

# Finance Committee

Does your school have a Finance Committee?

Please put your answer,

yes or no,

in the chat.

# The Finance Committee is a subset of the Staff Committee

Similar to the Pro-D Committee, the Finance Committee is one of the committees named in the Collective Agreement, Article A.5.5.c.ii.j

The principal is a member of the Finance Committee

## The Finance Committee

- Try to have representation from teachers with different roles in the school such as primary teachers, intermediate teachers, resource teachers and so on
- Bring spending recommendations through the Staff Committee

The Finance Committee makes recommendations to the principal through the Staff Committee.



Finance decision making is done at the Staff Committee. This structure ensures wider input and also that should the principal choose to not follow the recommendations, the reasons why are recorded in the minutes.

## Recommendations come in the form of a motion.

- For example:
- That \$1000 be spent on math manipulatives to be held centrally for sign out from the math cupboard
- Or
- That 25% of the flex non-targeted budget be dedicated to purchase of learning resources.

# The School Budget Reference Manual

Every year the schools are allocated funding based on enrollment and some other factors (such as programs)

Unspent funds from the previous year generally roll over, but may be clawed back from the "flex fund," but not from the pro-d fund

## New locally bargained language in the Collective Agreement

- <http://vesta.ca/wp-content/uploads/2020/05/2019-2022-Local-CA-Changes.pdf>
- Copies of the School Budget Reference Manual will be made available to school staff committees by the school administrator. (Article A.25.10)

# ▶ The School Budget Reference Manual

- The introduction has valuable information for the team that the Finance Committee may wish to share with the Staff Committee so that, for example, reimbursement rules are followed.
- It may be helpful to choose small amounts of targeted information if sharing at Staff Committee.



## ▶ The School Budget Reference Manual

- The school budget for each school is one page.
- Enrollment and carry forward are at the top on the right

## ▶ The School Budget Reference Manual



- While a bit of a cushion is okay, large balances may be subject to claw back by the district, unless a spending plan is in place.

# ▶ The School Budget Reference Manual

- Preliminary budget is in schools now. Adjustments made later in the year will increase funding, but not decrease funding even if enrollment projections at the school are higher than actual
- Note that library funds are managed by the Teacher-Librarian
- Pro-D funds are managed by the Pro-D Committee through recommendations to the Staff Committee.



# Having trouble?

- Put requests for meetings or information in an email to document
  - Discuss at school-based VESTA meetings
  - Pass motions about finance reporting at Staff Committee Meetings
  - If the finance committee is meeting be sure to record minutes with dates clearly noted
  - Still having trouble? Have the Staff Rep contact your VESTA IHTO
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# The Finance Committee

- Questions ???