

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2016**

[School Act, Sections 147(2)(b) and 276]

St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38

Legal Name of School Jurisdiction

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BOARD CHAIR

John Tomkinson

Name

"ORIGINAL SIGNED"

Signature

SUPERINTENDENT

Troy Davies

Name

"ORIGINAL SIGNED"

Signature

SECRETARY TREASURER or TREASURER

Jeanne Fontaine

Name

"ORIGINAL SIGNED"

Signature

**Certified as an accurate summary of the year's budget as approved by the Board
of Trustees at its meeting held on** June 24, 2015 .

Date

Version: 150630

c.c. Alberta Education
c/o Robert Mah, Financial Reporting & Accountability Branch
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Color coded cells:

blue cells: require the input of data/descriptors wherever applicable.	grey cells: data not applicable - protected
salmon cells: contain referenced juris. information - protected	white cells: within text boxes REQUIRE the input of points and data.
green cells: populated based on information previously submitted	yellow cells: for Alberta Education use only

HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2015/2016 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:

Enrolment:

3% projected student enrolment increase
 Addition of Grade 7 at Academie Saint-Andre Academy

Revenue:

1.8% Basic Instruction grant rate increase
 2% ECS - Grade 3 Class Size Initiative rate increase
 0% rate increase for all other provincial grants
 Addition of Full-time Kindergarten fees

Expenses:

3% teacher salary increase (2% of grid + 1% lump sum) as per GOA/ATA Framework Agreement
 2% increase Non-Certificated Staff salary
 1.9% increase in teacher staff over 2014-15
 Anticipated deficit in Operations & Maintenance of \$525,000
 Anticipated deficit in Transportation of \$238,500

Significant Business and Financial Risks:

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2015/2016	Fall Budget Update 2014/2015	Actual 2013/2014
REVENUES			
Alberta Education	\$33,381,986	\$32,352,506	\$29,892,437
Other - Government of Alberta	\$561,348	\$606,318	\$575,547
Federal Government and First Nations	\$1,143,103	\$1,220,018	\$1,205,568
Other Alberta school authorities	\$0	\$0	\$1,969
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$3,900,000	\$3,700,000	\$3,872,878
Fees	\$855,882	\$779,354	\$863,710
Other sales and services	\$1,160,500	\$1,051,020	\$1,261,101
Investment income	\$35,000	\$35,000	\$47,831
Gifts and donations	\$72,438	\$82,763	\$71,153
Rental of facilities	\$34,300	\$34,300	\$33,720
Fundraising	\$100,000	\$100,000	\$101,449
Gains on disposal of capital assets	\$0	\$0	\$12,810
Other revenue	\$0	\$0	\$0
TOTAL REVENUES	\$41,244,557	\$39,961,279	\$37,940,173
EXPENSES			
Instruction - Early Childhood Services	\$1,457,380	\$1,313,638	\$1,312,006
Instruction - Grades 1-12	\$30,345,557	\$29,178,568	\$27,576,183
Plant operations & maintenance	\$6,248,428	\$6,518,921	\$5,928,347
Transportation	\$1,090,345	\$1,077,127	\$898,452
Administration	\$1,885,759	\$1,959,471	\$1,810,674
External Services	\$422,000	\$440,500	\$358,464
TOTAL EXPENSES	\$41,449,469	\$40,488,225	\$37,884,126
ANNUAL SURPLUS (DEFICIT)	(\$204,912)	(\$526,946)	\$56,047

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

	Approved Budget 2015/2016	Fall Budget Update 2014/2015	Actual 2013/2014
EXPENSES			
Certificated salaries	\$19,445,123	\$18,340,066	\$17,106,622
Certificated benefits	\$3,991,950	\$3,741,015	\$4,014,365
Non-certificated salaries and wages	\$6,069,350	\$5,797,473	\$5,772,891
Non-certificated benefits	\$1,228,149	\$1,250,526	\$1,285,468
Services, contracts, and supplies	\$7,555,125	\$8,291,475	\$7,005,840
Capital and debt services			
Amortization of capital assets			
supported	\$2,672,174	\$2,632,344	\$2,261,014
unsupported	\$297,063	\$321,291	\$244,772
Interest on capital debt			
supported	\$71,635	\$71,635	\$71,635
unsupported	\$25,400	\$25,400	\$17,425
Other interest and finance charges	\$3,500	\$3,500	\$13,995
Losses on disposal of capital assets	\$0	\$0	\$0
Other expense	\$90,000	\$13,500	\$90,099
TOTAL EXPENSES	\$41,449,469	\$40,488,225	\$37,884,126

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2015/2016	Fall Budget Update 2014/2015	Actual 2013/2014
FEES			
Transportation fees	\$120,000	\$103,000	\$95,625
Basic instruction supplies, text book rental, material fees	\$520,836	\$596,556	\$688,935
Technology user fees	\$0	\$0	\$0
Alternative program fees	\$52,000	\$44,500	\$49,500
Fees for optional courses	\$72,416	\$1,339	\$0
Fees for students from other boards	\$0	\$0	\$0
Tuition fees (international & out of province)	\$11,200	\$11,200	\$11,200
Kindergarten & preschool	\$79,430	\$22,759	\$18,450
Extracurricular fees	\$0	\$0	\$0
Field trips	\$0	\$0	\$0
Lunch supervision fees	\$0	\$0	\$0
Other (describe)*	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
TOTAL FEES	\$855,882	\$779,354	\$863,710

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

Please disclose amounts paid by parents of students that are recorded as "Other sales and services" or "Other revenue" (rather than fee revenue):	Approved Budget 2015/2016
Optional non-study programs	\$11,000
Optional extracurricular participation	\$48,000
Student travel	\$73,500
Sales or rentals of other supplies/services	\$105,000
Other (describe) Kindercare/Before and After School Care	\$165,000
Other (describe) Preschool	\$121,000
Other (describe) Canteen/Vending/Hot Lunch	\$176,500
Other (describe)	
Other (describe)	\$0
TOTAL	\$700,000

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 (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, 2014	\$6,730,613	\$4,108,198	\$0	\$2,322,415	\$449,124	\$1,873,291	\$300,000
2014/2015 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$527,000)			(\$527,000)	(\$527,000)		
Estimated Board funded capital asset additions		\$109,000		(\$109,000)	(\$109,000)	\$0	\$0
Estimated Disposal of unsupported tangible capital assets	(\$135,335)	(\$294,678)		\$159,343	\$159,343		\$0
Estimated amortization of capital assets (expense)		(\$2,937,955)		\$2,937,955	\$2,937,955		
Estimated capital revenue recognized - Alberta Education		\$2,182,190		(\$2,182,190)	(\$2,182,190)		
Estimated capital revenue recognized - Other GOA		\$425,191		(\$425,191)	(\$425,191)		
Estimated capital revenue recognized - Other sources		\$24,963		(\$24,963)	(\$24,963)		
Estimated changes in Endowments	\$0		\$0	\$0	\$0		
Estimated Unsupported debt principal repayment		\$81,504		(\$81,504)	(\$81,504)		
Estimated reserve transfers (net)				\$0	\$0	\$0	\$0
Estimated Assumptions/Transfers of Operations (Explain)	\$0	\$0	\$0	\$0	\$908,291	(\$908,291)	\$0
Estimated Balances for August 31, 2015	\$6,068,278	\$3,698,413	\$0	\$2,069,865	\$1,104,865	\$965,000	\$300,000
2015/2016 Budget projections for:							
Budgeted surplus(deficit)	(\$204,912)			(\$204,912)	(\$204,912)		
Projected Board funded capital asset additions		\$200,000		(\$100,000)	(\$100,000)	\$0	(\$100,000)
Budgeted Disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted Amortization of capital assets (expense)		(\$2,969,237)		\$2,969,237	\$2,969,237		
Budgeted capital revenue recognized - Alberta Education		\$2,222,020		(\$2,222,020)	(\$2,222,020)		
Budgeted capital revenue recognized - Other GOA		\$425,191		(\$425,191)	(\$425,191)		
Budgeted capital revenue recognized - Other sources		\$24,963		(\$24,963)	(\$24,963)		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0		
Budgeted Unsupported debt principal repayment		\$81,504		(\$81,504)	(\$81,504)		
Projected reserve transfers (net)				(\$100,000)	(\$100,000)	\$0	\$100,000
Projected Assumptions/Transfers of Operations (Explain)	\$0	\$0	\$0	\$0	\$205,000	(\$205,000)	\$0
Projected Balances for August 31, 2016	\$5,863,366	\$3,682,854	\$0	\$1,880,512	\$1,120,512	\$760,000	\$300,000

Reduction in A.S.O.: Please provide an explanation as to use of A.S.O. on Pages 9 (ASO) and 10 (ASO Use)

ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS SUMMARY- 2014/2015 BUDGET REPORT

The following explains the anticipated changes to each component of the Accumulated Operating Surplus for 2014/2015 and provides detail on planned additions to unsupported capital. Additional space is provided on Page 6. The anticipated use of Unrestricted Surplus and Operating Reserves for 2015/2016 should be explained on Page 9 and detailed on 10 by cost object and program.

**Reason for expected changes in Investment in Tangible Capital Assets and Endowments as well as intended uses of Operating and Capital Reserves:
2014/2015 (Additional space provided on the next page)**

Reasons for changes in Investment in Tangible Capital Assets (i.e. supported tangible capital asset acquisitions or material dispositions):

Disposal of three trailers used to provide interim teaching space at the temporary elementary school in Beaumont, AB, while waiting for new school to open.

**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS
for the Year Ending August 31**

The following explains the anticipated changes to each component of AOS for 2014/2015 and 2015/2016 and provides detail on the planned additions to unsupported capital. The anticipated use of Unrestricted Surplus and Operating Reserves should be explained on Page 9 and detailed on Page 10.

Reason for expected changes in Investment in Tangible Capital Assets and Endowments as well as the intended uses of the balances remaining for Unrestricted Surplus, Operating Reserves and Capital Reserves as at August 31, 2016.

2014/2015

Reasons for changes in Investment in Tangible Capital Assets (i.e. supported tangible capital asset acquisitions or material dispositions):

-- *Disposal of three trailers used to provide interim teaching space at the temporary elementary school in Beaumont, AB, while waiting for new school to open*

Other information related to changes in AOS for the 2014/2015 budget year:

-- *Previously restricted operating reserves of \$511,322 for moving of modulars no longer required*

-- *Restricted operating reserves as follows:*

\$460,000 Anticipated Targeted School Generated Funds

\$205,000 projected deferred School Operating Reserves

\$300,000 Emergent O&M Maintenance Reserve

-- *Restricted Capital Reserves of \$300,000 for Board and System Administration Building Maintenance*

-- *To build and maintain a financially prudent Unrestricted Operating Reserve of approximately 2.5% of expenses (5 operational days). (ASBOA and ASBA recommends a reserve between 2 - 8%)*

2015/2016

Reasons for changes in Investment in Tangible Capital Assets (i.e. supported tangible capital asset acquisitions or material dispositions):

-- *Normal value depreciation of existing assets.*

Planned Uses for remaining Unrestricted Surplus, Operating Reserves, and Capital Reserves (including time frame) after August 31, 2016:

-- *To use the Restricted Operating Reserves as follows:*

\$300,000 for O&M Emergency Maintenance Purposes

\$460,000 in Anticipated Targeted School Generated Funds

-- *To maintain \$300,000 in Restricted Capital Reserves for Board and System Administration Building Maintenance.*

-- *To maintain a financially prudent Unrestricted Operating Reserve of approximately 2.5% of expenses (5 operational days). (ASBOA and ASBA recommends a reserve between 2 - 8%)*

Other Information related to changes in AOS for the budgeted 2015/2016 budget year:

-- *The School Division will be reviewing the practice of carrying forward unspent school designated expenses in 2015-2016*

**PROJECTED STUDENT STATISTICS
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS**

	Budgeted 2015/2016 (Note 2)	Actual 2014/2015	Actual 2013/2014	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	2,689	2,598	2,443	Head count
Grades 10 to 12	417	401	369	Note 3
Total	3,106	2,999	2,812	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	3.6%	6.7%		
Other Students:				
Total	113	102	233	Note 4
Total Net Enrolled Students	3,219	3,101	3,045	
Home Ed and Blended Program Students	-	-	-	Note 5
Total Enrolled Students, Grades 1-12	3,219	3,101	3,045	
Percentage Change	3.8%	1.8%		
Of the Eligible Funded Students:				
Severely Disabled Students served	81	78	88	Total eligible funded severely disabled student FTEs; including Code 40s (excluding Code 47s).

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	426	438	434	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	426	439	434	
Program Hours	500	500	500	Minimum: 475 Hours
FTE Ratio	0.526	0.526	0.526	Actual hours divided by 950
FTE's Enrolled, ECS	224	231	228	
Percentage Change	-3.0%	1.2%		
Of the Eligible Funded Children:				
Severely Disabled Children served	33	34	26	Total eligible funded severely disabled children FTEs, including Code 40 children in program units.

NOTES:

- 1) Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.
- 2) Budgeted enrolment is to be based on best information available at time of the 2014/2015 budget report preparation.
- 3) The # of FTE grade 10-12 students is determined by taking the total # of students' credits / 35; where 35 CEU's = 1 FTE.
- 4) Other Grade 1-12 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 INAC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.
- 5) Because they are funded separately, Home Education students are not included with total net enrolled students. In the blended program, funding per student is pro-rated on the percentage of the student's program which is taken at school and at home; home education students are assigned a weighting of 0.25 FTE for base funding.

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

	Budgeted 2015/2016	Actual 2014/2015	Fall Budget 2014/2015	Actual 2013/2014	Notes
<u>CERTIFICATED STAFF</u>					
School Based	196.1	190.2	192.4	180.4	Teacher certification required for performing functions at the school level.
Non-School Based	6.0	6.0	6.0	6.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	202.1	196.2	198.4	186.4	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
<i>Explanation required where change unrelated to enrolment</i>	3.0%	5.3%	6.4%		
<i>Percentage change from Fall Budget</i>	1.9%				
Is an average standard cost used to derive certificated salaries?	Yes				
If an average standard cost is used, please disclose rate:	\$ 89,996				
Explanation of Changes:					
<u>NON-CERTIFICATED STAFF</u>					
Instructional	91.0	91.5	95.5	81.1	Personnel providing instruction support for schools under 'Instruction' program areas.
Plant Operations & Maintenance	30.3	28.1	28.1	23.5	Personnel providing support to maintain school facilities
Transportation	0.5	0.5	0.5	-	Personnel providing direct support to the transportation of students to and from school
Other Non-Instructional	23.3	21.9	22.5	27.4	Personnel in Board & System Admin. and External service areas.
Total Non-Certificated Staff FTE	145.1	142.0	146.6	132.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	2.2%	7.6%	11.1%		
<i>Percentage change from Fall Budget</i>	-1.0%				
Explanation of Changes:					
Awaiting confirmation of PUF approved student numbers.					
Additional Information					
Are non-certificated staff subject to a collective agreement?	No				
Please provide terms of contract for 2015/16 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.					

UTILIZATION OF ACCUMULATED SURPLUS FROM OPERATIONS
for the Year Ending August 31

Where boards anticipate a decline in Accumulated Surplus in Operations on Page 5 (AOS) during the 2015/16 school year, please identify the justification for the use of these reserves. Document each cost on Page 10 (ASO Use), "Detailed Breakdown for the Budgeted Utilization of Accumulated Surplus from Operations for the Year Ended August 31, 2016."

- *Anticipated Use of Deferred Unspent School Operations Budget from 2014-2015*
- *Amortization of Unsupported Capital Assets*
- *Repaving of Central Office Parking Lot*
- *Transfer to replenish Capital Reserves*
- *Annual repayment of Capital Loan for Central Office Building (Repayment complete 2020)*

**DETAILED BREAKDOWN FOR THE BUDGETED UTILIZATION OF ACCUMULATED SURPLUS FROM OPERATIONS
for the Year Ending August 31, 2016**

					Expected Cost
Explanation	Recurring? ¹	Capital? ²	Program ³	Object ⁴	
1 Repaving of Central Office Parking Lot	One-Time	Capital	Administration	Amortization - Unsupported	\$100,000
2 Use of Deferred Unspent School Operations Budget from 2014-2015	One-Time	Operating	Instruction - Gr 1- 12	Other expense	\$204,912
3 Amortization of Unsupported Capital Assets	Recurring	Capital	P.O.M.	Amortization - Unsupported	(\$297,063)
4 Transfer to replenish Capital Reserves	One-Time	Capital	Administration	Amortization - Unsupported	\$100,000
5 Annual repayment of Capital Loan for Central Office Building	Recurring	Capital	Administration	Amortization - Unsupported	\$81,504
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
11					\$0
12					\$0
13					\$0
14					\$0
15					\$0
16					\$0
17					\$0
18					\$0
19					\$0
20					\$0
21					\$0
22					\$0
23					\$0
24					\$0
25					\$0
Use Of A.S.O. for Budget Year 2015/2016					\$189,353
Unexplained Reduction of A.S.O. (Cannot be more than \$10,000)					\$0
1. Use drop-down menu: If expense is recurring, indicate how the project will be funded in the future. 2. Use drop-down menu: Capital items should be funded through capital reserves, if available. 3. Use drop-down menu: If expenditure represents an "Operating" expense, indicate to which Program this item was included on the Budgeted Statement of Operations. 4. Use drop-down menu: If expenditure represents an "Operating" expense, indicate to which Expenditure Object this item was included on the Budgeted Allocation of Expenses (by Object).					