

# BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2019

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

**0020 St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38**

**Legal Name of School Jurisdiction**

4906-50 Avenue Leduc AB T9E 6W9; 780-986-2500; edward.latka@starcatholic.ab.ca

**Contact Address, Telephone & Email Address**

### BOARD CHAIR

M. Lamer

Name



Signature

### SUPERINTENDENT

C. Bouchard

Name

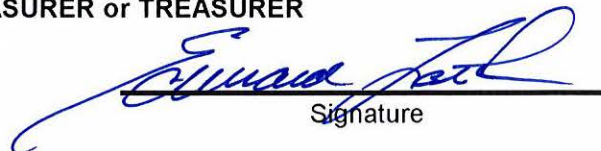


Signature

### SECRETARY TREASURER or TREASURER

E. Latka

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 16, 2018**

Date

Version: 170615

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: to be completed when yellow only.

### HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2018/2019 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:**

- Projected 3.5% student enrolment increase over 2017-2018 (grades 1- 12); 2.6% increase in funded enrolments
- Funding provided for growth
- Standard Cost of Certificated Staff remain unchanged from previous year, absorbing movement on pay grids through more precise calculations to avoid future unexpended funds
- Utilizing \$616,000 of Instruction Block Funds and redirecting \$102,000 of administration allocations to meet Plant Operations and Maintenance Costs,
- \$400,000 budgeted in annual Technological Evergreening
- \$166,000 of funding for the Nutrition Program was announced by the Province, and included in the Budget Report
- \$544,400 has been directed by the province towards a Classroom Improvement Fund (CIF) which has specific stipulations including submission of a proposal from the Division, subject to Ministry Approval. An estimate of \$528,000 was included in this budget report.
- Fee Revenues have been reviewed internally and have deemed to comply with Bill 1, and the resultant fee regulations. Alberta Education will review school fee schedules and determine final compliance

#### **Significant Business and Financial Risks:**

- Provincial Bargaining of central and specific items has begun. Funding for the concluded agreement is not determined and may have financial implications for the School Division of unknown scope.

**BUDGETED STATEMENT OF OPERATIONS**  
for the Year Ending August 31

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual Audited 2016/2017
<b>REVENUES</b>			
Alberta Education	\$40,549,230	\$40,274,586	\$37,533,889
Other - Government of Alberta	\$60,745	\$155,028	\$524,858
Federal Government and First Nations	\$678,288	\$795,684	\$982,345
Other Alberta school authorities	\$10,150	\$10,150	\$12,412
Out of province authorities		\$0	\$0
Alberta Municipalities-special tax levies		\$0	\$0
Property taxes	\$4,600,000	\$4,600,000	\$4,615,991
Fees	\$578,247	\$557,524	\$988,120
Other sales and services	\$593,132	\$523,700	\$647,226
Investment income	\$37,000	\$37,000	\$58,014
Gifts and donations	\$46,975	\$46,975	\$70,834
Rental of facilities	\$29,800	\$29,800	\$60,704
Fundraising	\$90,000	\$90,000	\$94,028
Gains on disposal of capital assets		\$0	\$6,000
Other revenue		\$0	\$0
<b>TOTAL REVENUES</b>	\$47,273,567	\$47,120,447	\$45,594,421
<b>EXPENSES</b>			
Instruction - Early Childhood Services	\$1,253,258	\$1,683,309	\$1,327,145
Instruction - Grades 1-12	\$35,168,573	\$34,912,306	\$31,891,471
Plant operations & maintenance	\$7,543,040	\$7,862,275	\$8,064,573
Transportation	\$1,448,075	\$1,392,454	\$1,279,598
Administration	\$1,986,884	\$2,042,278	\$2,058,890
External Services	\$382,476	\$357,369	\$365,603
<b>TOTAL EXPENSES</b>	\$47,782,306	\$48,249,991	\$44,987,280
<b>ANNUAL SURPLUS (DEFICIT)</b>	(\$508,739)	(\$1,129,544)	\$607,141

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

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual Audited 2016/2017
<b>EXPENSES</b>			
Certificated salaries	\$22,857,197	\$22,566,585	\$20,455,699
Certificated benefits	\$5,211,688	\$5,024,588	\$4,656,439
Non-certificated salaries and wages	\$7,687,230	\$7,752,361	\$7,040,803
Non-certificated benefits	\$1,462,014	\$1,740,656	\$1,555,390
Services, contracts, and supplies	\$7,495,198	\$8,096,657	\$7,605,175
<b>Capital and debt services</b>			
<b>Amortization of capital assets</b>			
Supported	\$2,746,685	\$2,746,685	\$3,330,938
Unsupported	\$296,999	\$286,402	\$297,275
<b>Interest on capital debt</b>			
Supported	\$4,395	\$15,157	\$0
Unsupported	\$17,400	\$17,400	\$8,783
Other interest and finance charges	\$3,500	\$3,500	\$36,778
Losses on disposal of capital assets		\$0	\$0
Other expenses		\$0	\$0
<b>TOTAL EXPENSES</b>	\$47,782,306	\$48,249,991	\$44,987,280

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

	<b>Approved Budget 2018/2019</b>	<b>Fall Budget Update 2017/2018</b>	<b>Actual 2016/2017</b>
<b>FEES</b>			
<b>TRANSPORTATION</b>	\$127,000	\$111,000	\$116,400
<b>BASIC INSTRUCTION SUPPLIES (Instructional supplies, &amp; materials)</b>	\$8,081	\$10,210	\$232,452
<b>LUNCHROOM SUPERVISION &amp; NOON HOUR ACTIVITY FEES</b>	\$0	\$0	\$0
<b>FEES TO ENHANCE BASIC INSTRUCTION</b>			
Technology user fees	\$5,551	\$2,683	\$0
Alternative program fees	\$78,365	\$75,510	\$104,490
Fees for optional courses	\$95,002	\$91,764	\$122,532
ECS enhanced program fees	\$53,581	\$67,801	\$49,788
<b>ACTIVITY FEES</b>	\$95,876	\$88,334	\$0
Other fees to enhance education      Optional sports activities related to curriculum	\$64,309	\$35,919	\$123,271
<b>NON-CURRICULAR FEES</b>			
Extra-curricular fees	\$30,527	\$34,962	\$136,428
Non-curricular goods and services	\$19,898	\$19,668	\$0
<b>NON-CURRICULAR TRAVEL</b>	\$0	\$0	\$90,635
<b>OTHER FEES</b> Bood Repairs	\$57	\$19,673	\$12,124
<b>TOTAL FEES</b>	\$578,247	\$557,524	\$988,120

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

<b>Please disclose amounts paid by parents of students that are recorded as "Other sales and services" (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.</b>	<b>Approved Budget 2018/2019</b>	<b>Fall Budget Update 2017/2018</b>	<b>Actual 2016/2017</b>
Cafeteria sales, hot lunch, milk programs	\$102,500	\$50,000	\$228,054
Special events	\$57,328	\$0	\$46,989
Sales or rentals of other supplies/services	\$0	\$3,600	\$65,759
Out of district unfunded student revenue	\$0	\$0	\$0
International and out of province student revenue	\$0	\$0	\$11,200
Adult education revenue	\$0	\$0	\$0
Preschool	\$128,304	\$116,000	\$0
Child care & before and after school care	\$305,000	\$316,600	\$214,213
Lost item replacement fees	\$0	\$0	\$0
Bulk supply sales	\$0	\$0	\$0
Other (describe)      Other sales (describe here)	\$0	\$0	\$132,640
Other (describe)      Other sales (describe here)	\$0	\$0	\$0
Other (describe)      Other sales (describe here)	\$0	\$0	\$0
Other (describe)      Other sales (describe here)	\$0	\$0	\$0
Other (describe)      Other sales (describe here)	\$0	\$0	\$0
<b>TOTAL</b>	\$593,132	\$486,200	\$698,855

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

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	Explanation of Other Costs (Column "(C)")	Other Costs (Explain under (B))* 2018/2019	Entry Fees and Admissions 2018/2019	Transportation Component 2018/2019	Supplies & Materials** 2018/2019	Total 2018/2019
<b>FEES</b>						
	TRANSPORTATION	\$0	\$0	\$127,000	\$0	\$127,000
	BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$0	\$8,081	\$8,081
	LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0	\$0	\$0
<b>FEES TO ENHANCE BASIC INSTRUCTION</b>						
	Technology user fees	\$0	\$0	\$0	\$5,551	\$5,551
	Alternative program fees Sport coach specialists	\$54,856	\$23,510	\$0		\$78,365
	Fees for optional courses	\$0	\$0	\$0	\$95,002	\$95,002
	ECS enhanced program fees Staffing and other costs related to full-time ECS	\$53,581	\$0	\$0	\$0	\$53,581
	<b>ACTIVITY FEES</b>	\$0	\$38,350	\$57,526	\$0	\$95,876
	Other fees to enhance education	\$0	\$25,724	\$38,585	\$0	\$64,309
<b>NON-CURRICULAR FEES</b>						
	Extra-curricular fees	\$0	\$18,316	\$12,211		\$30,527
	Non-curricular goods and services	\$0	\$0	\$0	\$19,898	\$19,898
	<b>NON-CURRICULAR TRAVEL</b>	\$0	\$0	\$0	\$0	\$0
<b>OTHER FEES***</b>						
	Replacement of Recorder/Book	\$0	\$0	\$0	\$57	\$57
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
	<b>TOTAL FEES</b>	<b>\$108,437</b>	<b>\$105,900</b>	<b>\$235,322</b>	<b>\$128,589</b>	<b>\$578,247</b>

\*\*Supplies and Materials represent consumables (one-time use such as paper), reusable supplies, equipment rental, workbooks).

\*\*\*Describe purpose of other fees. DO NOT use blanket names such as "Kindergarten", "Instructional Fees", "School Division Fees", "Registration Fees", etc.

\*\*\*Use Other Fees only for fees which do not meet predefined categories as described on Pages 14 & 15 of the Budget Guidelines 2018/2019

**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
<b>Actual balances per AFS at August 31, 2017</b>	\$8,027,236	\$3,912,504	\$0	\$3,368,732	\$702,818	\$2,665,914	\$746,000
<b>2017/2018 Estimated impact to AOS for:</b>							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$1,129,544)			(\$1,129,544)	(\$1,129,544)		
Estimated board funded capital asset additions		\$859,367		(\$659,367)	(\$659,367)	\$0	(\$200,000)
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$3,033,087)		\$3,033,087	\$3,033,087		
Estimated capital revenue recognized - Alberta Education		\$2,746,685		(\$2,746,685)	(\$2,746,685)		
Estimated capital revenue recognized - Other GOA		\$0		\$0	\$0		
Estimated capital revenue recognized - Other sources		\$0		\$0	\$0		
Estimated changes in Endowments	\$0		\$0	\$0	\$0		
Estimated unsupported debt principal repayment		\$39,829		(\$39,829)	(\$39,829)		
Estimated reserve transfers (net)				\$0	\$1,595,278	(\$1,595,278)	\$0
Estimated assumptions/transfers of operations (explain)	\$0	\$0	\$0	\$0			\$0
<b>Estimated Balances for August 31, 2018</b>	\$6,897,692	\$4,525,298	\$0	\$1,826,394	\$755,758	\$1,070,636	\$546,000
<b>2018/2019 Budget projections for:</b>							
Budgeted surplus(deficit)	(\$508,739)			(\$508,739)	(\$508,739)		
Projected board funded capital asset additions		\$400,000		(\$400,000)	(\$400,000)	\$0	\$0
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$3,043,684)		\$3,043,684	\$3,043,684		
Budgeted capital revenue recognized - Alberta Education		\$2,746,685		(\$2,746,685)	(\$2,746,685)		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$0		\$0	\$0		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0		
Budgeted unsupported debt principal repayment		\$39,829		(\$39,829)	(\$39,829)		
Projected reserve transfers (net)				\$0	\$675,049	(\$675,049)	\$0
Projected assumptions/transfers of operations (explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Projected Balances for August 31, 2019</b>	\$6,388,953	\$4,668,128	\$0	\$1,174,824	\$779,237	\$395,587	\$546,000

**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-2019	31-Aug-2020	31-Aug-2021	31-Aug-2019	31-Aug-2020	31-Aug-2021	31-Aug-2019	31-Aug-2020	31-Aug-2021
<b>Projected opening balance</b>	\$755,758	\$779,237	\$779,237	\$1,070,636	\$395,587	\$219,705	\$546,000	\$546,000	\$346,000
<b>Projected excess of revenues over expenses (surplus only)</b>	\$0								
<b>Budgeted disposal of unsupported tangible capital assets</b>	\$0						\$0		
<b>Budgeted amortization of capital assets (expense)</b>	\$3,043,684								
<b>Budgeted capital revenue recognized</b>	(\$2,746,685)								
<b>Budgeted changes in Endowments</b>	\$0								
<b>Budgeted unsupported debt principal repayment</b>	(\$39,829)								
<b>Projected reserves transfers (net)</b>	\$675,049			(\$675,049)			\$0	\$0	\$0
<b>Projected assumptions/transfers of operations</b>	\$0			\$0			\$0		
<b>Increase in (use of) school generated funds</b>									
<b>New school start-up costs</b>									
<b>Decentralized school reserves</b>	(\$468,683)								
<b>Non-recurring certificated remuneration</b>									
<b>Non-recurring non-certificated remuneration</b>									
<b>Non-recurring contracts, supplies &amp; services</b>					(\$175,882)				
<b>Professional development, training &amp; support</b>									
<b>Salary negotiation expenses</b>									
<b>Full-day kindergarten</b>									
<b>English language learners</b>									
<b>First nations, Metis, Inuit</b>									
<b>OH&amp;S / wellness programs</b>									
<b>B &amp; S administration organization / reorganization</b>									
<b>Debt repayment</b>									
<b>Fort McMurray wild fire related costs (unfunded)</b>								\$0	\$0
<b>Non-salary related programming costs (explain)</b>									
<b>Repairs &amp; maintenance - School building &amp; land</b>	(\$40,056)								
<b>Repairs &amp; maintenance - Technology</b>									
<b>Repairs &amp; maintenance - Vehicle &amp; transportation</b>									
<b>Repairs &amp; maintenance - Administration building</b>									
<b>Repairs &amp; maintenance - POM building &amp; equipment</b>									
<b>Repairs &amp; maintenance - Other (explain)</b>									
<b>Capital costs - School land &amp; building</b>								(\$100,000)	
<b>Capital costs - School modernization</b>									
<b>Capital costs - School modular &amp; additions</b>									
<b>Capital costs - School building partnership projects</b>									
<b>Capital costs - Technology</b>	(\$400,000)								
<b>Capital costs - Vehicle &amp; transportation</b>									
<b>Capital costs - Administration building</b>									
<b>Capital costs - POM building &amp; equipment</b>									
<b>Capital costs - Other</b>	\$0			\$0			\$0	(\$100,000)	
<b>Building leases</b>									
<b>Estimated closing balance for operating contingency</b>	\$779,237	\$779,237	\$779,237	\$395,587	\$219,705	\$219,705	\$546,000	\$346,000	\$346,000
	Out of Balance								
Total surplus as a percentage of 2019 Expenses	3.60%	2.81%	2.81%						
ASO as a percentage of 2019 Expenses	2.46%	2.09%	2.09%						

**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY DETAIL)**  
**for the Year Ending August 31**

The following provides further explanation of the anticipated changes to each component of AOS for the 2017/2018, 2018/2019, 2019/2020, and 2020/2021 years as outlined on pages 6 and 7. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds to August 31, 2020. Note that unrestricted surplus, operating reserves, and/or capital reserves should include the jurisdiction's contingency for unexpected or emergent issues.

**Additional detail on uses of Accumulated Operating Surplus:**

**2017/2018**

Provide an explanation of material changes from the fall budget update originally submitted in November, 2017 for annual operating surplus (deficit), capital acquisitions, endowments, and/or other changes affecting unrestricted surplus, operating reserves, and capital reserves.

**\$200,000 of capital reserves allocated to leasehold improvements for relocation of Outreach School by September 1, 2018.**

**2018/2019**

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

**Projected draw down of operating reserves includes:**

- **School Operating Reserves: \$562,500 for various one-time supports**
- **Other Instructional Operating Reserves: \$112,500 for 2nd year pilot project for a Learning Coach-Educational Technology.**

**Utilization of \$40,100 in UNA to support expenditures in PO&M operations**



**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY DETAIL)  
for the Year Ending August 31**

The following provides further explanation of the anticipated changes to each component of AOS for the 2017/2018, 2018/2019, 2019/2020, and 2020/2021 years as outlined on pages 6 and 7. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds to August 31, 2020. Note that unrestricted surplus, operating reserves, and/or capital reserves should include the jurisdiction's contingency for unexpected or emergent issues.

**Additional detail on uses of Accumulated Operating Surplus:****2019/2020**

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

**Utilization of \$175,900 in decentralized school operating reserves for furniture and equipment purchases.**

**Utilization of \$100,000 for furniture, equipment and modifications to adapt Christ the King High School from the 7-9 grade configuration, to a 9-12 configuration.**

**Utilization or redesignation of \$100,000 for unsupported capital costs associated with Alberta Education funded school capital projects.**

**2020/2021**

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

**August 31, 2021**

Describe the jurisdiction's intended use of unrestricted surplus, operating reserves, and capital reserves balances expected as at August 31, 2021.

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

	<b>Budgeted 2018/2019 (Note 2)</b>	<b>Actual 2017/2018</b>	<b>Actual 2016/2017</b>	<b>Notes</b>
<b>GRADES 1 TO 12</b>				
<b>Eligible Funded Students:</b>				
Grades 1 to 9	3,276	3,198	3,011	Head count
Grades 10 to 12	529	479	483	Note 3
<b>Total</b>	<b>3,805</b>	<b>3,677</b>	<b>3,494</b>	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	3.5%	5.2%		
<b>Other Students:</b>				
<b>Total</b>	<b>78</b>	<b>105</b>	<b>105</b>	Note 4
<b>Total Net Enrolled Students</b>	<b>3,883</b>	<b>3,782</b>	<b>3,599</b>	
<b>Home Ed and Blended Program Students</b>	<b>-</b>	<b>-</b>	<b>-</b>	Note 5
<b>Total Enrolled Students, Grades 1-12</b>	<b>3,883</b>	<b>3,782</b>	<b>3,599</b>	
Percentage Change	2.7%	5.1%		
<b>Of the Eligible Funded Students:</b>				
Students with Severe Disabilities	N/A	103	79	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	N/A	194	163	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
<b>EARLY CHILDHOOD SERVICES (ECS)</b>				
<b>Eligible Funded Children</b>	<b>369</b>	<b>421</b>	<b>455</b>	ECS children eligible for ECS base instruction funding from Alberta Education.
<b>Other Children</b>	<b>-</b>	<b>1</b>	<b>4</b>	ECS children not eligible for ECS base instruction funding from Alberta Education.
<b>Total Enrolled Children - ECS</b>	<b>369</b>	<b>422</b>	<b>459</b>	
<b>Program Hours</b>	<b>500</b>	<b>500</b>	<b>500</b>	Minimum: 475 Hours
<b>FTE Ratio</b>	<b>0.526</b>	<b>0.526</b>	<b>0.526</b>	Actual hours divided by 950
<b>FTE's Enrolled, ECS</b>	<b>194</b>	<b>222</b>	<b>242</b>	
Percentage Change	-12.6%	-8.1%		
<b>Of the Eligible Funded Children:</b>				
Students with Severe Disabilities	N/A	45	262	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	N/A	32	n/a	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
<b>NOTES:</b>				
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 2016/2017 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 AANDC (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 2018/2019	Actual 2017/2018	Fall Budget 2017/2018	Actual 2016/2017	Notes
<b>CERTIFICATED STAFF</b>					
School Based	229.7	225.3	225.3	214.9	Teacher certification required for performing functions at the school level.
Non-School Based	9.0	9.0	9.0	7.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	238.7	234.3	234.3	221.9	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage change from prior period	1.9%	5.6%	1.9%	5.6%	
If an average standard cost is used, please disclose rate:	\$ 99,600	\$ 99,600			
Student F.T.E. per certificated Staff	17.1	17.1		17.3	
<b>Certificated Staffing Change due to:</b>	Please Allocate				
	4.4	-			
Enrolment Change	4.4	-	12.4		If negative change impact, the small class size initiative is to include any/all teachers retained.
Small Class Size Initiative	-	-	n/a		If enrolment change impact on teacher FTEs is negative, include any/all teachers retained.
Other Factors	-	-	n/a		Descriptor (required):
Total Change	4.4	-	n/a		Year-over-year change in Certificated FTE
<b>Breakdown, where total change is Negative:</b>					
Continuous contracts terminated	-	-	n/a		FTEs
Non-permanent contracts not being renewed	-	-	n/a		FTEs
Other (retirement, attrition, etc.)	-	-	n/a		Descriptor (required):
Total Negative Change in Certificated FTEs	-	-	n/a		Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
<b>NON-CERTIFICATED STAFF</b>					
Instructional	112.9	123.2	122.7	105.6	Personnel providing instruction support for schools under 'Instruction' program areas.
Plant Operations & Maintenance	39.0	39.0	39.0	32.3	Personnel providing support to maintain school facilities
Transportation	0.5	0.5	0.5	0.5	Personnel providing direct support to the transportation of students to and from school
Other	16.1	16.1	17.4	18.1	Personnel in Board & System Admin. and External service areas.
Total Non-Certificated Staff FTE	168.5	178.8	179.6	156.5	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-5.8%	14.3%	-6.2%	14.8%	
<b>Explanation of Changes:</b>					
School based staff are hired to meet student needs. As students are identified, staff will be added on.					
<b>Additional Information</b>					
Are non-certificated staff subject to a collective agreement? <input type="checkbox"/>					
Please provide terms of contract for 2017/18 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.					
Support staff are not subject to a collective agreement.					

**BOARD AND SYSTEM ADMINISTRATION  
2018/2019 EXPENSES UNDER (OVER) MAXIMUM LIMIT**

**TOTAL EXPENSES (From "Total" column of Line 28 of Schedule of Program Operations)** **\$47,782,306**

**Enter Number of Net Enrolled Students:** **3,883**

**Enter Number of Funded (ECS) Children:** **369**

**Enter "C" if Charter School**

**STEP 1**

**Calculation of maximum expense limit percentage for Board and System Administration expenses**

If "Total Net Enrolled Students" are 6,000 and over = 3.6% **4.55%**

If "Total Net Enrolled Students" are 2,000 and less = 5.4%

The Maximum Expense Limit for Board and System Administration is based on an arithmetical proration for the TOTAL FTE count for grades 1 -12, net of Home Education AND Adult students, between 2,000 to 6,000 at .00045 per FTE (Example: 4,500 FTE count grades 1-12 = 6,000 - 4,500 = 1,500 X .00045 = 0.675% plus 3.6% = maximum expense limit of 4.28%).

**STEP 2**

**A. Calculate maximum expense limit amounts for Board and System Administration expenses**

Maximum Expense Limit percentage (Step 1) x TOTAL EXPENSES **\$2,175,386**

**B. Considerations for Charter Schools and Small School Boards:**

If charter schools and small school boards,

**The amount of Small Board Administration funding** (*Funding Manual* Section 1.13) **\$0**

**2018/2019 MAXIMUM EXPENSE LIMIT (the greater of A or B above)** **\$2,175,386**

**Actual Board & System Administration from G31 of "Budgeted Statement of Operations"** **\$1,986,884**

**Amount Overspent** **\$0**