



BCASBO 2025 Fall Conference Finance Leadership Roundtable



SOFI Reporting



Procurement 101



Amended Budget



Pay Transparency
Reporting

SOFI Reporting: Financial Information Act (FIA) reporting requirements

- **Purpose: Ensure compliance and enhance reporting efficiency.**
- **Key Elements:**
 - **Employee vs. supplier expenses**
 - **Reporting thresholds (\$75K employees, \$25K vendors): BCSTA**
Request to review the reporting thresholds applied in the annual
Statement of Financial Information (SOFI) in August 2025
- **Coding and Procedure**

Employee Expenses: Defined by Financial Information Regulation, Schedule 1, subsection 6(1) and summarized as follows:

- **Include:**
 - Travel expenses (airfare, hotel, meals, parking), registration fees
 - Memberships (e.g., professional associations)
 - Tuition (courses, certifications)
 - Relocation costs, extraordinary hiring expenses, vehicle leases

- **Exclude:**
 - General benefits (medical, dental, insurance)
 - Overhead costs

For further clarity considerations:

- Employee Expenses include:
 - Mileage and vehicle rentals
- Employee Expenses **do not include**:
 - Vehicle allowances that are included in remuneration for certain positions
 - Venue rental costs
 - In-house training costs that are not specific to any one employee, but rather group expenses (e.g., external facilitator, materials, refreshments). Examples of such in-house group training include school-, department-, or district-wide job-specific training, professional development sessions, and leadership workshops.

- Invoice coding for meals equal to or over a thresholds per person (e.g. \$25) during meetings must include all the following)
 - event name
 - date(s)
 - attendee list.

Food/Venues – Budget Considerations

- **Venues:** Prioritize the use of onsite and district-owned venues whenever possible to minimize costs
- **Food:**
 - Snack items only
 - Provide dinner and lunch only if expected to attend meeting over lunch break or past 5pm
 - Reduce orders to avoid leftover, waste
 - Order individual vs “buffet style”
 - Use school cafeterias for catering as much as possible
- **Meals for travel:** per diem vs. actual cost reimbursement or district credit card transactions

- **Coding:** Accounting and staff responsible for organizing training events should ensure that related invoices and P-Card transactions are coded correctly and include accurate transaction descriptions
- **Procedure:**
 - *Review the SOFI report instructions from the MECC*
 - *Determine Payroll Periods*
 - *Collect Data from the System*
 - *Prepare Employee Data*
 - *Prepare Supplier data*
 - *Reconcile the SOFI and the Audited Financial Statements*
 - *SOFI Template Package and Prepare the Final SOFI Report*
 - *Approval by the Board and submission to MECC by December 31*

Group Discussion for 10 minutes

Introduction to Procurement

- Purpose of Procurement:
Procurement ensures timely, cost-effective acquisition of all goods, services, and construction by the School District.
- Procurement Activities
Includes needs identification, supplier selection, contract negotiation, and supplier relationship management.
- Strategic Importance
Aligning procurement with organizational objectives enhances performance, innovation, and sustainability.

Key Guiding Principles:

- **Accountability:** ensuring that policies and procedures are followed
- **Transparency:** requiring publication of procurement opportunities, providing access to procurement information and policies, and publishing award notices as require
- **Competition:** practices that encourage a variety of vendors to engage with the District
- **Fair, open, and non-discriminatory processes**
- **Value of money:** a balanced judgement of financial and non-financial factors relevant to the procurement
- **Demand aggregation:** consider opportunities for the District to benefit from centralized, joint or group procurements

Key Guiding Principles:

- Compliance: complying with applicable legislation, trade agreements—including the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), and the New West Partnership Trade Agreement (NWPTA) and Board policies, directives, frameworks, and standards.
- Ethical Conduct with Integrity and Professionalism: adhering to the Board's standards of conduct and ethical principles and avoid conflicts of interest.
- Confidentiality: Information that could impair the Board's negotiating position or provide a competitive advantage to one vendor over another must not be disclosed at any stage of the procurement process

Roles and responsibilities:

- Project Manager
- Procurement Team
- Secretary Treasurer (AST/Finance Director)

Tips:

- Use standard templates (e.g. RFP, GSA) - resources available at Focused Ed
- Encourage local and sustainable sourcing

Procurement 101

Trade Agreements:

There are many trade agreements, but the trade agreements most relevant to the procurement activities of Districts are:

- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- Canadian Free Trade Agreement (CFTA)
- New West Partnership Trade Agreement (NWPTA)

For more information about the Trade Agreements, please refer to the Province of B.C.'s Trade Agreements webpage and the Procurement Guidelines published by NWPTA Administrator (note, Districts are considered be a part of the “MASH” (Municipalities, Academic institutions, School Boards, Health and Social Service entities) sector.

Training to department managers / school principals (project managers): Procurement Lifecycle

- Procurement Planning:
 - Need Identification, Market Analysis and Supplier Identification
- Solicitation Phase:
 - Issue RFPs, RFQs, or tenders to invite competitive bids from suppliers
- Evaluation Phase:
 - Assess proposals based on cost, quality, and compliance, then negotiate contracts
- Contract Phase
- Purchase Orders
- Contract Management
- Close Out

Select key departments for procurement training and ensure procurement and dollar limits and timeline are understood

- **Facilities (capital projects, AFG...): RFP posting timeline**
- **IT (equipment replacement and other large purchases)**
- **HR (employee service contracts)**

● Solicitation method selection

- \$10k-\$25KA minimum of **three written quotations**
- \$25K-\$75K: formal procurement begins, must seek multiple written quotes, can use ITQ, RFP, BC Bid
- \$75K and above (for goods & services):
 - Mandatory competitive process,
 - must be public posted on BC Bid
 - Must comply with trade agreements
 - Typically requires a formal (RFP), ITT, or ITQ

For **construction**, the threshold is higher (usually **\$200,000**) before public posting is required under trade agreements.

Methods to acquire goods, services & construction

- Request for Proposals (RFP)
- Invitation to Tender (ITT): construction and capital projects and involves issuing a call for tenders with the contract awarded to the lowest-priced bidder meeting all mandatory requirements and specifications
- Invitation to Quote (ITQ): acquire goods, or low value/low risk services
- Request for Pre-Qualifications (RFPQ): Pre-qualified vendors can then bid on upcoming projects using an invite only RFP or ITQ
- Direct Award: a contract awarded to a supplier without a competitive process (e.g. contract with another government, lawyers, notaries, unforeseeable, urgency, confidential, or only one contractor is qualified).

- **Make sure the methods and timeline are understood by project managers**
- **Approval of contracts based on your district policy and procedures: Contracts may only be signed by the Secretary Treasurer or an authorized designate. (e.g. Procurement Manager, Assistant Secretary Treasurer, Finance Director)**

Group Discussion for 10 minutes

Amended Budget Discussion

- **Key Staffing Budget Changes:**
 - All enrolment related staffing has been entered
 - Board approved budget changes
 - Average teacher salary & TTOC daily rate
 - PVP/exempt salary update
 - Benefit review
 - Vacancy savings

Group Discussion for 10 minutes

Amended Budget Discussion

- **Key Services & Supplies Budget Changes:**
 - Departmental review results
 - Utility review - rate increases/usage
 - SPP, CLASS, Digital reconverge updates
 - Ensure all enrolment related supplies has been entered (school services & supplies, digital recovery)

Pay Transparency Reporting

- Employers with 300 or more employees are required to publish an annual pay transparency report by November 1st of each year
 - Employers with 50 or more employees will be required to start for the 2026 year
- Collecting gender by June 30
 - PIA, Data Security, Participation
- Reporting
 - Process for preparing data, Pay Transparency Reporting Tool, Results

Group Discussion for 10 minutes

Thank You!

To join in 2025/26 Finance Network online meetings, if you are not on the list yet? Email iris_mo@sd42.ca