

## ACCUMULATED OPERATING SURPLUS

The Board of Education recognizes the value and security of having an accumulated operating surplus. While the board strives to address spending priorities during the budget process it acknowledges that underspending may occur and a surplus may result. A surplus can provide a positive educational benefit through the restriction of its use for specific functions. An unrestricted surplus can be used to sustain annual operations when extraordinary events lead to a loss of revenue or an increase in costs.

The School Board may choose to use the unrestricted surplus to balance an annual budget when there is a projected annual deficit. The *School Act* requires boards of education to prepare a balanced annual budget and does not allow boards to run a deficit.

### Unrestricted Operating Surplus:

Up to one third of the unrestricted surplus may be used during the annual budget to balance the preliminary operating budget.

### Internally Restricted Operating Surplus:

The Board may restrict the use of unrestricted surplus for a specific purpose. The purposes for which:

- can only be used for expenditures which do not sustain on-going services and that do not exceed three years;
- can be used for emergent items that were not able to be included in the budget process that are greater than \$10,000;
- the emergency contingency shall be maintained at two percent of prior year revenues and any use of the contingency shall only be reimbursed through accumulated unrestricted surplus or through the annual budget.

The board will ensure it manages its surplus in a transparent and accountable manner by:

- using feedback gathered from the preliminary budget process for the preliminary budget when considering new restricted reserves;
- ensuring that any consultation includes stakeholders and Indigenous rights holders;
- having management prepare and the board approve the budget annually;
- passing the budget by board motion, in a public board meeting;
- clearly identifying and categorizing surplus items as:
  - restricted due to the nature of constraints on the funds;
  - restricted for anticipated unusual expenses identified by the board; and
  - restricted for operations spanning multiple school years.
- posting the previous year restricted reserve activity on the public website; and
- including a detailed list in the financial statement notes.

### Local Capital

- can be transferred to the capital accumulated surplus only if the purpose is identified.

At any time during the fiscal year, the board may approve expenses that are drawn from the unrestricted surplus that had not previously been included in the internally restricted surplus.

Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
First Adopted:	<i>April 2019</i>
Revised	<i>June 21, 2022</i>