



**DATE:** September 28, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**GOVERNANCE POLICY:** [Policy 405 - Budget Development and Transparency](#)  
[Policy 225 - Board Responsibility and Conduct](#)  
**ADDITIONAL REFERENCE:** *Education Act: Sections 139(1)(2), 143, 180, 183, 184*

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**SUBJECT:** Borrowing Resolution Increase

**PURPOSE:**

For approval. Motion required.

**RECOMMENDED MOTION:**

- a) That the Board of Trustees approves the recommended Borrowing Resolution Increase to \$4 million, as presented at the September 28, 2022, Public Board meeting.

Or

- b) That the Board of Trustees declines the recommended Borrowing Resolution Increase to \$4 million, as presented at the September 28, 2022, Public Board meeting.

**BACKGROUND:**

The change in the borrowing amount stems from the increased utilization of Purchasing Cards (credit cards). The use of Division Purchasing Cards is encouraged within the Division due to the efficiency, transparency, ease of reconciliation, and speed of processing. In June 2022, the spending totals for Division credit cards reached the spending limit for the Division for the month. Even though the credit cards are entirely paid every month, off-cycle payments were processed to offset the overall credit card spending and to allow for ongoing purchases.

The current borrowing limit, as approved by the Board of Trustees in May 2022, is \$3.5 million of which \$500,000 is intended for credit card purchases.

As the credit card borrowing limit cannot dip into the operating line of credit, the credit card limit should be increased to match the peak utilization, which is assessed to be just under \$1 million. The entire borrowing agreement with the bank would then be \$4 million (\$3 million operating line of credit and \$1 million credit card spending).

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

**ATTACHMENT(S):**

- 1. Not applicable.