

**NICOLA VALLEY INSTITUTE of TECHNOLOGY**

**Board of Governors**

**MINUTES**

Audit & Risk Management Meeting – July 4, 2024

Zoom Meeting

**CHAIR:**

Sharon Bond

**ARM COMMITTEE MEMBERS:**

Dale Calder

Jonathon Nolie

Kathleen Smith

**EX-OFFICIO:**

John Chenoweth, Acting President & VP Academic

**SENIOR MANAGEMENT TEAM:**

Paul Grewal, Chief Financial Officer

**REGRETS:**

Darwin Hanna

**RECORDER:**

Dena McDermott, Executive Assistant, Vice – President, Academics

**1. Call to Order**

**1.1 Call to Order**

ARM Chair Sharon Bond called the meeting to order at 4:03pm.

**1.2 Adoption of Agenda**

**It was moved and seconded that**

the ARM Committee meeting agenda be adopted as presented. **Motion Carried.**

**1.3 Review and Adoption of Minutes**

**It was moved and seconded that**

the May 13, 2024 minutes be approved as presented. **Motion Carried.**

## **2. Financial Reporting and Statutory Items**

### **2.1 Q1 Financial Forecast**

Paul Grewal presented Q1 Financial Forecast, means where NVIT sits right now as of today July 4<sup>th</sup>, and where we will be by March 31<sup>st</sup> 2025. There is an expectation that this budget will be on track as budgeted.

CEO would normally go through this with me, starting on page 4, this forecast is prepared quarterly. We have to applied and received approval for a deficit budget for this year for \$400,000 and are planning for a deficit next year of \$500,000. Sharon, as the ARM chair, will need to sign this last page for submission. The 400 thousand deficit, and 500 thousand next year is affordable with our accumulated surplus, all PSI's are at this state, losing 10-15 % of surplus.

Page 5 is a breakdown of how we expect to receive this funding. Changed our approach to our budgets because of the deficit in the next two years.

Capital is based on our project(s) currently in progress. Deferred capital will have a lot more contributions as the Merritt housing & daycare project finishes.

SkilledTradesBC – estimates are stated here, tuition costs etc.

Expectations (forecast/projections) are included with inflation in mind.

Ministry funding – lower in the first 2 years, and increases as years go along,

Statement of financial position = estimated the same as last year, expecting to be \$8.1 million at the end of this year, and then going forward hold at \$7.6 million.

Showing cash as a decrease, in hopes to get more funding.

Last page is additional information on capital projects.

We expect to break even this year, projections are a worst-case scenario.

We have to get permission from the Minister to withdraw money from our surplus.

Forecasts do not need to go to the board, Q2 will go to the board, most important one is Q3, because it is used for next years budget planning.

## **3. Adjournment**

**3.1** The ARM Committee meeting adjourned at 4:28pm.

**NEXT ARM MEETING: ARM Zoom Meeting  
Tuesday August 20, 2024, 4:00pm**