

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

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

**7020 The St. Albert School Division**

**Legal Name of School Jurisdiction**

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**Contact Address, Telephone & Email Address**

## **BOARD CHAIR**

Kim Armstrong

Name

original signed May 29, 2024

Signature

## **SUPERINTENDENT**

Ms. Krimsen Sumners

Name

original signed May 29, 2024

Signature

## **SECRETARY TREASURER or TREASURER**

Mr. Michael R. Brenneis CPA, CA

Name

original signed May 29, 2024

Signature

**Certified as an accurate summary of the year's budget as approved by the Board  
of Trustees at its meeting held on May 29, 2024 .**

Date

c.c. Alberta Education  
Financial Reporting & Accountability Branch  
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5  
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**Legend:**

Blue	Data input is <b>required</b>
Pink	Populated from data entered in this template (i.e. other tabs)
Green	Populated based on information previously submitted to Alberta Education

Grey	No entry required - the cell is protected.
White	Calculation cells. These are protected and cannot be changed.
Yellow	Flags to draw attention to sections requiring entry depending on other parts of the s

### 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:**

- St. Albert Public Schools appreciates the new supplemental growth funding. The school division is still faced with funding challenges due to the weighted moving average (WMA) enrolment calculation not fully financially supporting student growth. Not fully funding new student growth effectively places a growth tax on expanding jurisdictions resulting in a situation where at a slice in time children in a declining jurisdiction are worth more than children in a growing jurisdiction. This creates inequities in the delivery of educational services.
- The division appreciates continued provincial government support for board autonomy with respect to the province approving its requests under Bill 5 as the transition to the new 2024-2025 reserve cap proceeds. The new reserve cap better enables school divisions to meet the educational needs of the children under its stewardship within reasonable provincial reserve parameters.
- The division is experiencing inflationary pressures and specifically increases in costs related to employee benefit plans (ASEBP) and Workers' Compensation Board (WCB).
- The current collective agreement between St. Albert Public Schools and ATA (Alberta Teachers Association) expires 31/08/2024. The cost of this settlement is unknown but it is assumed a TEBA settlement will be funded through the Teacher Salary Settlement Grant.
- The current collective agreement between St. Albert Public Schools and CUPE (Canadian Union of Public Employees) expired 31/08/2022. The cost of this settlement is unknown.
- 2024-2025 assumes the regular collection of instruction and reduced transportation fees. It also includes the risk fee revenue may not be fully realized in a turbulent Alberta economy with high inflation for basic necessities such as fuel, utilities, and food.
- The 31/08/24 AOS (accumulated operating surplus) and US (unrestricted surplus) percentage of expenses is projected to be greater than 3%, and will continue to be drawn down within the parameters of the Minister's approval.

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

- The risk of inflation and increased salary expectations.
- Notwithstanding the new supplemental growth funding that is now in place, the provincial WMA funding model, does not fully fund student growth on a timely basis.
- There is a considerable amount of additional stress placed on the centrally coordinated site-based decision-making school division by having to operate within a reserve range of 3% until after August 31, 2024. Instead of focusing on instructional leadership, schools feel the constant pressure of having to closely monitor their financial position. The revised reserve cap effective August 31, 2025 increases schools' ability to react to awkward cohort sizes and actual September enrolments that differ from the projections provided to the province the previous January for the upcoming school year. Schools often require enough surplus to purchase one addition teaching FTE to solve these awkward student cohort predicaments.
- Human resource costs (i.e. absences, substitute costs, benefit provider premiums, WCB, investigations, etc) are uncertain and/or escalating.
- In a human resource based organization future ATA and CUPE collective agreement settlements are always a significant expense as well as a reality and an unpredictable risk. The current CUPE contract expired August 31, 2022. The current ATA contract expires August 31, 2023.
- The division is continuing to address learning difficulties and mental health issues while implementing new curriculum.
- A turbulent economy is creating positive enrolment growth but there is uncertainty with respect to new provincial legislation and funding decisions.
- Surpluses and deficits will be carried forward at August 31, 2024 by the schools in a site based environment. Significant amounts of the surplus carryforward will be used to fund both certificated and non-certificated staff in 2024-2025. Concerns regarding the future impact of the WMA calculation exist (with respect to the uncertainty of the continuation of the supplementary growth funding). Schools want to carry surplus amounts forward into 2024-2025 and beyond to address awkward cohorts and not fully funded growth.
- The school division needs to maintain a capital reserve balance. Its provincially unsupported buildings are all over 30 years in age (e.g. an administration building, an older facility services (maintenance) building and an old outreach building). These will need to be modernized or replaced. The province does not support the replacement of non-instructional and outreach buildings. The unsupported infrastructure is significant and continues to age and its eventual upgrade/replacement needs to be considered.
- The program accommodation risk that the school division will not have adequate classroom space to house its growing number of students. The additional risk that 40 portables are over 30 years old will become unserviceable. 27 of those portables are over 40 years old and 12 of those are approaching 50 years of age!
- Cyber risk and attacks to information are a huge concern for public sector entity.
- Geo-political risk including but not limited to a heightened emotional state for students/staff, increased stress levels due to unpredictability, and on a more practical level supply chain disruptions.
- Cost escalation/inflationary risk with supplies, equipment, and services. Specifically, utilities as well as the BCHS addition and modernization project and further unforeseen costs that will need to be covered internally.

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
<b>REVENUES</b>			
Government of Alberta	\$ 103,989,589	\$100,861,204	\$94,310,443
Federal Government and First Nations	\$ -	\$0	\$56,340
Property taxes	\$ -	\$0	\$0
Fees	\$ 4,565,184	\$5,120,792	\$4,285,231
Sales of services and products	\$ 1,007,325	\$1,236,236	\$1,203,702
Investment income	\$ 908,950	\$905,950	\$1,046,320
Donations and other contributions	\$ 307,150	\$352,050	\$370,898
Other revenue	\$ 353,820	\$277,260	\$268,833
<b>TOTAL REVENUES</b>	<b>\$111,132,018</b>	<b>\$108,753,492</b>	<b>\$101,541,767</b>
<b>EXPENSES</b>			
Instruction - ECS	\$ 4,296,226	\$4,169,448	\$4,821,514
Instruction - Grade 1 to 12	\$ 86,717,432	\$86,261,025	\$78,903,622
Operations & maintenance	\$ 15,169,055	\$15,097,208	\$12,714,708
Transportation	\$ 3,651,964	\$2,939,939	\$2,793,694
System Administration	\$ 3,422,773	\$3,207,177	\$2,930,676
External Services	\$ 661,834	\$450,526	\$646,372
<b>TOTAL EXPENSES</b>	<b>\$113,919,284</b>	<b>\$112,125,323</b>	<b>\$102,810,586</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>(\$2,787,266)</b>	<b>(\$3,371,831)</b>	<b>(\$1,268,819)</b>

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
<b>EXPENSES</b>			
Certificated salaries	\$ 49,550,753	\$48,721,604	\$47,929,318
Certificated benefits	\$ 12,842,606	\$12,603,601	\$11,466,114
Non-certificated salaries and wages	\$ 15,148,121	\$15,057,015	\$14,132,764
Non-certificated benefits	\$ 5,448,700	\$5,393,086	\$4,465,282
Services, contracts, and supplies	\$ 25,768,943	\$24,795,617	\$19,339,707
Capital and debt services			
Amortization of capital assets			
Supported	\$ 4,545,095	\$4,987,673	\$4,722,457
Unsupported	\$ 498,266	\$477,427	\$534,864
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ -	\$0	\$0
Other interest and finance charges	\$ 116,800	\$89,300	\$113,900
Losses on disposal of capital assets	\$ -	\$0	\$106,180
Other expenses	\$ -	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$113,919,284</b>	<b>\$112,125,323</b>	<b>\$102,810,586</b>

**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	\$ 3,317,493	\$ 78,858,070	\$ 9,923,784	\$ 2,859,447	\$ 3,289,939	\$ 368,700	\$ 98,617,433	\$ 90,571,009
(2) Alberta Infrastructure - non remediation	\$ -		\$ 4,987,673	\$ -	\$ -	\$ -	\$ 4,987,673	\$ 3,728,854
(3) Alberta Infrastructure - remediation	\$ -		\$ 27,678	\$ -	\$ -	\$ -	\$ 27,678	\$ -
(4) Other - Government of Alberta	\$ -	\$ 354,805	\$ -	\$ -	\$ -	\$ -	\$ 354,805	\$ 71,310
(5) Federal Government and First Nations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,340
(6) Other Alberta school authorities	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 81,890
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(10) Fees	\$ 892,413	\$ 3,187,021		\$ 485,750		\$ -	\$ 4,565,184	\$ 4,285,231
(11) Sales of services and products	\$ -	\$ 638,525	\$ 5,000	\$ -	\$ 35,000	\$ 328,800	\$ 1,007,325	\$ 1,203,702
(12) Investment income	\$ -	\$ 908,950		\$ -	\$ -	\$ -	\$ 908,950	\$ 1,046,320
(13) Gifts and donations	\$ -	\$ 62,150		\$ -	\$ -	\$ -	\$ 62,150	\$ 218,054
(14) Rental of facilities	\$ -	\$ 266,059		\$ -	\$ -	\$ 87,761	\$ 353,820	\$ 268,833
(15) Fundraising	\$ -	\$ 235,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 245,000	\$ 152,844
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(18) <b>TOTAL REVENUES</b>	\$ 4,209,906	\$ 84,512,580	\$ 14,954,135	\$ 3,345,197	\$ 3,324,939	\$ 785,261	\$ 111,132,018	\$ 101,541,767
<b>EXPENSES</b>								
(19) Certificated salaries	\$ 2,123,580	\$ 46,295,923			\$ 764,460	\$ 366,790	\$ 49,550,753	\$ 47,929,318
(20) Certificated benefits	\$ 340,620	\$ 12,320,144			\$ 126,021	\$ 55,821	\$ 12,842,606	\$ 11,466,114
(21) Non-certificated salaries and wages	\$ 882,506	\$ 10,152,527	\$ 2,981,551	\$ 203,600	\$ 921,969	\$ 5,968	\$ 15,148,121	\$ 14,132,764
(22) Non-certificated benefits	\$ 454,001	\$ 3,768,144	\$ 930,160	\$ 58,387	\$ 235,778	\$ 2,230	\$ 5,448,700	\$ 4,465,282
(23) SUB - TOTAL	\$ 3,800,707	\$ 72,536,738	\$ 3,911,711	\$ 261,987	\$ 2,048,228	\$ 430,809	\$ 82,990,180	\$ 77,993,478
(24) Services, contracts and supplies	\$ 495,519	\$ 13,791,750	\$ 6,541,122	\$ 3,388,977	\$ 1,320,550	\$ 231,025	\$ 25,768,943	\$ 19,339,707
(25) Amortization of supported tangible capital assets	\$ -		\$ 4,545,095			\$ -	\$ 4,545,095	\$ 4,722,457
(26) Amortization of unsupported tangible capital assets	\$ -	\$ 273,644	\$ 143,449		\$ 53,495	\$ -	\$ 470,588	\$ 507,185
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 27,678	\$ -	\$ -	\$ -	\$ 27,678	\$ 27,679
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(32) Other interest and finance charges	\$ -	\$ 115,300		\$ 1,000	\$ 500	\$ -	\$ 116,800	\$ 113,900
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,180
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) <b>TOTAL EXPENSES</b>	\$ 4,296,226	\$ 86,717,432	\$ 15,169,055	\$ 3,651,964	\$ 3,422,773	\$ 661,834	\$ 113,919,284	\$ 102,810,586
(36) <b>OPERATING SURPLUS (DEFICIT)</b>	\$ (86,320)	\$ (2,204,852)	\$ (214,920)	\$ (306,767)	\$ (97,834)	\$ 123,427	\$ (2,787,266)	\$ (1,268,819)

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
<b>FEES</b>			
TRANSPORTATION	\$485,750	\$409,175	\$788,682
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$0
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES (Optional & Mandatory)	\$339,432	\$300,982	\$318,848
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$0	\$0	\$0
Alternative program fees	\$894,343	\$831,591	\$670,876
Fees for optional courses	\$341,917	\$349,262	\$245,792
ECS enhanced program fees	\$754,088	\$762,344	\$790,114
Activity fees	\$1,005,356	\$1,362,517	\$713,131
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$370,453	\$738,534	\$426,872
Non-curricular goods and services	\$27,088	\$38,981	\$39,445
Non-curricular travel	\$162,000	\$135,500	\$27,375
OTHER FEES agenda, recorder, grad, bikeathon, caution, exam, students' union	\$184,757	\$191,906	\$131,927
<b>TOTAL FEES</b>	<b>\$4,565,184</b>	<b>\$5,120,792</b>	<b>\$4,153,062</b>

**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	\$253,500	\$281,950	\$310,453
Special events	\$339,100	\$370,100	\$331,925
Sales or rentals of other supplies/services	\$273,575	\$223,325	\$323,728
International and out of province student revenue		\$88,100	\$34,600
Adult education revenue	\$55,000	\$55,000	\$52,515
Preschool	\$37,800	\$37,800	\$34,903
Child care & before and after school care		\$0	\$0
Lost item replacement fees	\$5,350	\$6,350	\$0
Other (describe) Replacement of lost items	\$3,000	\$4,700	\$4,218
Other (describe) Prior years' fees	\$0	\$0	\$128,164
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other sales (describe here)	\$0	\$0	
Other (describe) Other sales (describe here)	\$0	\$0	
<b>TOTAL</b>	<b>\$967,325</b>	<b>\$1,067,325</b>	<b>\$1,220,506</b>

## 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
<b>Actual balances per AFS at August 31, 2023</b>	\$19,858,960	\$3,723,887	\$0	\$9,788,780	\$2,957,227	\$6,831,553	\$6,346,293
<b>2023/2024 Estimated impact to AOS for:</b>							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$1,816,598)			(\$1,816,598)	(\$1,816,598)		
Estimated board funded capital asset additions		\$738,126		(\$738,126)	(\$738,126)	\$0	\$0
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)		(\$5,003,526)		\$5,003,526	\$5,003,526		
Estimated capital revenue recognized - Alberta Education		\$336,874		(\$336,874)	(\$336,874)		
Estimated capital revenue recognized - Alberta Infrastructure		\$4,208,221		(\$4,208,221)	(\$4,208,221)		
Estimated capital revenue recognized - Other GOA		\$0		\$0	\$0		
Estimated capital revenue recognized - Other sources		\$0		\$0	\$0		
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		\$0		\$0	\$0		
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)				(\$316,156)	\$1,123,015	(\$1,439,171)	\$316,156
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Estimated Balances for August 31, 2024</b>	<b>\$18,042,362</b>	<b>\$4,003,582</b>	<b>\$0</b>	<b>\$7,376,331</b>	<b>\$1,983,949</b>	<b>\$5,392,382</b>	<b>\$6,662,449</b>
<b>2024/25 Budget projections for:</b>							
Budgeted surplus(deficit)	(\$2,787,266)			(\$2,787,266)	(\$2,787,266)		
Projected board funded tangible capital asset additions		\$500,000		(\$500,000)	(\$500,000)	\$0	\$0
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
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)		(\$5,015,683)		\$5,015,683	\$5,015,683		
Budgeted capital revenue recognized - Alberta Education		\$336,874		(\$336,874)	(\$336,874)		
Budgeted capital revenue recognized - Alberta Infrastructure		\$4,208,221		(\$4,208,221)	(\$4,208,221)		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$0		\$0	\$0		
Budgeted amortization of ARO tangible capital assets		(\$27,678)		\$27,678	\$27,678		
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)				(\$78,030)	\$2,749,826	(\$2,827,856)	\$78,030
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Projected Balances for August 31, 2025</b>	<b>\$15,255,096</b>	<b>\$4,005,316</b>	<b>\$0</b>	<b>\$4,509,301</b>	<b>\$1,944,775</b>	<b>\$2,564,526</b>	<b>\$6,740,479</b>

**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
<b>Projected opening balance</b>	<b>\$1,983,949</b>	<b>\$1,944,775</b>	<b>\$1,943,041</b>	<b>\$5,392,382</b>	<b>\$2,564,526</b>	<b>\$2,064,526</b>	<b>\$6,662,449</b>	<b>\$6,740,479</b>	<b>\$6,810,479</b>
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	\$5,043,361	\$5,043,360	\$5,043,360		\$0	\$0			
Budgeted capital revenue recognized, including ARO assets amortization Explanation	(\$4,545,095)	(\$4,545,094)	(\$4,545,094)		\$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	\$2,749,826	\$430,000	\$440,000	(\$2,827,856)	\$0	\$0	\$78,030	(\$430,000)	(\$440,000)
Projected assumptions/transfers of operations Explanation	\$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 Additional supports if reserves materialize	\$0	\$0	\$0		(\$500,000)	(\$500,000)		\$0	\$0
Non-recurring certificated remuneration Awkward cohorts	(\$815,296)	\$0	\$0		\$0	\$0			
Non-recurring non-certificated remuneration supporting students and teachers	(\$800,000)	\$0	\$0		\$0	\$0			
Non-recurring contracts, supplies & services additional school instructional supports	(\$500,000)	\$0	\$0		\$0	\$0			
Professional development, training & support Explanation	\$0	\$0	\$0		\$0	\$0			
Transportation Expenses Explanation	\$0	\$0	\$0		\$0	\$0			
Operations & maintenance Inflationary costs	(\$250,000)	\$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	\$0	\$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 Hillgrove Campus link between schools	(\$750,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$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 Explanation		\$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 Mini Modernization	(\$150,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment School level pest control (estimated)	(\$413,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Costs - Furniture & Equipment Explanation	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Capital costs - Other Board funded capital	\$813,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building leases Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Amortization expense (board) Explanation	(\$421,970)	(\$430,000)	(\$440,000)		\$0	\$0			
Amortization for future capital purchases Explanation	\$0	(\$500,000)	(\$500,000)		\$0	\$0		\$500,000	\$500,000
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
<b>Estimated closing balance for operating contingency</b>	<b>\$1,944,775</b>	<b>\$1,943,041</b>	<b>\$1,941,306</b>	<b>\$2,564,526</b>	<b>\$2,064,526</b>	<b>\$1,564,526</b>	<b>\$6,740,479</b>	<b>\$6,810,479</b>	<b>\$6,870,479</b>

Total surplus as a percentage of 2025 Expenses	9.88%	9.50%	9.11%
ASO as a percentage of 2025 Expenses	3.96%	3.52%	3.08%

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		\$ 7,376,331	
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)		\$ 666,186	Complete section B below.
Estimated 2023/24 Operating Reserves	6.53%	\$ 6,710,145	
Maximum 2023/24 Operating Reserve Limit	3.20%	\$ 3,289,939	
Estimated 2023/24 Operating Reserves Over Maximum Limit		\$ 3,420,206	Complete section A below.

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide detailed rationale and planned usage for operating reserves in excess of the 2023/24 maximum: \$ 3,420,206

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.

\$500,000 Technology upgrades and cyber hardening  
\$800,000 Bellerose Composite High School addition and modernization (including but not limited to unfunded CTS costs eg. the foods lab)  
\$700,000 Relocation of four modulars after the BCHS addition and modernization is complete  
\$500,000 Inflationary costs  
\$500,000 Mitigate some of the negative impacts of the WMA

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	\$ 6,710,145	\$ 5,397,145	\$ 5,397,145	
Hillgrove Campus link between schools	\$ (750,000)			should be partially completed by Aug 31 2024
DO mini modernization (estimated)	\$ (150,000)			should be completed by August 31, 2024
School level pest control (estimated)	\$ (413,000)			expense incurred to be extracted from the reserve by Aug 31 2024
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
	\$ 5,397,145	\$ 5,397,145	\$ 5,397,145	
	5.25%	5.25%	5.25%	

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)	\$	(1,439,171)	Amortization expense and top off to support OM operations
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$	1,123,015	capital projects from AE/AI and from section 1B
Net Transfer Between Operating and Capital Reserves	\$	(316,156)	
		2024-25	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$	(2,827,856)	Amortization expense and top off to support OM operations
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$	2,749,826	capital projects from AE/AI
Net Transfer Between Operating and Capital Reserves	\$	(78,030)	



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

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

**Grades 1 to 12**Eligible Funded Students:

Grades 1 to 9	6,215	6,135	5,964	Head count
Grades 10 to 12	2,832	2,607	2,530	Head count
Total	9,047	8,742	8,494	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	3.5%	2.9%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.

Other Students:

Total	55	72	64	Note 3
Total Net Enrolled Students	9,102	8,814	8,558	
Home Ed Students	-	-	1	Note 4
Total Enrolled Students, Grades 1-12	9,102	8,814	8,559	
Percentage Change	3.3%	3.0%		

## Of the Eligible Funded Students:

Students with Severe Disabilities	480	334	291	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	660	526	540	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

**EARLY CHILDHOOD SERVICES (ECS)**

Eligible Funded Children	735	736	705	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	29	27	28	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	764	763	733	
Program Hours	586	581	643	Minimum program hours is 475 Hours
FTE Ratio	0.617	0.612	0.677	Actual hours divided by 950
FTE's Enrolled, ECS	471	467	496	
Percentage Change	1.0%	-5.9%		Year over year decrease in birth rate and therefore ECS enrollment. Some increases due to migration

Home Ed Students	-	-	-	Note 4
Total Enrolled Students, ECS	764	763	733	
Percentage Change	0.1%	4.1%		

## Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	15	50	60	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	15	31	31	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

**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 2024/2025 budget report preparation.
- 3) 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.
- 4) 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

	Budget		Actual		Actual		
	2024/25		2023/24		2022/23		
	Total	Union Staff	Total	Union Staff	Total	Union Staff	Notes
School Based	457	457	464	464	468	468	Teacher certification required for performing functions at the school level.
Non-School Based	12	8	11	8	11	8	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	469.0	465.0	475.0	472.0	479.0	476.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-1.3%		-0.8%		-2.1%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.
If an average standard cost is used, please disclose rate:	110,890		109,060		105,744		
Student F.T.E. per certificated Staff	21.0362473		2016%		1940%		
Certificated Staffing Change due to:							
	-						If there is a negative change impact, the small class size initiative is to include any/all teachers retained.
Enrolment Change	-	-					
Other Factors	(6)	-					budget constraints
Total Change	(6.0)	-					Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:							
Continuous contracts terminated	-	-					FTEs
Non-permanent contracts not being renewed	-	-					FTEs
Other (retirement, attrition, etc.)	13	13					retirements and resignations
Total Negative Change in Certificated FTEs	13.0	13.0					Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
Please note that the information in the section below only includes Certificated Number of Teachers (not FTEs):							
Certificated Number of Teachers							
Permanent - Full time	370	370	371	368	376	373	
Permanent - Part time	67	67	71	71	58	58	
Probationary - Full time	8	8	8	8	13	13	
Probationary - Part time	12	12	13	13	24	24	
Temporary - Full time	30	30	17	17	17	17	
Temporary - Part time	36	36	30	30	32	32	
NON-CERTIFICATED STAFF							
Instructional - Education Assistants	185	181	186	186	173	173	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	60	60	61	61	59	59	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	51	49	58	56	55	55	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	-	-	-	-	-	-	Bus drivers employed, but not contracted
Transportation - Other Staff	2	1	2	1	2	1	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	26	9	24	5	19	5	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	324.0	300.0	331.0	309.0	308.0	293.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-2.1%		7.5%		5.2%		
Explanation of Changes to Non-Certificated Staff:							
Education Assistant staff FTE are dependent on student needs. Non-certificated staffing including operations & maintenance is impacted by budget restrictions, inflation and scope, particularly insurance, utilities, and							
Additional Information							
Are non-certificated staff subject to a collective agreement?	Yes		556				
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.							
https://www.cupe1099.ca/wp-content/uploads/2020/12/L1099U0-collective-agreement-2019-2022.pdf							

School Jurisdiction Code: 7020

System Admin Expense Limit %	
7020 The St. Albert School Division	3.20%