

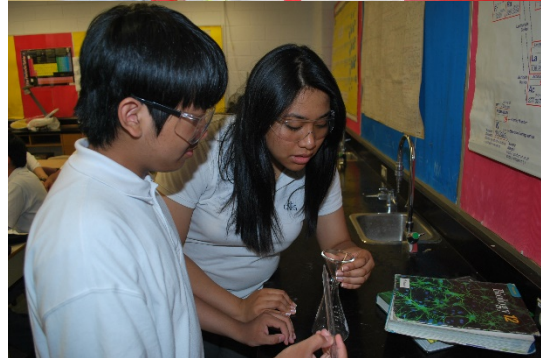
TORONTO CATHOLIC
DISTRICT SCHOOL

2019 - 2020 BUDGET ESTIMATES

*Non-Instructional
Book*



Draft- until approved by Board of
Trustees
Expected on June 6, 2019



Board of Trustees

Catholic school trustees are the critical link between communities and school boards. Catholic ratepayers in City of Toronto elect 12 English Language Trustees to the Toronto Catholic District School Board during each municipal election. The Chair of the Board and the Vice-Chair are elected at the Inaugural meeting of the Board, and serve for one year.

Working together, a school trustee is responsible, as a member of the Board:

- To govern and set policy.
- To govern for the provision of curriculum, facilities, human and financial resources.
- To advocate for the needs of their communities.
- As a constituency representative, to explain the policies and decisions of the TCDSB to residents.

Trustees are available to help taxpayers, parents and others address any issues they may have about the Catholic school system.



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Ward 1: Etobicoke



Trustee Markus de Domenico
Ward 2: Etobicoke



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Toronto Catholic District School Board

Volume V: Non-Instructional Related Expenditures

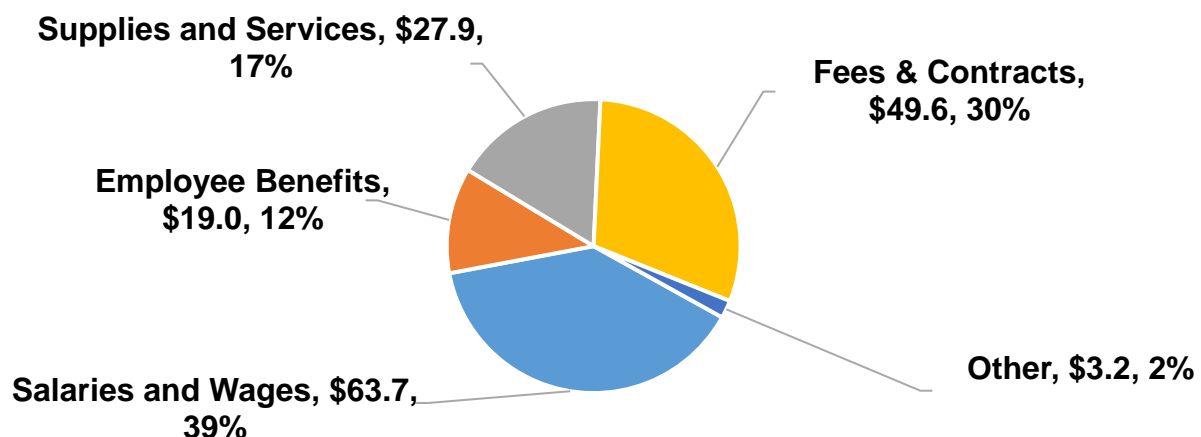
Non-Instructional Expenditures are necessary to support student achievement and well-being

While the majority of TCDSB's expenditures support Instructional related activities, there are several functions within the organization that are Non-Instructional in nature, but still play a critical role in providing safe and enriching environments for students. They are also key to ensuring that stewardship of the Board's physical assets and monies are provided for with a high degree of quality. Non-Instructional Operating Expenditures can be summarized in four main areas: Administration and Governance, Transportation, School Operations and Maintenance, and Temporary Accommodations. Appendix 5A provides a detailed breakdown.

Administration and Governance expenditures include costs such as operating the Board office (Catholic Education Centre) and central facilities, system-wide based staff and expenditures, including supervisory officers and their support staff. Transportation expenditures includes costs to transport students between home and school, as well as costs for late buses, clubs and sport teams events and field trips. School operations and maintenance includes custodial, maintenance and school operations staff salaries and benefits, utilities, insurance and other expenditures to maintain clean and safe school environments. Other expenditures include funding for special purpose projects.

The following chart provides an overview of Non-Instructional related Expenditures by functional classification.

2019-20 NON-INSTRUCTIONAL EXPENDITURES BY CLASSIFICATION (\$M)



The chart below provides a comparison between the 2018-19 Revised Budget and the 2019-20 Budget Estimates by category. On the following page is a brief analysis of each line item (referenced by line #) explaining the differences between each year's budget. The largest increase is in Transportation, mainly due to the realigning of bussing routes from the elimination of the International Languages Program Extended Day.

Non-Instructional Expenditures Increases / (Decreases) (\$000)

	2017/18 Budget Revised Estimates	Net Change Increase / (Decrease)	2018/19 Budget Estimates
Non-Instructional			
1 Administration and Governance	\$25,519	\$104	\$25,623
2 School Operations & Maintenance	98,024	(115)	97,909
3 Transportation	37,222	(532)	36,690
Sub-total Non- Instructional	160,765	(543)	160,222
Other			
4 Temporary Accommodation	3,951	(729)	3,222
Total Expenditures Non-Classroom	\$164,716	(\$1,272)	\$163,444

Non-Instructional Expenditures Variance Analysis –Appendix 5A provides further details.

- 1 Board Administration and Governance category increases in salary and benefits costs were offset by a decrease of 11.5 FTE positions, resulting in a slight net expenditure increase of \$0.1M.
- 2 School Operations and Maintenance have decreased by (\$0.1M) due to funded increases in salary and benefits of \$0.6M, utility costs of \$0.7M. These were offset by decreases in costs of (\$1.1M) due to a staffing

reduction of (10.9) FTE and a decrease in maintenance and supply costs of (\$0.3M).

- 3** Transportation costs have decreased by (\$1.6M) mainly due to optimizing bell times at the International Languages schools and was offset by increases in many other areas of transportation for a net decrease of (\$0.5M)
- 4** Temporary Accommodation costs have decreased by (\$0.7M) due to reduction in leasing costs.

The total FTE impact would be a reduction of 22.4 staff positions. Reductions would be completed by way of attrition and senior staff are confident that no layoffs would occur, however the impact on the system will certainly be felt through service level reductions to students.

Draft 2019-2020 TCDSB Offsets to Balance Budget – Non-Instructional

Draft Reductions Associated with Local Priority Funding	\$M	FTE
Custodians, Trades and Maintenance Staff	(0.80)	(10.9)
Board Administration, Clerical and Technical Staff	<u>(0.10)</u>	<u>(1.5)</u>
	(0.90)	(12.4)
Other Draft Labour Impacts to Offset Funding Shortfall		
Board Administration and Governance Reductions		
Communication	(0.10)	(1.0)
Information Technology	(0.10)	(1.0)
Human Resource 4, Payroll 1, Facilities 1, Information Technology 1	(0.80)	(7.0)
Non-Academic Executive Position	<u>(0.15)</u>	<u>(1.0)</u>
	(1.15)	(10.0)
Total Other Draft Labour Impacts to Offset Funding Shortfall	(2.1)	(22.4)
Other Draft Non-Labour Impacts to Offset Funding Shortfall		
Increase in Insurance Recoveries - Facilities	(0.50)	
Increase in Cafeteria Revenues	(0.13)	
Capital Debt Interest Expense Reduction	(0.08)	
Optimize Bell Times at International Language Schools	(1.60)	
Reduction in Non-Labour Facilities Expenditures	(2.00)	
Increase Permitting Fees (By 3%)	<u>(0.10)</u>	
	(4.41)	
Total Draft Offsets to Balance Budget	(6.5)	(22.4)

VOLUME V – APPENDICES

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

NON-CLASSROOM

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Director's Office	6,087,481	6,331,705	6,297,103	\$ (34,603)	-0.5%
Communications	604,486	625,214	648,404	\$ 23,190	3.7%
Human Resources	5,796,157	6,388,685	6,331,603	\$ (57,082)	-0.9%
Business Administration	4,513,031	4,842,396	4,903,358	\$ 60,962	1.3%
Legal Fees	911,275	1,000,000	1,125,000	\$ 125,000	12.5%
Corporate Services	1,024,161	1,097,062	1,127,848	\$ 30,786	2.8%
Employee Relations	793,304	832,033	1,004,122	\$ 172,088	20.7%
Facilities Services & Planning Services	1,553,561	1,688,221	1,460,008	\$ (228,213)	-13.5%
Catholic Education Centre	2,937,322	2,589,082	2,600,389	\$ 11,307	0.4%
Transportation	35,116,318	37,221,839	36,689,824	\$ (532,015)	-1.4%
Operations & Maintenance	94,525,119	98,023,896	97,908,553	\$ (115,343)	-0.1%
Other Expenditures	118,998	124,374	125,381	\$ 1,007	0.8%
Temporary Accommodation	3,673,611	3,951,482	3,222,441	\$ (729,041)	-18.4%
TOTAL	\$ 157,654,823	\$ 164,715,990	\$ 163,444,033	\$ (1,271,957)	-0.8%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Director's Office

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Director/Supervisory Officers Salaries	\$ 3,222,375	\$ 3,260,373	\$ 3,179,543	(80,830)	-2.5%
Director/Supervisory Officers Benefits	955,064	895,951	944,642	48,691	5.4%
Director & Supervisory Officers Professional Development	29,899	42,500	42,500	-	0.0%
Director & Supervisory Officers Other Expenses	47,886	43,680	43,680	-	0.0%
Office Support Staff Salaries	798,121	850,226	837,662	(12,564)	-1.5%
Office Support Staff Benefits	256,310	224,086	234,185	10,099	4.5%
Trustees & Student Trustees Honorariums	256,571	271,823	268,204	(3,619)	-1.3%
Trustees & Student Trustees Other Expenses	158,900	373,306	376,925	3,619	1.0%
OCSTA Annual Membership Fee	209,383	210,978	210,978	-	0.0%
OCSOA Membership Fees	31,465	32,895	32,895	-	0.0%
Director's Office					
Printing	3,578	15,000	15,000	-	0.0%
Telephone	1,200	2,500	2,500	-	0.0%
Supplies	103,102	98,388	98,388	-	0.0%
Contractual Services	13,628	10,000	10,000	-	0.0%
TOTAL	\$ 6,087,481	\$ 6,331,705	\$ 6,297,103	(34,603)	-0.5%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Communications

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 423,549	\$ 436,193	\$ 452,075	15,882	3.6%
Benefits	129,514	114,963	126,387	11,423	9.9%
Supplies & Services					
Car Allowance	10,982	8,232	4,116	(4,116)	-50.0%
Printing	3,910	7,500	7,500	-	0.0%
Telephone	2,415	4,000	4,000	-	0.0%
Supplies	34,116	54,326	54,326	-	0.0%
TOTAL	\$ 604,486	\$ 625,214	\$ 648,404	23,190	3.7%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Human Resources

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 3,920,145	\$ 4,313,372	\$ 4,215,261	(98,110)	-2.3%
Benefits	1,148,539	1,137,433	1,178,461	41,028	3.6%
Central Temporary Staffing	268,869	85,000	85,000	-	0.0%
Summer Help (Temporary Staffing)	-	85,000	85,000	-	0.0%
Negotiation Costs	15,729	125,719	125,719	-	0.0%
New Teacher Induction Program NTIP Provision	50,000	50,000	50,000	-	0.0%
Workplace Safety Team Professional Development Fund	-	50,000	50,000	-	0.0%
Whistle Blower Security	-	75,000	75,000	-	0.0%
Central Bargaining - OCSTA	43,017	43,017	43,017	-	0.0%
Car Allowance	30,812	24,696	24,696	-	0.0%
Professional Development	13,368	15,000	15,000	-	0.0%
Printing	7,820	8,000	8,000	-	0.0%
Telephone	8,284	11,406	11,406	-	0.0%
Supplies	113,757	97,250	97,250	-	0.0%
Recruitment of Staff	53,774	80,000	80,000	-	0.0%
Professional Services	53,113	117,811	117,811	-	0.0%
Software Fees & Licensing Fees	68,931	69,982	69,982	-	0.0%
TOTAL	\$ 5,796,157	\$ 6,388,685	\$ 6,331,603	(57,082)	-0.9%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Business Administration

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 3,564,402	\$ 3,745,698	\$ 3,746,476	778	0.0%
Benefits	991,850	987,218	1,047,402	60,184	6.1%
Supplies & Services					
Materials Management	9,056	9,116	9,116	-	0.0%
Payroll Services	27,653	28,920	28,920	-	0.0%
Business Services	45,783	46,444	46,444	-	0.0%
Printing Services	(269,203)	(100,000)	(100,000)	-	0.0%
Bank Charges & Other Fees	86,597	25,000	25,000	-	0.0%
Audit Fees	56,894	100,000	100,000	-	0.0%
TOTAL	\$ 4,513,031	\$ 4,842,396	\$ 4,903,358	60,962	1.3%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Legal Fees

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Legal Fees & Services - General Corporate & Safe Schools	\$ 432,647	\$ 150,000	\$ 150,000	-	0.0%
Legal Fees & Services - Employee Relations	379,116	500,000	625,000	125,000	25.0%
Legal Fees & Services - Planning & Facilities	99,512	350,000	350,000	-	0.0%
TOTAL	\$ 911,275	\$ 1,000,000	\$ 1,125,000	125,000	12.5%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Corporate Services

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 740,446	\$ 727,782	\$ 742,736	14,954	2.1%
Benefits	197,548	191,815	207,647	15,832	8.3%
Professional Development	39,456	82,700	82,700	-	0.0%
Printing	789	1,200	1,200	-	0.0%
Telephone	1,512	2,000	2,000	-	0.0%
Supplies	33,427	26,088	26,088	-	0.0%
Contractual Services	4,552	57,861	57,861	-	0.0%
Software Fees & Licensing Fees	2,315	3,500	3,500	-	0.0%
Car Allowance	4,116	4,116	4,116	-	0.0%
TOTAL	\$ 1,024,161	\$ 1,097,062	\$ 1,127,848	30,786	2.8%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Employee Relations

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 564,053	\$ 613,029	\$ 739,848	126,819	20.7%
Benefits	193,634	161,570	206,839	45,269	28.0%
Professional Development	10,311	7,500	7,500	-	0.0%
Printing	2,789	10,000	10,000	-	0.0%
Telephone	1,448	3,000	3,000	-	0.0%
Supplies	15,477	13,770	13,770	-	0.0%
Professional Services	1,475	19,048	19,048	-	0.0%
Car Allowance	4,116	4,116	4,116	-	0.0%
TOTAL	\$ 793,304	\$ 832,033	\$ 1,004,122	172,088	20.7%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Facilities Services & Planning Services

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 1,152,217	\$ 1,291,087	\$ 1,099,799	(191,288)	-14.8%
Benefits	345,925	340,280	307,471	(32,809)	-9.6%
Supplies & Resources					
Facilities Services Department	10,127	12,243	12,243	-	0.0%
Capital Development Department	3,387	3,500	3,500	-	0.0%
Planning Department	17,876	18,000	18,000	-	0.0%
Development Services	6,987	7,111	2,995	(4,116)	-57.9%
Admissions Department	1,002	1,000	1,000	-	0.0%
Facilities Legal Services Department	8,122	10,000	10,000	-	0.0%
Capital Planning Capacity Program	7,918	5,000	5,000	-	0.0%
TOTAL	\$ 1,553,561	\$ 1,688,221	\$ 1,460,008	(228,213)	-13.5%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Catholic Education Centre

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Custodial Salaries	\$ 552,956	\$ 406,126	\$ 409,881	3,755	0.9%
Custodial Benefits	155,143	107,039	114,591	7,552	7.1%
CEC Facility Utilities & Maintenance	680,319	600,000	600,000	-	0.0%
CEC Amortization of Previous Building Improvements	1,548,903	1,475,917	1,475,917	-	0.0%
TOTAL	\$ 2,937,322	\$ 2,589,082	\$ 2,600,389	11,307	0.4%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Transportation

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Administrative Salaries	\$ 973,914	\$ 1,009,290	\$ 1,009,290	(0)	0.0%
Administrative Benefits	250,179	248,689	248,689	(0)	0.0%
Temporary Assistance	1,391	50,000	50,000	-	0.0%
Office Supplies & Services	80,242	132,400	132,400	-	0.0%
TRANSPORTATION - REGULAR INSTRUCTION					
Music	31,222	31,846	-	(31,846)	-100.0%
Outdoor Education	13,031	13,292	-	(13,292)	-100.0%
Excursions for Handicapped Students	13,834	14,111	14,675	564	4.0%
Ontario Schools Deaf & Blind		44,519	46,300	1,781	4.0%
Regular Home to School	14,838,435	16,146,421	15,030,814	(1,115,607)	-6.9%
Student Safety	61,869	63,106	65,631	2,524	4.0%
Safe Schools	-	13,309	13,841	532	4.0%
Kindergarten	-	-	-	-	0.0%
Remedial Language	103,161	105,224	109,433	4,209	4.0%
Regular Transit Fares for Scholars & Children	29,425	29,995	34,509	4,514	15.1%
Safe Schools Transit Fares (Scholars)	13,048	13,309	15,312	2,003	15.1%
Transit Fares for Adults	-	-	-	-	0.0%
Summer School	437,846	446,602	474,257	27,655	6.2%
Bilingual Program Transit Fares (Scholars & Children)	26,414	26,942	30,997	4,055	15.1%
Exceptional Circumstances (Tickets)	427,951	429,714	494,386	64,672	15.1%
Fuel Escalation Charge Provision	143,175	160,000	160,000	-	0.0%
Regular Home to School for New Routes	-	-	-	-	0.0%
Software Fees & Licenses	51,769	180,926	180,926	0	0.0%
Physical Transportation	-	-	-	-	0.0%
Transportation Consortium	495,734	103,041	124,605	21,564	20.9%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Transportation

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
TRANSPORTATION - SPECIAL EDUCATION					
Vision, Hearing & Speech	2,165,732	2,209,047	2,297,409	88,362	4.0%
Medical & Handicapped	8,410,466	8,578,675	8,921,822	343,147	4.0%
Special Education Transit Fares for Adults	3,965	4,044	4,653	609	15.1%
Developmentally Disabled Transit Fares for Scholars	6,796	6,932	7,975	1,043	15.1%
Special Transit Fares for Scholars & Children	209,162	213,345	245,454	32,108	15.1%
Developmentally Disabled	559,924	571,122	593,967	22,845	4.0%
Section 23 Programs	1,038,405	1,059,173	1,101,540	42,367	4.0%
Special Education	4,029,634	4,110,227	4,274,636	164,409	4.0%
Co-operative Education (Special Education & W/C) & Transit Tickets	699,596	777,366	865,350	87,984	11.3%
ONE-TIME TRANSPORTATION SERVICES					
One-time Transportation Services due to New School Construction	\$ -	\$ 429,171	\$ 140,953	(288,218)	-67.2%
TOTAL	\$ 35,116,318	\$ 37,221,839	\$ 36,689,824	(532,015)	-1.4%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Operations & Maintenance

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Salaries	\$ 46,506,335	\$ 47,230,180	\$ 46,902,482	(327,698)	-0.7%
Benefits	13,051,223	14,702,722	14,393,089	(309,633)	-2.1%
Utilities	20,043,848	19,068,893	19,816,492	747,599	3.9%
Insurance	2,318,837	2,350,000	2,450,000	100,000	4.3%
Professional Development Provision	89,909	126,751	135,793	9,042	7.1%
Printing and Photocopying	7,042	8,258	8,258	-	0.0%
Plant Operations Supplies	1,735,915	1,289,520	1,206,501	(83,019)	-6.4%
Automobile Reimbursement	79,980	60,709	60,709	-	0.0%
Travel Expense Allowance	99,215	110,166	110,166	-	0.0%
Vehicle Fuel	142,954	130,000	130,000	-	0.0%
Repairs-Custodial Equipment	169,476	150,000	150,000	-	0.0%
Telephone Expense	81,227	128,096	128,096	-	0.0%
Office Supplies and Services	32,323	41,275	32,597	(8,678)	-21.0%
Maintenance Supplies and Services	3,426,135	4,122,153	3,585,723	(536,430)	-13.0%
Vehicle Maintenance and Supplies	137,432	236,921	178,000	(58,921)	-24.9%
Replacement Furniture & Equipment	71,705	256,151	254,938	(1,213)	-0.5%
Additional Equipment - Vehicles	191,638	180,000	-	(180,000)	-100.0%
Rental Lease Vehicles	53,576	75,000	75,000	-	0.0%
Other Professional Fees (Health & Safety)	84,819	169,585	175,000	5,415	3.2%
Other Contractual Services	6,201,530	7,587,516	8,115,709	528,193	7.0%
TOTAL	\$ 94,525,119	\$ 98,023,896	\$ 97,908,553	(115,343)	-0.1%

2019-20 BUDGET EXPENDITURE ESTIMATES BY FUNCTIONAL CLASSIFICATION

Other Expenditures

Expenditures	2017/2018 Actuals	2018/2019 Revised Estimates	2019/2020 Estimates	Difference	
				\$	%
Parental Involvement Funding	117,604	122,374	123,381	1,007	0.8%
Partnership Development Department - Office Supplies & Services	1,393	2,000	2,000	-	0.0%
TOTAL	\$ 118,998	\$ 124,374	\$ 125,381	1,007	0.8%

Toronto Catholic District School Board

Volume VI: Financial Sustainability

Financial Sustainability requires looking forward

School Board funding is almost entirely dependent on Provincial grants. Large portions of these grants remain stable year over year and therefore the TCDSB is able, to a certain extent, to consider it is sustainable beyond an annual budget process. Historically, much concentration is placed on balancing the funding received by the Province with the planned



expenditures for the year. Often a Board may face one-time increases or decreases in expenditures, which puts the budget out of balance. It also may be faced with “structural deficits” arising from legislative or labour arbitration decisions essentially place an ongoing cost burden that is greater than the funding received by the Province. In order to remain

sustainable the TCDSB should consider funding strategies that are beyond an annual view and that works within the current legislative permissions granted to it by the Province.

The TCDSB has established an operating contingency

The Operating Contingency reserve approved by the Board in 2018-19 budget process acts as a contingency to offset future in-year deficits. This Reserve approved by the Board must operate with a minimum and maximum amount. The minimum would be 1% of the operating budget, while the maximum amount held in the reserve would be 2% of the operating budget. It should be noted that the Province has indicated that 2% is the optimal amount to be held in contingency. The Operating Contingency Reserve has balance of \$19.3M at the start of the 2018-19 fiscal year.

A Reserve Strategy is necessary to complement an Accumulated Surplus and mitigate the risk against in-year deficits

The Education Act allows School Boards to create something called “Reserves”. These are special purpose type funds that are restricted to a specific type of expenditure and can be funded by the Accumulated Surplus.

During the 2018-19 budget process, the TCDSB board approved the establishment of strategic reserves funded from accumulated surpluses,

which may fund future projects, provide for operating contingencies, and provide funding for unexpected events and/or legislated liabilities.

Reserve funds play a very important role in TCDSB finances and provides a strong indicator of TCDSB's overall financial health. For this reason, the management of reserve funds is vitally important.

Staff will bring forward a Reserve Policy in the next fiscal year. The policy is intended to establish consistent guidelines and standards, which will assist in the administration of reserve funds in a responsible and consistent manner.

Reserve Fund Classifications and Types

Reserve funds are classified into the following three categories:

Strategic Reserve Funds (Discretionary)

These reserve funds can be used to better plan for the implementation of projects over the long-term. These funds will be used for high priority projects critical to the success of the organization moving into the future. These are fiscally prudent investments given their broad impact on the organization.

Reserve Funds for One-Time Projects (Discretionary)

An allocation of funds for which the Board of Trustees earmark, at their discretion, funding for a future expenditure, liability or other purpose. Funding is typically determined during the budget estimates, revised estimates or year-end financial results. These reserves are funded from various sources including, but not limited to, allocated revenues, accumulated surpluses, and dedicated contributions, etc.

Unspent funds during a fiscal year can be transferred to the Reserve only if the financial statements of the Board reflect an in-year and accumulated surplus position in the current fiscal year. The amount of unspent funds to be transferred is subject to change depending on the available in-year surplus as reported on the final year-end financial statements.

Reserve Funds (Obligatory)

Obligatory Reserve funds prescribed for specific purposes through the Education Act, act as a contingency to offset future in-year deficits. For example, mandated reserves exist for Education Development Charges (EDCs) and Proceeds of Disposition (POD).

Appearing below is a list of Reserve funds currently set-up for the TCDSB in 2018-19.

Strategic Reserve (Discretionary)

Information Technology Strategic System Reserve - This reserve will be used for the long-term financial planning for the replacement and/or update of major enterprise-wide systems.

Administrative Facility Reserve - This reserve restricts funding for the renewal activities of administrative buildings for which most PPF and Capital grants from the Province do not provide funding.

Student Equity Strategic Reserve - This reserve sets aside monies that can be applied towards various equity initiatives across the Board.

Information Technology Infrastructure Reserve Fund - This fund will be used for the replacement of Information & Communication Technology hardware equipment.

Trustee Strategic Initiatives Reserve - This fund will be used to fund Board of Trustee strategic initiatives.

One-time Projects Reserve (Discretionary)

School Block Budget - Unexpended and Committed school block budgets carried forward to the next school year.

International Languages - One-time funding provided to support 2018-19 program deficit.

Professional Development - Funds allocated for contractual staff for professional development activities.

Contract Support Workers - Funds to hire additional support workers.

Pastoral Plan- Purchase of religious materials for the TCDSB community

Capital Planning Capacity - Resources to undertake a range of capital planning related activities.

Playground Equipment - Funds to upgrade school playground equipment

Catholic School Parent Councils - Funds raised by parents for special projects and activities.

Human Resource Initiatives – 2018-19 - One time funding for the hire of retired staff to help with the hiring processes and attendance support.

Strategic Reserve (Obligatory)

Operating Contingency Reserve - To mitigate future unforeseen costs and in-year deficits, the minimum amount should be 1% of operating budget, while the maximum amount held in a reserve would be 2% of the operating budget. The Ministry of Education has indicated that 2% is the optimal contingency amount.

Education Development Charges (EDCs) - EDCs may be imposed if a board will need to acquire new school sites to accommodate the students resulting from new residential development. The scheme provides an eligible school board with the option of collecting EDCs on new residential and non-residential developments.

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List of Reserves	2017-18 Year End (\$M)
Administrative Facilities	2.01
Capital Planning Capacity	0.68
Catholic School Parent Council	2.04
Committed Capital Projects	0.66
Contract Support Workers	0.70
Human Resource	0.34
International Languages	5.20
Information Technology Infrastructure	6.01
Information Technology Strategic Investment System	7.95
Operating Contingency	19.3
Pastoral Plan	0.07
Professional Development	0.16
School Block Budget	4.80
Student Equity	0.81
Trustee unspent Budgets Board Motion	0.10
Total Reserves	\$50.8