BRANDON SCHOOL DIVISION

FINANCE & FACILITIES COMMITTEE MINUTES
Monday, October 26, 2026 – 6:00 p.m.
Boardroom, Administration Office

Trustees Present:	L. Ross	D. Ross
	K. Carr	K. Fallis
	L. McConnell	S. Mozdzen
	J. Murray	B. Sieklicki

Also Present: D. Labossiere, Secretary-Treasurer
J. Zilkey, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
M. Sawa, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: C. Ekenna

1. COMMITTEE ITEMS

A. 2025-2026 FINANCIAL STATEMENTS

Mr. Labossiere reviewed the 2025-2026 Operating Fund – Schedule of Revenue, Expenses and Accumulated Surplus Variances document, highlighting variances to budget and to the prior year.

Mr. Labossiere reviewed the Variance Summary Report and noted that after $1,100,000 transferred to the bus reserve capital fund, the net current year surplus for 2025-2026 is $396,593. He also reviewed the Accumulated Surplus and Capital Reserve Reports. The reports were accepted as circulated.

B. 2027-2028 BUDGET CONSULTATION

Mr. Zilkey reviewed the 2027-2028 budget consultation process and memo that was provided to the Committee. He indicated the memo would be sent to stakeholders on October 27, 2026. The budgeting process is as follows:

- Stakeholders review BSD preliminary budget information 2027-2028.
- Stakeholders review status quo or established budgetary items.
- Stakeholders engage in identifying emerging elements or changes to established budgetary items that are important from their perspective. If the emerging item is not an established budgetary item, the addition of the element would be considered a budget enhancement.
- Stakeholders decide if any of the above items are prioritized over current established budgetary items.
- Stakeholders decide the relative importance of the already established budgetary items/necessities from their perspective.

- Board of Trustees considers the perspectives from a variety of stakeholders during the budgeting process. Stakeholder groups that are consulted include:
  - Students from Early Years, Middle Years, and High School
  - Parent Councils
  - School Administrators
  - Brandon Teachers' Association and CUPE Local 737
  - Brandon Chamber of Commerce
  - Additional stakeholder engagement occurs during the Budget Presentation and Budget Consultation meetings.

At the conclusion of Mr. Zilkey's review, there were no questions from the Committee.

C. PRESENTATION OF 2025-2026 FINANCIAL AUDIT – BDO CANADA, LLP

Trustee L. Ross welcomed Mr. Jarett Kowaluk and Ms. Jackelyn Hunter, the Division Auditors, from BDO Canada LLP to the meeting. Mr. Kowaluk provided a description of the audit process and the methodology used during their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian generally accepted Accounting Standards.

Mr. Kowaluk indicated that for the year end of June 30, 2026, BDO can present a clean and unmodified audit opinion, which means that the statements are stated fairly in accordance with the applicable financial reporting framework. He indicated that as part of the audited statements, the enrolment report was also reviewed and reported accurate.

Mr. Kowaluk indicated that the operating revenue increased by approximately $6 million dollars from the prior year and was $1 million dollars above what was budgeted for. This was as a result of some additional funding received by the province of about $3 million dollars and that was partially offset by $2 million dollars less in municipal property tax revenue. Expenses increased by approximately $6 million dollars from the prior year but was actually $2 million dollars below budget. He stated that the 2025-2026 financial statements produced a surplus of approximately $2.4 million dollars before $2 million dollars was transferred to capital. Overall, the operating surplus for the Division was approximately $400,000 which is in line with the prior year results.

Mr. Kowaluk expressed gratitude to Mr. Labossiere and his team for their assistance throughout the audit process and indicated they do a very good job for the Brandon School Division.

At the conclusion of the presentation the floor was opened to the Committee for questions, however there were no questions or concerns. Trustee L. Ross thanked Mr. Kowaluk and BDO for their services and acknowledged Mr. Labossiere and Ms. Jamora and their Finance team for their hard work.

2. OPERATIONS INFORMATION

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letter received from the Education Funding Branch regarding the Maryland Park School – Major Classroom Additions Furnishings Grant.

B. FACILITY PROJECT UPDATES:

- Mr. Labossiere spoke to three (3) confidential Property Matters and answered Trustee questions for clarification.

Respectfully submitted,

S. Mozdzen