



Date: May 28, 2024 **Agenda Item:** 4.

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Sean Nicholson, Associate Superintendent, Corporate Services

Governance Policy: [Board Policy 225: Role of the Board](#)

Additional Reference: [Administrative Procedure 400: Budget Development](#)
Education Act: Sections 139(1)(2), 143

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):
School Authority Operations and Resources
Supporting Effective Governance

Subject: **2024-2025 Draft Budget**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the 2024-2025 Budget as presented at the May 28, 2024, Special Board meeting.

Background:

The Board shall ensure effective stewardship of the Board's resources, within the context of the strategic plan, approved budget assumptions and establish priorities at the outset of the budget process. As per the Education Act 139(2)(a), the board shall, in each year, on or before May 31, prepare and submit to the Minister a budget for the fiscal year beginning on the following September 1. The Board of Trustees reviews and approves the budget on an annual basis.

Sturgeon Public School Division's Budget is the fiscal plan intended to achieve the stated goals and objectives of the Board in accordance with the Division's Mission, Vision and Values, Education Plan Priorities and Board 2024-2025 Assumptions.



The Board believes that the annual system budget and the Education Plan, together with annual school budgets, are key planning documents for the continuous improvement of the quality of education for students.

The 2024-2025 Alberta Education Budget submission Templates are included for review and approval.

Context:

Budget Highlights, Plans & Assumptions:

- The 2024/25 school year budget reflects the Mission, Vision, Values and goals as set forth by the Board of Trustees in its foundational statements and reflects the priorities in the Division's Three-year Education Plan.
- Sturgeon Public School Division has an approximate budget of \$84 million, which is utilized to provide public education services to the students in its jurisdiction.
- The Division serves approximately 5,200 funded students from Early Childhood (ECS) to Grade 12 within 19 schools.
- Overall, the Division is expecting a deficit of \$1.2 million in the 2024/25 school year. The deficit is mainly attributed to a loss in revenues and using reserves to support additional staff required to meet student needs. There are growing concerns for other cost pressures from inflation, cost escalations, unfunded negotiation settlement and various other instructional items that continue to not be funded.
- Stabilization Funding (\$4.3M) is expected to decrease by 25% over the next four years.

Assumptions:

- Revenue Assumptions:
 - Enrolment is projected to increase by less than One Per Cent (1%) in the 2024/25 school year (based on projected student headcount).
 - Operational funding has decreased by \$0.5M in 2023/2024, however, costs are continuing to increase significantly and the number of students requiring additional support is increasing.
 - It is assumed that the division will see a decrease in the prime rate as signs of inflation slowing have been signaled.
- Expense Assumptions:
 - As a result of economic conditions and inflation, the division is seeing increased costs.
 - Benefits costs have continued to increase.
 - Utility costs can fluctuate drastically, and estimates have been based on historical usage and estimated rates. Costs such as carbon tax



continue to increase while funding remains the same, this continues to be a concern.

- Construction, insurance, technology, vehicles, fuel and other supplies costs have also gone up as a result of inflation.
- Standard cost of certificated teachers has increased due to changes in staff composition and benefits increases. This increase has not been supported by funding. The standard cost of a teacher went up from \$107,820 to \$111,070, a 3.0% increase from the 2023/24 school year.
- Technology Services, Transportation Services, Learning Services and Facility Management, are budgeted centrally.
- It has been assumed that there may be potential unsupported settlements in the 2024/25 school year.
- Staffing:
 - Staff levels have been reduced to align with the reduction in funding and reserves. Further reduction may be required if funding is not increased to offset cost increases. This will be done to ensure a balanced budget.
 - The division is seeing an increase in support required by students and is concerned about the lack of funding provided to support these needs.

Significant Business and Financial Risks:

- Government Funding
 - Stabilization Funding (\$4.3M) is expected to decrease by 25% over the next four years. While the division will endeavor to minimize the impact to students, further cost reductions may be needed
 - The government is expecting an increase in revenues based on projections, which could potentially result in increased funding. However, if the province fails to meet these projections, it could negatively impact funding as well.
- Enrolment:
 - If enrolment increases in September 2024 the division will be expected to support students with the same funding, as the division won't see an adjustment until the following school year. In addition, because of the Weighted Moving Average, the division also only sees 50% of the funding for any new students.
 - There is always a level of uncertainty around enrolment projections.
- Inflation and Cost Escalations
 - Inflation and cost escalations are still very uncertain. The division could continue to see increased costs for many key items it needs to support student learning and division buildings. If costs continue to escalate this could be a risk to the division and budget adjustments may have to be made.



- Classroom complexity and rising mental health and wellness challenges continue to escalate. These pressures have used up all the available reserves of the division. Moving forward, funding needs to be realigned to meet the essential requirements.

Administration is prepared to respond to questions at the May 28, 2024, Special Board meeting.

Attachment(s):

1. Attachment 1 - 1110 Sturgeon Public School Division Budget 2024-25 Draft

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2025**

[Education Act, Sections 139(2)(a) and 244]

1110 The Sturgeon School Division
Legal Name of School Jurisdiction

9820 104 Street NW Morinville AB AB T8R 1L8; 780-939-4341; Sean.Nicholson@sturgeon.ab.ca

Contact Address, Telephone & Email Address

BOARD CHAIR

Irene Gibbons

Name

Signature

SUPERINTENDENT

Mrs. Shawna Warren

Name

Signature

SECRETARY TREASURER or TREASURER

Sean Nicholson

Name

Signature

**Certified as an accurate summary of the year's budget as approved by the Board
of Trustees at its meeting held on May 28, 2024.**
Date

c.c. Alberta Education
Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5
E-MAIL: EDC.FRA@gov.ab.ca

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Legend:

Blue	Data input is required .	Grey	No entry required - the cell is protected.
Pink	Populated from data entered in this template (i.e. other tabs)	White	Calculation cells. These are protected and cannot be changed.
Green	Populated based on information previously submitted to Alberta Education	Yellow	Flags to draw attention to sections requiring entry depending on other parts of the su

HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2024/2025 BUDGET REPORT

The following were presented to the Board and approved as underlying the budget. These key points and assumptions used in development of the budget take into consideration the economic environment of the jurisdiction, focus on anticipated changes from current year, and are realistic and consistent with the three year Education Plan. At a minimum, they disclose key budget assumptions, financial & business risks, and specific strategies explaining how this budget will support the jurisdiction's plans.

Budget Highlights, Plans & Assumptions:

- The 2024/25 school year budget reflects the mission, vision, values, and goals as set forth by the Board of Trustees in its foundational statements and reflects the priorities in the Division's Three-year Education Plan.
- Sturgeon Public School Division has an approximate budget of \$84 million, which is utilized to provide public education services to the students in its jurisdiction.
- The Division serves approximately 5,200 funded students from Early Childhood (ECS) to Grade 12 within 19 schools.
- Overall, the Division is expecting a deficit of \$1.2 million in the 2024/25 school year. The deficit is mainly attributed to a loss in revenues and using reserves to support additional staff required to meet student needs. There is growing concerns for other cost pressures from inflation, cost escalations, unfunded negotiation settlement, and various other instructional items that continue to not be funded.
- Stabilization funding (\$4.3M) is expected to decrease by 25% over the next four years

Assumptions:

- Revenue Assumptions:
 - Enrolment is projected to increase by less than One Per Cent (1%) in the 2024/25 school year (based on projected student headcount).
 - Operational funding has decreased by \$0.5M 2023/2024, however costs are continuing to increase significantly and the number of students requiring additional supports is increasing.
 - It is assumed that the division will see a decrease in the prime rate as sign of inflation slowing have been signaled
- Expense Assumptions:
 - As a result of economic conditions and inflation, the division is seeing increased costs.
 - Benefits costs have continued to increase and
 - Utility costs can fluctuate drastically, and estimates have been based on historical usage and estimate rates. As costs such as carbon tax continue to increase and funding remains the same, this continue to be a concern.
 - Constructions, insurance, technology, vehicles, fuel and other supplies costs have also gone up as a result of inflation.
 - Standard cost of certificated teachers has increase due to change in staff composition and benefits increases. This has not been supported by an increase in funding. The standard cost of a teacher went up from \$107,820 to \$111,070, a 3.0% increase from the 2023/24 school year.
 - Technology Services, Transportation Services, Learning Services, and Facility Management, are budgeted centrally.
 - It has been assumed that there may be potential unsupported settlements in the 2024/25 school year.
- Staffing:
 - Staff levels have been reduced to align with the reduction in funding and reserves. Further reduction may be required, if funding is not increased to offset cost increase. This will be done to ensure a balanced budget.
 - The division is seeing an increase in support required by students and is concerned about the level of funding provided to support these needs through staffing in the future.

Significant Business and Financial Risks:

- Government Funding
 - Stabilization funding (\$4.3M) is expected to decrease by 25% over the next four years which will impact services provided to students.
 - The government is expecting an increase in revenues based on projections, which could potentially result in increased funding. However, if the province fails to meet these projections it could negatively impact funding as well.
- Enrolment:
 - If enrollment increases in September 2024 the division will be expected to support students with the same funding, as the division won't see an adjustment until the following school year. In addition, because of the Weighted Moving Average, the division also only see 50% of the funding for any new students.
 - There is always a level of uncertainty around enrollment projections.
- Inflation and Cost Escalations
 - Inflation and cost escalations are still very uncertain. The division could continue to see increased costs for many key items it needs to support student learning and division buildings. If costs continue to escalate this could be a risk to the division and budget adjustment may have to be made.
- The classroom complexity and rising mental health and wellness challenges will continue to escalate. These pressures have used up all the reserves the Division had, and going forward the funding needs to be realigned to meet the essential requirements

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
REVENUES			
Government of Alberta	\$ 73,989,304	\$76,034,135	\$73,262,121
Federal Government and First Nations	\$ 2,134,458	\$1,086,100	\$917,972
Property taxes	\$ -	\$0	\$0
Fees	\$ 2,050,106	\$1,940,675	\$1,962,267
Sales of services and products	\$ 240,146	\$189,904	\$352,898
Investment income	\$ 450,300	\$620,000	\$880,660
Donations and other contributions	\$ 467,059	\$121,450	\$452,949
Other revenue	\$ 190,641	\$55,706	\$434,339
TOTAL REVENUES	\$79,522,014	\$80,047,970	\$78,263,206
EXPENSES			
Instruction - ECS	\$ 3,715,751	\$3,716,986	\$3,360,815
Instruction - Grade 1 to 12	\$ 57,424,348	\$60,983,170	\$58,080,628
Operations & maintenance	\$ 10,461,258	\$10,536,442	\$10,448,613
Transportation	\$ 5,862,855	\$5,825,109	\$5,608,632
System Administration	\$ 2,886,363	\$2,842,693	\$2,958,978
External Services	\$ 417,338	\$359,762	\$335,069
TOTAL EXPENSES	\$80,767,913	\$84,264,162	\$80,792,735
ANNUAL SURPLUS (DEFICIT)	(\$1,245,899)	(\$4,216,192)	(\$2,529,529)

BUDGETED ALLOCATION OF EXPENSES (BY OBJECT)
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
EXPENSES			
Certificated salaries	\$ 31,578,934	\$35,129,694	\$34,167,040
Certificated benefits	\$ 8,139,784	\$8,318,174	\$7,962,321
Non-certificated salaries and wages	\$ 14,499,965	\$15,156,319	\$13,092,275
Non-certificated benefits	\$ 4,640,104	\$4,401,939	\$3,522,908
Services, contracts, and supplies	\$ 16,949,305	\$16,437,644	\$17,495,594
Capital and debt services			
Amortization of capital assets			
Supported	\$ 3,934,566	\$4,084,112	\$3,825,629
Unsupported	\$ 967,942	\$681,881	\$675,464
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ -	\$0	\$0
Other interest and finance charges	\$ 57,313	\$54,300	\$51,504
Losses on disposal of capital assets	\$ -	\$0	\$0
Other expenses	\$ -	\$100	\$0
TOTAL EXPENSES	\$80,767,913	\$84,264,162	\$80,792,735

**BUDGETED SCHEDULE OF PROGRAM OPERATIONS
for the Year Ending August 31**

REVENUES	Approved Budget 2024/2025							Actual Audited 2022/23
	Instruction		Operations and Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL
	ECS	Grade 1 to 12						
(1) Alberta Education	\$ 3,404,218	\$ 50,736,682	\$ 6,378,821	\$ 5,379,239	\$ 3,005,324	\$ 319,713	\$ 69,223,997	\$ 69,239,041
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 3,320,873	\$ -	\$ -	\$ -	\$ 3,320,873	\$ 2,931,823
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(4) Other - Government of Alberta	\$ -	\$ 1,404,334	\$ -	\$ -	\$ -	\$ -	\$ 1,404,334	\$ 1,089,657
(5) Federal Government and First Nations	\$ -	\$ 2,134,458	\$ -	\$ -	\$ -	\$ -	\$ 2,134,458	\$ 917,972
(6) Other Alberta school authorities	\$ -	\$ 40,100	\$ -	\$ -	\$ -	\$ -	\$ 40,100	\$ 1,600
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(10) Fees	\$ 201,560	\$ 1,400,930	\$ -	\$ 447,616	\$ -	\$ -	\$ 2,050,106	\$ 1,962,267
(11) Sales of services and products	\$ 384	\$ 197,480	\$ -	\$ -	\$ -	\$ 42,282	\$ 240,146	\$ 352,898
(12) Investment income	\$ -	\$ 396,300	\$ -	\$ 36,000	\$ 18,000	\$ -	\$ 450,300	\$ 880,660
(13) Gifts and donations	\$ -	\$ 200,262	\$ 133,090	\$ -	\$ -	\$ -	\$ 333,352	\$ 293,653
(14) Rental of facilities	\$ -	\$ 7,250	\$ 112,200	\$ -	\$ -	\$ -	\$ 119,450	\$ 71,997
(15) Fundraising	\$ -	\$ 133,707	\$ -	\$ -	\$ -	\$ -	\$ 133,707	\$ 159,296
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,483
(17) Other	\$ -	\$ -	\$ 15,848	\$ -	\$ -	\$ 55,343	\$ 71,191	\$ 298,859
(18) TOTAL REVENUES	\$ 3,606,162	\$ 56,651,503	\$ 9,960,832	\$ 5,862,855	\$ 3,023,324	\$ 417,338	\$ 79,522,014	\$ 78,263,206
EXPENSES								
(19) Certificated salaries	\$ 1,649,592	\$ 29,191,034	\$ -	\$ -	\$ 375,540	\$ 362,768	\$ 31,578,934	\$ 34,167,040
(20) Certificated benefits	\$ 262,944	\$ 7,762,409	\$ -	\$ -	\$ 59,861	\$ 54,570	\$ 8,139,784	\$ 7,962,321
(21) Non-certificated salaries and wages	\$ 1,246,543	\$ 9,761,865	\$ 1,981,203	\$ 174,140	\$ 1,336,214	\$ -	\$ 14,499,965	\$ 13,092,275
(22) Non-certificated benefits	\$ 389,186	\$ 3,188,024	\$ 606,965	\$ 51,404	\$ 404,525	\$ -	\$ 4,640,104	\$ 3,522,908
(23) SUB - TOTAL	\$ 3,548,265	\$ 49,903,332	\$ 2,588,168	\$ 225,544	\$ 2,176,140	\$ 417,338	\$ 58,858,787	\$ 58,744,544
(24) Services, contracts and supplies	\$ 167,486	\$ 7,066,507	\$ 3,388,619	\$ 5,632,311	\$ 694,382	\$ -	\$ 16,949,305	\$ 17,495,594
(25) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 3,934,566	\$ -	\$ -	\$ -	\$ 3,934,566	\$ 3,825,629
(26) Amortization of unsupported tangible capital assets	\$ -	\$ 409,509	\$ 393,575	\$ -	\$ 12,872	\$ -	\$ 815,956	\$ 523,480
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 151,986	\$ -	\$ -	\$ -	\$ 151,986	\$ 151,984
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(32) Other interest and finance charges	\$ -	\$ 45,000	\$ 4,344	\$ 5,000	\$ 2,969	\$ -	\$ 57,313	\$ 51,504
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) TOTAL EXPENSES	\$ 3,715,751	\$ 57,424,348	\$ 10,461,258	\$ 5,862,855	\$ 2,886,363	\$ 417,338	\$ 80,767,913	\$ 80,792,735
(36) OPERATING SURPLUS (DEFICIT)	\$ (109,589)	\$ (772,845)	\$ (500,426)	\$ -	\$ 136,961	\$ -	\$ (1,245,899)	\$ (2,529,529)

**BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31**

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
FEES			
TRANSPORTATION	\$447,616	\$431,204	\$726,546
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$0
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$2,390	\$3,945	\$2,150
Alternative program fees	\$205,350	\$260,250	\$219,722
Fees for optional courses	\$403,065	\$345,094	\$321,796
ECS enhanced program fees	\$110,700	\$105,400	\$151,370
Activity fees	\$553,945	\$451,037	\$217,238
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$327,040	\$343,745	\$320,987
Non-curricular goods and services	\$0	\$0	\$0
Non-curricular travel	\$0	\$0	\$0
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$2,050,106	\$1,940,675	\$1,959,808

PLEASE DO NOT USE "SCHOOL GENERATED FUNDS" AS A CATEGORY

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products" (rather than fee revenue). Note that this schedule should include only amounts collected from parents and so it may not agree with the Statement of Operations.	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
Cafeteria sales, hot lunch, milk programs	\$37,250	\$0	\$0
Special events	\$10,000	\$29,670	\$54,992
Sales or rentals of other supplies/services	\$89,160	\$50,239	\$172,136
International and out of province student revenue	\$0	\$0	\$4,240
Adult education revenue	\$7,000	\$9,800	\$4,480
Preschool	\$0	\$0	\$0
Child care & before and after school care	\$0	\$0	\$0
Lost item replacement fees	\$2,470	\$200	\$6,270
Other (describe) ATM fees	\$0	\$0	\$0
Other (describe) Fundraising	\$0	\$0	\$159,296
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other sales (describe here)	\$0	\$0	
Other (describe) Other sales (describe here)	\$0	\$0	
TOTAL	\$145,880	\$89,909	\$401,414

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)

for the Year Ending August 31

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	ACCUMULATED OPERATING SURPLUS/DEFICITS (2+3+4+7)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	ACCUMULATED SURPLUS FROM OPERATIONS (5+6)	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
						OPERATING RESERVES	CAPITAL RESERVES
Actual balances per AFS at August 31, 2023	\$17,731,659	\$6,742,997	\$0	\$7,569,561	\$4,440,598	\$3,128,963	\$3,419,101
2023/2024 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$4,216,192)			(\$4,216,192)	(\$4,216,192)		
Estimated board funded capital asset additions		\$794,901		\$0	\$0	\$0	(\$794,901)
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$4,511,589)		\$4,511,589	\$4,511,589		
Estimated capital revenue recognized - Alberta Education		\$377,691		(\$377,691)	(\$377,691)		
Estimated capital revenue recognized - Alberta Infrastructure		\$3,320,873		(\$3,320,873)	(\$3,320,873)		
Estimated capital revenue recognized - Other GOA		\$0		\$0	\$0		
Estimated capital revenue recognized - Other sources		\$148,938		(\$148,938)	(\$148,938)		
Budgeted amortization of ARO tangible capital assets		\$0		\$0	\$0		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - recognition		(\$151,986)		\$151,986	\$151,986		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0		
Estimated changes in Endowments	\$0		\$0	\$0	\$0		
Estimated unsupported debt principal repayment		\$0		\$0	\$0	\$0	\$0
Estimated reserve transfers (net)				(\$816,073)	(\$1,040,479)	\$224,406	\$816,073
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2024	\$13,515,467	\$6,721,825	\$0	\$3,353,369	(\$0)	\$3,353,369	\$3,440,273
2024/25 Budget projections for:							
Budgeted surplus(deficit)	(\$1,245,899)			(\$1,245,899)	(\$1,245,899)		
Projected board funded tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Projected board funded ARO tangible capital asset additions		\$550,000		\$0	\$0	\$0	(\$550,000)
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$4,750,522)		\$4,750,522	\$4,750,522		
Budgeted capital revenue recognized - Alberta Education		\$464,755		(\$464,755)	(\$464,755)		
Budgeted capital revenue recognized - Alberta Infrastructure		\$3,320,873		(\$3,320,873)	(\$3,320,873)		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$148,938		(\$148,938)	(\$148,938)		
Budgeted amortization of ARO tangible capital assets		(\$151,986)		\$151,986	\$151,986		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - recognition		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0		
Budgeted unsupported debt principal repayment		\$0		\$0	\$0		
Projected reserve transfers (net)				(\$500,000)	\$277,957	(\$777,957)	\$500,000
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2025	\$12,269,568	\$6,303,883	\$0	\$2,575,412	(\$0)	\$2,575,412	\$3,390,273

**SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES
for the Year Ending August 31**

	Unrestricted Surplus Usage			Operating Reserves Usage			Capital Reserves Usage		
	Year Ended			Year Ended			Year Ended		
	31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027
Projected opening balance	(\$0)	(\$0)	(\$0)	\$3,353,369	\$2,575,412	\$3,065,354	\$3,440,273	\$3,390,273	\$3,388,273
Projected excess of revenues over expenses (surplus only) Explanation	\$0	\$0	\$0						
Budgeted disposal of board funded TCA and ARO TCA Explanation	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense) Explanation	\$4,902,508	\$4,922,508	\$4,952,508		\$0	\$0			
Budgeted capital revenue recognized, including ARO assets amortization Explanation	(\$3,934,566)	(\$3,934,566)	(\$3,934,566)		\$0	\$0			
Budgeted changes in Endowments Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - recognition Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - remediation Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted unsupported debt principal repayment Explanation	\$0	\$0	\$0		\$0	\$0			
Projected reserves transfers (net) Unsupported amortization to capital reserves	\$277,957	(\$987,942)	(\$1,017,942)	(\$777,957)	\$489,942	\$300,000	\$500,000	\$498,000	\$717,942
Projected assumptions/transfers of operations Technology asset renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase in (use of) school generated funds Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
New school start-up costs Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Decentralized school reserves Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-recurring certificated remuneration Grid creep, net salary increases	(\$894,340)	\$0	\$0		\$0	\$0			
Non-recurring non-certificated remuneration (\$33,925)		\$0	\$0		\$0	\$0			
Non-recurring contracts, supplies & services Explanation	\$0	\$0	\$0		\$0	\$0			
Professional development, training & support Explanation	\$0	\$0	\$0		\$0	\$0			
Transportation Expenses Explanation	\$0	\$0	\$0		\$0	\$0			
Operations & maintenance Increased insurance costs - unsupported	\$0	\$0	\$0		\$0	\$0			
English language learners Explanation	\$0	\$0	\$0		\$0	\$0			
System Administration Explanation	\$0	\$0	\$0		\$0	\$0			
OH&S / wellness programs Explanation	\$0	\$0	\$0		\$0	\$0			
B & S administration organization / reorganization Explanation	\$0	\$0	\$0		\$0	\$0			
Debt repayment Explanation	\$0	\$0	\$0		\$0	\$0			
POM expenses Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-salary related programming costs (explain) Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - School building & land Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Technology Explanation	(\$317,634)	\$0	\$0		\$0	\$0			
Repairs & maintenance - Vehicle & transportation Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Administration building Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - POM building & equipment Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Other (explain) Explanation	\$0	\$0	\$0		\$0	\$0			
Capital costs - School land & building Explanation	\$0	\$0	\$0	\$0	\$0	\$0	(\$550,000)	\$0	\$0
Capital costs - School modernization Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Technology Technology asset renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Administration building Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$500,000)	(\$750,000)
Capital Costs - Furniture & Equipment Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Other Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building leases Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 1 - please use this row only if no other row is appropriate Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 2 - please use this row only if no other row is appropriate Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 3 - please use this row only if no other row is appropriate Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 4 - please use this row only if no other row is appropriate Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Estimated closing balance for operating contingency	(\$0)	(\$0)	(\$0)	\$2,575,412	\$3,065,354	\$3,365,354	\$3,390,273	\$3,388,273	\$3,356,215
Total surplus as a percentage of 2025 Expenses	7.39%	7.99%	8.32%						
ASO as a percentage of 2025 Expenses	3.19%	3.80%	4.17%						

DETAILS OF RESERVES AND MAXIMUM OPERATING RESERVE LIMIT EXEMPTION CRITERIA for the Year Ending August 31, 2024

This template is designed to provide information about your school jurisdiction's reserves and to assist you in determining if you need to submit a letter requesting an exemption to exceed the maximum limit of Operating Reserves to the Minister. It has been split in to two parts, exemptions (Row 20 - 45) and transfers between operating and capital reserves (Row 46 - 61).

As per the 2023/24 Funding Manual, a formal request for an exemption to exceed the 2023/24 maximum operating reserve must be approved by the board and submitted to the Minister. If a reserve request to exceed the limit is required, please submit your formal letter by November 30, 2024. This tab should be attached as a supplement to your formal request. School jurisdictions who are projecting their 2023/24 operating reserves to be over their 2023/24 maximum limit, which is based on the school jurisdiction's 2023/24 system administration percentage (3.2% to 5%), must complete Section A. These school jurisdictions will only require an exemption for the 2023/24 school year and not in the 2024/25 school year, assuming the balance is still below 6% in 2024/25. School jurisdictions projecting 2023/24 operating reserves to be over their maximum limit for 2023/24 AND the new 2024/25 limit of 6% of total expenses must complete both Section A and B, as they will need to demonstrate when operating reserves will be drawn down below 6% over the subsequent school years. School jurisdictions who are projecting to be below their maximum limit in 2023/24 are not required to complete Section A or B.

If your school jurisdiction is projecting to transfer between operating and capital reserves for the 2023/24 and/or 2024/25 school year, please complete the section under Row 46. The transfer amounts reported should agree with the 'AOS' tab. Please note that a letter requesting Ministerial approval is required to transfer from Capital to Operating Reserves.

PART 1: EXEMPTIONS

			Amount
Estimated Accumulated Surplus/(Deficit) from Operations as at Aug. 31, 2024			\$ 3,353,369
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)			\$ 578,787
Estimated 2023/24 Operating Reserves	3.43%		\$ 2,774,582
Maximum 2023/24 Operating Reserve Limit	3.77%		\$ 3,045,117
Estimated 2023/24 Operating Reserves Over Maximum Limit			\$ (270,534)

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2023/24 maximum: \$ (270,534)

Please note that this does not constitute as a Ministerial request for approval. An exemption request letter submitted to the Minister is still required for an exemption for the 2023/24 school year.

Not Applicable

SECTION B: (MAX LIMIT EXEMPTION CRITERIA)

If estimated 2023/24 operating reserves are greater than 6.0%, provide a detailed drawdown plan to illustrate how and when the reserve balance will be below 6.0%. However, if your 2023/24 operating reserve balance is 6.0% or greater, but you anticipate that the 2024/25 balance will be less than 6.0% or you do not plan to request an exemption, you are not required to complete Section B. Please indicate this in the response under Section A.

	2024/25	2025/26	2026/27		Additional Comments
Opening operating reserve balance	\$ 2,774,582	\$ 2,774,582	\$ 2,774,582		
[Itemized description for increase/(decrease) to reserves]					
[Itemized description for increase/(decrease) to reserves]					
[Itemized description for increase/(decrease) to reserves]					
[Itemized description for increase/(decrease) to reserves]					
[Itemized description for increase/(decrease) to reserves]					
	\$ 2,774,582	\$ 2,774,582	\$ 2,774,582		
	3.43%	3.43%	3.43%		

PART 2: TRANSFERS BETWEEN OPERATING AND CAPITAL RESERVES

Please report the projected amounts and detailed rationale for transfers between operating reserves and capital reserves for the 2023/24 and 2024/25 school year. The net transfer between operating and capital reserves should agree the amounts reported in the 'AOS' tab. (**Note: Ministerial approval is required to transfer from Capital to Operating Reserves**):

	2023-24		Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (816,073)		Transfer of unsupported amortization for asset replacement
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -		
Net Transfer Between Operating and Capital Reserves	\$ (816,073)		

	2024-25		Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (500,000)		Transfer of unsupported amortization for asset replacement
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -		
Net Transfer Between Operating and Capital Reserves	\$ (500,000)		

PROJECTED STUDENT STATISTICS
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS

Budgeted **Actual** **Actual**
2024/2025 **2023/2024** **2022/2023**
(Note 2)

Grades 1 to 12Eligible Funded Students:

Grades 1 to 9	3,565	3,584	3,604	Head count
Grades 10 to 12	1,095	1,045	986	Head count
Total	4,660	4,629	4,590	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	0.7%	0.8%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.

Other Students:

Total	32	40	37	Note 3
Total Net Enrolled Students	4,692	4,669	4,627	
Home Ed Students	10	14	20	Note 4
Total Enrolled Students, Grades 1-12	4,702	4,683	4,647	
Percentage Change	0.4%	0.8%		

Of the Eligible Funded Students:

Students with Severe Disabilities	215	210	65	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	354	338	280	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	562	524	566	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	-	-	1	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	562	524	567	
Program Hours	475	475	475	Minimum program hours is 475 Hours
FTE Ratio	0.500	0.500	0.500	Actual hours divided by 950
FTE's Enrolled, ECS	281	262	284	
Percentage Change	7.3%	-7.6%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.
Home Ed Students	-	-		Note 4
Total Enrolled Students, ECS	562	524	567	
Percentage Change	7.3%	-7.6%		

Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	149	134	144	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	89	88	9	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

NOTES:

- Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.
- Budgeted enrolment is to be based on best information available at time of the 2024/2025 budget report preparation.
- Other Grade 1 to 12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or AANDC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.
- Because they are funded separately, Home Education students are not included with total net enrolled students. Home Education Kindergartens, under ECS, do not apply to charter schools.

**PROJECTED STAFFING STATISTICS
FULL TIME EQUIVALENT (FTE) PERSONNEL**

CERTIFICATED STAFF	Budget 2024/25		Actual 2023/24		Actual 2022/23		Notes
	Total	Union Staff	Total	Union Staff	Total	Union Staff	
School Based	291	291	332	332	322	322	Teacher certification required for performing functions at the school level.
Non-School Based	10	8	12	10	8	8	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	300.6	298.6	343.8	341.8	329.5	329.5	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-12.6%		4.3%		-8.8%		Reduction in available reserves; reduction in one time deferred funding
If an average standard cost is used, please disclose rate:	111,067		-		-		
Student F.T.E. per certificated Staff	17.51164338		1514%		1582%		

Certificated Staffing Change due to:

Enrolment Change	-	-					If there is a negative change impact, the small class size initiative is to include any/all teachers retained.
Other Factors	(43)	-					Temporary and Probationary Contracts not renewed. Some attrition through retirements
Total Change	(43.2)	-					Year-over-year change in Certificated FTE

Breakdown, where total change is Negative:

Continuous contracts terminated	-	-					FTEs
Non-permanent contracts not being renewed	(36)	-					FTEs
Other (retirement, attrition, etc.)	(7)	-					Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
Total Negative Change in Certificated FTEs	(43.2)	-					

Please note that the information in the section below only includes Certificated Number of Teachers (not FTEs):

Certificated Number of Teachers

Permanent - Full time	224	222	225	223	211	211
Permanent - Part time	12	12	3	3	5	5
Probationary - Full time	34	34	45	45	32	32
Probationary - Part time	1	1	1	1	3	3
Temporary - Full time	23	23	69	69	67	67
Temporary - Part time	11	11	6	6	9	9

NON-CERTIFICATED STAFF

Instructional - Education Assistants	164	164	166	166	140	140	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	93	39	-	-	50	50	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	38	-	38	-	41	41	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	-	-	-	-	-	-	Bus drivers employed, but not contracted
Transportation - Other Staff	2	-	2	-	2	2	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	19	-	104	96	28	28	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	315.4	202.6	309.9	261.7	261.0	261.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	1.8%		18.7%		20.8%		

Explanation of Changes to Non-Certificated Staff:

Not Applicable - Less than 3% change

Additional Information

Are non-certificated staff subject to a collective agreement?

Some staff are.

Please provide terms of contract for 2023/24 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.

The current collective agreement expired August 2020, and is actively being negotiated.