OT)	.000000	27,000	.000000	27,000
TOTAL NON-TEACHER	1.200000	188,042	1.200000	188,042
(% of Budget)		2.83%		2.83%
TOTAL STAFF	1.200000	188,042	1.200000	188,042
(% of Budget)		2.83%		2.83%
SUPPLIES, EQUIPMENT AND SERVICES		6,466,643		6,466,643
INTERNAL SERVICES		0		0
TOTAL SES		6,466,643		6,466,643
(% of Budget)		97.17%		97.17%
TOTAL AMOUNT BUDGETED		6,654,685		6,654,685
Carry Forward Included		0		0
Carry Forward to Future		0		0