

## COVID-19 - Budget Preparation

As stated in previous communications, as per the *School Act*, 2020-21 Annual Budget process and expectations remain during this period. This involves due public consultation, and a balanced budget passed by Boards of Education by June 30, 2020.

We are all currently operating in a challenging environment with many unknowns for the current budget year and next. Given this situation, the Ministry of Education and the British Columbia Association of School Business Officials have worked collaboratively to identify known risks to school district finances related to the COVID-19 pandemic to assist school districts when preparing the 2020-21 Annual Operating Budget. These identified risks have been provided to guide local development of budgets and are not intended to replace school district responsibility for approved budgets.

Presented below are some of the risks school districts should consider.

### **REVENUES**

1. Enrolment projection:
  - a. Impact of inter-provincial migration and immigration changes
  - b. Potential shifts from independent schools
  - c. Shift to online learning
  - d. Number of students with special needs compared to projection
  - e. Summer learning enrolment or ability to provide summer learning
2. International student enrolment:
  - a. Impact to international student enrolment tuition
3. Other revenue sources including:
  - a. Rentals and leases
  - b. Investment income

### **EXPENSES**

1. Staffing projection:
  - a. Impact on total staffing and costs (Regular and International students)
  - b. Impact of Continuity of Learning on staffing costs – regular and TTOCs
  - c. Impact on total support staff salaries including custodial, educational assistants and staff involved in maintenance and construction projects
2. Services and supplies:
  - a. Impact on technology equipment and services
  - b. Impact on custodial supplies

- c. Impact of supply chain on availability and cost of goods and services
  - d. Impact on contracts and payment to vendors
3. Utilities
- a. Impact of capacity utilization on utility costs
  - b. Impact on business insurance requirements
  - c. Impact on tele-communications charges