



The Board of Education of School District No. 83

BRIEFING NOTE

TO: The Board of Education
FROM: Donna Kriger, Superintendent
RE: SD83 Finance Department

DATE: February 3, 2025

Background

Over the past decade, the district finance department has experienced significant staffing fluctuations. During this time, the department has included various roles, such as Secretary Treasurer, Assistant Secretary Treasurer, Accountant, Director of Finance, Manager of Finance, and Payroll Manager, supported by a team handling daily operations.

Prior to the 2021-22 school year, a Manager of Finance was hired to join the Secretary Treasurer and Director of Finance in leading the department. However, shortly after, the Director of Finance retired, leaving a personnel gap. Since then, the department has been operating with a Secretary Treasurer, Director of Finance, and Payroll Manager.

Information

In recent years, the Ministry of Education and Child Care has increased the number of special purpose funds, significantly impacting reporting requirements at both the district and school levels. This additional reporting has placed immense pressure on the Director of Finance and school clerical staff. To address this challenge, the district posted an accountant position for the 2023-24 school year but was unable to recruit a qualified candidate.

The growing demands of compliance reporting, the need to support school clerical staff in managing substantial school-based funds, heightened requirements in Auditing Standards, changes to asset retirement obligations, and the increasing need for shared oversight within the finance department have placed significant strain on the current leadership structure. As a result, the Director of Finance's responsibilities have expanded beyond a sustainable level.

Summary

The finance department is currently facing another challenge with the Secretary Treasurer on leave. With an amended budget to prepare and a new annual budget cycle approaching, the department's existing structure is unable to meet its legislative requirements.

Rather than delaying staffing adjustments until the next school year, there is an urgent need to add a Manager of Finance, who will report to the Director of Finance. The qualifications for this position ensure that multiple areas can be effectively managed by an individual with the necessary accounting designations to handle the anticipated workload.

Recommendation

“That the Board of Education approve the addition of a Manager of Finance to the District organizational structure.”

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Donna Kriger', followed by a long horizontal line extending to the right.

Donna Kriger
Superintendent of Schools