



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

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Based on the goals that were established for 2023-2024, 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).

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

Results Achieved:

- Onboard the remaining (approximately 37%) of schools to ScotiaConnect to streamline school banking.
Result: One hundred per cent of bank accounts were fully converted to ScotiaConnect by the end of June, 2024. This is a total of 219 school bank accounts and six central division operating accounts for a total of 225 bank accounts.
- Implement procurement templates that are in line with current legislation, trade agreements, and contract law.
Result: Purchasing & Contract Services has developed and implemented a suite of nine new procurement document templates and four new contract templates
- Assist with the upgrade of the current Oracle version by December 31, 2023. This work is ongoing as further templates will be developed in 2024-2025.
Result: E-Biz version 12.2.12 was implemented successfully on Dec 10, 2023.

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.

Results Achieved:

An RFP for Enterprise Management Services was completed in May 2024, with MNP LLP being awarded the contract.

What were the biggest challenges encountered in 2023-2024?

1. One hundred and thirty-seven of the 219 school bank accounts were converted to ScotiaConnect by September 1, 2023. Of the remaining 82 schools, 31 schools had to change their bank, which is a lengthy and onerous task for a busy school. We worked with the remaining schools on a timeline that worked best for each of them.
2. For an enterprise system upgrade such as Oracle, the complexities to coordinate with several teams, manage school timelines, schedules, and added project requirements is always a challenge. Maintaining the system is a continued joint effort as new versions are constantly released.
3. For the ERM project, there was a delay in the issuance of the RFP due to changing requirements and prioritization of other urgent projects. This work continues in 2024-2025.

What are the opportunities for improvement from 2023-2024 that will inform your plan for 2024-2025?

1. With all schools on a single banking platform, opportunities exist to streamline routine systems, such as internal transfer of funds. Schools may also potentially use Interac eTransfer to issue refunds to families and reimburse staff for expenditures.
2. The work done in 2023-24 on the procurement templates leads into the development of a Procurement Process and Protocol Manual which will be developed in 2024-2025.
3. When working on any enterprise system upgrade, communication among team members fosters a collaborative environment, leading to more innovative solutions and efficient project execution.

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In reflecting on our work towards continuous improvement as a Division, reflective questions have been included in the 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?

To assist schools and central decision units, develop a Division Purchasing Process & Protocol Manual that aligns with current legislation, case law and best practices in industry; utilize the features of ScotiaConnect to improve efficiencies by automating processes such as payment of School to pay balances through electronic transfers rather than manual cheque by June 30, 2025.

Division Priority 1

Continue to to 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?

ERM is a multi-year initiative, during 2024-2025 an interview and workshop process will take place with central and school administrative stakeholders. Following this, the ERM framework will be developed defining the scope of work and timelines.

Profile



Staff FTE		Budget		
Custodial	0.000000	Salaries	\$383,414	96.26%
Exempt	2.000000	Supplies, Equipment and Services	\$14,891	3.74%
Support	0.000000	Total	\$398,305	100.00%
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.

	2024-25 Spring Proposed		2024-25 Fall Revised	
Resources	398,305		398,305	
Internal Revenue		0		0
REVENUE TOTAL	398,305		398,305	
Exempt	2.000000	383,414	2.000000	383,414
Exempt (Hourly/OT)	.000000	0	.000000	0
Support	.000000	0	.000000	0
Support (Supply/OT)	.000000	0	.000000	0
TOTAL NON-TEACHER	2.000000	383,414	2.000000	383,414
(% of Budget)		96.26%		96.26%
TOTAL STAFF	2.000000	383,414	2.000000	383,414
(% of Budget)		96.26%		96.26%
SUPPLIES, EQUIPMENT AND SERVICES		14,891		14,891
INTERNAL SERVICES		0		0
TOTAL SES		14,891		14,891
(% of Budget)		3.74%		3.74%
TOTAL AMOUNT BUDGETED		398,305		398,305



Staff FTE		Budget	
Custodial	0.000000	Salaries	\$0 0.00%
Exempt	0.000000	Supplies, Equipment and Services	\$5,500,293 100.00%
Support	0.000000	Total	\$5,500,293 100.00%
Teacher	0.000000		
Maintenance	0.000000		
Total	0.000000		

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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.

	2024-25 Spring Proposed		2024-25 Fall Revised	
Resources	5,500,293		5,500,293	
Internal Revenue		0		0
REVENUE TOTAL	5,500,293		5,500,293	
TOTAL STAFF	.000000	0	.000000	0
(% of Budget)		0%		0%
SUPPLIES, EQUIPMENT AND SERVICES		5,500,293		5,500,293
INTERNAL SERVICES		0		0
TOTAL SES		5,500,293		5,500,293
(% of Budget)		100%		100%
TOTAL AMOUNT BUDGETED		5,500,293		5,500,293

Profile



Staff FTE		Budget	
Custodial	0.000000	Salaries	\$6,443,216 92.69%
Exempt	38.000000	Supplies, Equipment and Services	\$508,280 7.31%
Support	14.000000	Total	\$6,951,496 100.00%
Teacher	1.800000		
Maintenance	0.000000		
Total	53.800000		

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	2024-25 Spring Proposed		2024-25 Fall Revised	
Resources	6,951,496		6,951,496	
Internal Revenue		0		0
REVENUE TOTAL	6,951,496		6,951,496	
Teacher	1.800000	274,456	1.800000	274,456
Supply Teacher	.000000	0	.000000	0
TOTAL TEACHER	1.800000	274,456	1.800000	274,456
(% of Budget)		3.95%		3.95%
Exempt	37.500000	5,083,811	38.000000	5,080,688
Exempt (Hourly/OT)	.000000	36,000	.000000	36,000
Support	15.000000	1,109,452	14.000000	1,037,072
Support (Supply/OT)	.000000	15,000	.000000	15,000
TOTAL NON-TEACHER	52.500000	6,244,263	52.000000	6,168,760
(% of Budget)		89.83%		88.74%
TOTAL STAFF	54.300000	6,518,719	53.800000	6,443,216
(% of Budget)		93.77%		92.69%
SUPPLIES, EQUIPMENT AND SERVICES		395,777		471,280
INTERNAL SERVICES		37,000		37,000
OTHER INTEREST AND CHARGES		0		0
TOTAL SES		432,777		508,280
(% of Budget)		6.23%		7.31%
TOTAL AMOUNT BUDGETED		6,951,496		6,951,496



Staff FTE		Budget	
Custodial	0.000000	Salaries	\$0 0.00%
Exempt	0.000000	Supplies, Equipment and Services	\$16,604,475 100.00%
Support	0.000000	Total	\$16,604,475 100.00%
Teacher	0.000000		
Maintenance	0.000000	Debenture Recovery	\$997,475
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 Division's operating account, and the amortization costs for all Division's capital assets, e.g. buildings, furniture and equipment, and vehicles.

	2024-25 Spring Proposed		2024-25 Fall Revised	
Resources		15,607,000		15,607,000
Internal Revenue		0		0
Debenture Recovery		997,475		997,475
REVENUE TOTAL		16,604,475		16,604,475
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		15,427,000		15,427,000
SUPPLIES, EQUIPMENT AND SERVICES		761,398		761,398
INTERNAL SERVICES		0		0
OTHER INTEREST AND CHARGES		416,077		416,077
TOTAL SES		16,604,475		16,604,475
(% of Budget)		100%		100%
TOTAL AMOUNT BUDGETED		16,604,475		16,604,475



Staff FTE		Budget		
Custodial	0.000000	Salaries	\$788,349	96.38%
Exempt	6.000000	Supplies, Equipment and Services	\$29,577	3.62%
Support	0.000000	Total	\$817,926	100.00%
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. The decision unit also is responsible for the audit of iExpense reports for the Division.

	2024-25 Spring Proposed		2024-25 Fall Revised	
Resources	817,926		817,926	
Internal Revenue		0		0
REVENUE TOTAL	817,926		817,926	
Exempt	6.000000	786,349	6.000000	786,349
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	788,349	6.000000	788,349
(% of Budget)		96.38%		96.38%
TOTAL STAFF	6.000000	788,349	6.000000	788,349
(% of Budget)		96.38%		96.38%
SUPPLIES, EQUIPMENT AND SERVICES		29,577		29,577
INTERNAL SERVICES		0		0
TOTAL SES		29,577		29,577
(% of Budget)		3.62%		3.62%
TOTAL AMOUNT BUDGETED		817,926		817,926



Staff FTE		Budget	
Custodial	0.000000	Salaries	\$415,551 3.79%
Exempt	3.000000	Supplies, Equipment and Services	\$10,562,664 96.21%
Support	0.000000	Total	\$10,978,215 100.00%
Teacher	0.000000		
Maintenance	0.000000		
Total	3.000000		

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

	2024-25 Spring Proposed		2024-25 Fall Revised	
Resources	10,978,215		10,978,215	
Internal Revenue		0		0
REVENUE TOTAL	10,978,215		10,978,215	
Exempt	3.000000	390,551	3.000000	390,551
Support	.000000	0	.000000	0
Custodial (Supply/OT)	.000000	25,000	.000000	25,000
TOTAL NON-TEACHER	3.000000	415,551	3.000000	415,551
(% of Budget)		3.79%		3.79%
TOTAL STAFF	3.000000	415,551	3.000000	415,551
(% of Budget)		3.79%		3.79%
SUPPLIES, EQUIPMENT AND SERVICES		10,062,414		10,062,414
INTERNAL SERVICES		500,250		500,250
TOTAL SES		10,562,664		10,562,664
(% of Budget)		96.21%		96.21%
TOTAL AMOUNT BUDGETED		10,978,215		10,978,215