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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:

- Deficit budget of (\$500,000) as a result of additional one time start up costs for the Whispering Ridge new school
- Deficit budget of (\$29,000) in Plant Operations and Maintenance as a result of amortizing the school division share of school capital projects (to be funded from capital reserves)
- The school division continues to run a deficit in Transportation (\$614,000) funded by instructional grants
- Maintains services provided to students
- Student enrolment increase of 1.57% projected
- Assumes no significant salary increases
- No significant change to provincial grant rates.

Significant Business and Financial Risks:

- Inflation of 2.3% (CPI - Alberta April 17-April 18) and future inflation (including the full impact of the Alberta Carbon levy) is not funded by grant increases.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual Audited 2016/2017
REVENUES			
Alberta Education	\$77,977,406	\$77,661,062	\$75,847,673
Other - Government of Alberta	\$0	\$5,650	\$11,801
Federal Government and First Nations	\$2,141,532	\$2,146,532	\$2,331,394
Other Alberta school authorities	\$181,000	\$195,000	\$215,318
Out of province authorities	\$250,326	\$250,326	\$318,762
Alberta Municipalities-special tax levies		\$0	\$0
Property taxes		\$0	\$0
Fees	\$612,500	\$624,900	\$1,105,911
Other sales and services	\$1,277,119	\$1,638,266	\$1,614,557
Investment income	\$268,000	\$309,000	\$245,567
Gifts and donations	\$300,000	\$300,000	\$439,527
Rental of facilities	\$296,300	\$303,800	\$299,133
Fundraising	\$800,000	\$800,000	\$814,357
Gains on disposal of capital assets	\$50,000	\$50,000	\$73,485
Other revenue	\$0	\$0	\$0
TOTAL REVENUES	\$84,154,183	\$84,284,536	\$83,317,485
EXPENSES			
Instruction - Early Childhood Services	\$3,850,000	\$3,800,000	\$3,914,087
Instruction - Grades 1-12	\$59,763,203	\$59,309,573	\$57,652,641
Plant operations & maintenance	\$10,808,003	\$11,336,827	\$11,221,485
Transportation	\$7,250,807	\$7,252,823	\$7,258,598
Administration	\$2,982,170	\$3,085,313	\$2,833,899
External Services		\$0	\$0
TOTAL EXPENSES	\$84,654,183	\$84,784,536	\$82,880,710
ANNUAL SURPLUS (DEFICIT)	(\$500,000)	(\$500,000)	\$436,775

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
EXPENSES			
Certificated salaries	\$35,537,102	\$35,486,909	\$35,095,543
Certificated benefits	\$8,032,090	\$7,949,900	\$7,922,399
Non-certificated salaries and wages	\$15,071,805	\$15,088,105	\$14,452,748
Non-certificated benefits	\$3,320,280	\$3,316,477	\$3,199,816
Services, contracts, and supplies	\$17,557,198	\$17,951,402	\$17,807,891
Capital and debt services			
Amortization of capital assets			
Supported	\$3,488,000	\$3,412,873	\$2,783,967
Unsupported	\$1,644,708	\$1,575,870	\$1,608,726
Interest on capital debt			
Supported	\$0	\$0	\$6,460
Unsupported	\$0	\$0	\$0
Other interest and finance charges	\$3,000	\$3,000	\$3,160
Losses on disposal of capital assets	\$0	\$0	\$0
Other expenses		\$0	\$0
TOTAL EXPENSES	\$84,654,183	\$84,784,536	\$82,880,710

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual 2016/2017
FEES			
TRANSPORTATION	\$12,500	\$4,900	\$4,851
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$392,321
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$10,000	\$7,000	\$19,512
Alternative program fees	\$0	\$0	\$0
Fees for optional courses	\$85,000	\$103,000	\$134,059
ECS enhanced program fees	\$0	\$0	\$0
ACTIVITY FEES	\$110,000	\$80,000	\$103,239
Other fees to enhance education (Describe here)	\$0	\$3,600	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$170,000	\$176,900	\$207,193
Non-curricular goods and services	\$85,000	\$85,500	\$94,582
NON-CURRICULAR TRAVEL	\$140,000	\$164,000	\$150,154
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$612,500	\$624,900	\$1,105,911

*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" (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 2018/2019	Fall Budget Update 2017/2018	Actual 2016/2017
Cafeteria sales, hot lunch, milk programs	\$395,000	\$395,000	\$391,435
Special events	\$132,000	\$132,000	\$132,013
Sales or rentals of other supplies/services	\$150,000	\$175,000	\$149,252
Out of district unfunded student revenue	\$0	\$0	\$0
International and out of province student revenue	\$0	\$0	\$500
Adult education revenue	\$0	\$0	\$900
Preschool	\$0	\$0	\$0
Child care & before and after school care	\$0	\$0	\$0
Lost item replacement fees	\$0	\$5,000	\$8,286
Bulk supply sales	\$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
Other (describe) Other sales (describe here)	\$0	\$0	\$0
Other (describe) Other sales (describe here)	\$0	\$0	\$0
TOTAL	\$677,000	\$707,000	\$682,386

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

Table with 7 columns: (A) Explanation, (B) Other Costs, (C) Entry Fees and Admissions, (D) Transportation Component, (E) Supplies & Materials, (F) Total. Rows include categories like TRANSPORTATION, BASIC INSTRUCTION SUPPLIES, LUNCHROOM SUPERVISION, FEES TO ENHANCE BASIC INSTRUCTION, NON-CURRICULAR FEES, and OTHER FEES.

**Supplies and Materials represent consumables (one-time use such as paper), reuseable 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
Actual balances per AFS at August 31, 2017	\$21,615,028	\$11,921,003	\$0	\$4,298,923	\$0	\$4,298,923	\$5,395,102
2017/2018 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$250,000)			(\$250,000)	(\$250,000)		
Estimated board funded capital asset additions		\$1,800,000		(\$1,800,000)	(\$1,800,000)		\$0
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$4,988,743)		\$4,988,743	\$4,988,743		
Estimated capital revenue recognized - Alberta Education		\$3,412,873		(\$3,412,873)	(\$3,412,873)		
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		\$0		\$0	\$0		
Estimated reserve transfers (net)				\$224,130	\$474,130	(\$250,000)	(\$224,130)
Estimated assumptions/transfers of operations (explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2018	\$21,365,028	\$12,145,133	\$0	\$4,048,923	\$0	\$4,048,923	\$5,170,972
2018/2019 Budget projections for:							
Budgeted surplus(deficit)	(\$500,000)			(\$500,000)	(\$500,000)		
Projected board funded capital asset additions		\$1,300,000		(\$1,300,000)	(\$1,300,000)	\$0	\$0
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$5,132,708)		\$5,132,708	\$5,132,708		
Budgeted capital revenue recognized - Alberta Education		\$3,488,000		(\$3,488,000)	(\$3,488,000)		
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		\$0		\$0	\$0		
Projected reserve transfers (net)				\$29,000	\$155,292	(\$126,292)	(\$29,000)
Projected assumptions/transfers of operations (explain)	\$0	\$0	\$0	\$0	\$0	\$0	
Projected Balances for August 31, 2019	\$20,865,028	\$11,800,425	\$0	\$3,922,631	\$0	\$3,922,631	\$5,141,972

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

	Explanation - add'l space on AOS3 / AOS4	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
Projected opening balance		\$0	\$0	\$0	\$4,048,923	\$3,922,631	\$3,922,631	\$5,170,972	\$5,141,972	\$5,111,972
Projected excess of revenues over expenses (surplus only)	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0						
Budgeted disposal of unsupported tangible capital assets	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	Explanation - add'l space on AOS3 / AOS4	\$5,132,708	\$0	\$0		\$0	\$0			
Budgeted capital revenue recognized	Explanation - add'l space on AOS3 / AOS4	(\$3,488,000)	\$0	\$0		\$0	\$0			
Budgeted changes in Endowments	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Budgeted unsupported debt principal repayment	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Projected reserves transfers (net)	Explanation - add'l space on AOS3 / AOS4	\$155,292	\$0	\$0	(\$126,292)	\$0	\$0	(\$29,000)	\$0	\$0
Projected assumptions/transfers of operations	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase in (use of) school generated funds	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
New school start-up costs	Explanation - add'l space on AOS3 / AOS4	(\$500,000)	\$0	\$0		\$0	\$0		\$0	\$0
Decentralized school reserves	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-recurring certificated remuneration	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Non-recurring non-certificated remuneration	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Non-recurring contracts, supplies & services	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Professional development, training & support	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Salary negotiation expenses	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Full-day kindergarten	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
English language learners	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
First nations, Metis, Inuit	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
OH&S / wellness programs	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
B & S administration organization / reorganization	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Debt repayment	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Fort McMurray wild fire related costs (unfunded)	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-salary related programming costs (explain)	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - School building & land	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Technology	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Vehicle & transportation	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Administration building	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - POM building & equipment	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Other (explain)	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0			
Capital costs - School land & building	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$30,000)	(\$30,000)
Capital costs - School modernization	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions	Explanation - add'l space on AOS3 / AOS4	(\$75,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Technology	Explanation - add'l space on AOS3 / AOS4	(\$143,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation	Explanation - add'l space on AOS3 / AOS4	(\$1,082,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Administration building	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Other	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building leases	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 1 - please use this row only if no other row is appropriate	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 2 - please use this row only if no other row is appropriate	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 3 - please use this row only if no other row is appropriate	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 4 - please use this row only if no other row is appropriate	Explanation - add'l space on AOS3 / AOS4	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Estimated closing balance for operating contingency		\$0	\$0	\$0	\$3,922,631	\$3,922,631	\$3,922,631	\$5,141,972	\$5,111,972	\$5,081,972

Total surplus as a percentage of 2019 Expenses	10.71%	10.67%	10.64%
ASO as a percentage of 2019 Expenses	4.63%	4.63%	4.63%

**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.

-The projected operating deficit will be (\$250,000); budget (\$500,000). This is a result of the delay in opening the Whispering Ridge new school and deferral of one time start up costs to 2018-19

-The projected reduction in operating reserves is also expected to be \$250,000; budget \$500,000

2018/2019

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

-\$126,000 of operating reserves will be used to fund a portion of the one time start up costs of Whispering Ridge school opening at the beginning of the school year

- \$29,000 of capital reserves will be used to fund the Plant Operations and Maintenance (POM) deficit resulting from the amortization of the Board share of school capital projects (increased gym and washroom areas and modular links)

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.

-\$30,000 of capital reserves used to fund P O M deficit from amortization of Board share of 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.

-\$30,000 of capital reserves used to fund P O M deficit from amortization of the Board share of school capital projects

August 31, 2021

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

- Will continue to use \$30,000 per year of capital reserves for P O M deficit from amortization of the Board share of school capital projects

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

	Budgeted 2018/2019 (Note 2)	Actual 2017/2018	Actual 2016/2017	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	4,004	3,924	3,864	Head count
Grades 10 to 12	1,245	1,237	1,264	Note 3
Total	5,249	5,161	5,128	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	1.7%	0.6%		
Other Students:				
Total	169	169	174	Note 4
Total Net Enrolled Students	5,418	5,330	5,302	
Home Ed and Blended Program Students			-	Note 5
Total Enrolled Students, Grades 1-12	5,418	5,330	5,302	
Percentage Change	1.7%	0.5%		
Of the Eligible Funded Students:				
Students with Severe Disabilities	98	97	104	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	580	577	469	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	556	556	585	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children			-	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	556	556	585	
Program Hours	475	475	475	Minimum: 475 Hours
FTE Ratio	0.500	0.500	0.500	Actual hours divided by 950
FTE's Enrolled, ECS	278	278	293	
Percentage Change	0.0%	-5.0%		
Of the Eligible Funded Children:				
Students with Severe Disabilities	55	54	55	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	70	67	104	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 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
<u>CERTIFICATED STAFF</u>					
School Based	371.5	369.6	369.6	364.1	Teacher certification required for performing functions at the school level.
Non-School Based	6.3	6.3	6.3	6.3	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	377.8	375.9	375.9	370.4	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage change from prior period	0.5%	1.5%	0.5%	1.5%	
If an average standard cost is used, please disclose rate:	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Student F.T.E. per certificated Staff	15.1	14.9		15.1	
Certificated Staffing Change due to:	Please Allocate	Please Allocate			
	1.9	(0.0)			
Enrolment Change	1.9	-	5.5		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	1.9	-	n/a		Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:					
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.
<u>NON-CERTIFICATED STAFF</u>					
Instructional	250.0	249.5	249.5	246.5	Personnel providing instruction support for schools under 'Instruction' program areas.
Plant Operations & Maintenance	13.4	13.4	13.4	13.4	Personnel providing support to maintain school facilities
Transportation	66.2	66.7	66.7	67.2	Personnel providing direct support to the transportation of students to and from school
Other	14.0	14.0	14.0	14.0	Personnel in Board & System Admin. and External service areas.
Total Non-Certificated Staff FTE	343.6	343.6	343.6	341.1	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	0.0%	0.7%	0.0%	0.7%	
Explanation of Changes:					
<input type="text"/>					
Additional Information					
Are non-certificated staff subject to a collective agreement? <input type="text"/>					
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.					
The collective agreement with Teamsters (for some of our bus drivers(has been negotiated for the period Jan 1, 2018 to Dec 31, 2019. There has been no increase to base salaries, but an increase to hourly rate for repair trips.					

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

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TOTAL EXPENSES (From "Total" column of Line 28 of Schedule of Program Operations) **\$84,654,183**

Enter Number of Net Enrolled Students: **5,418**

Enter Number of Funded (ECS) Children: **556**

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% **3.86%** 3.52%

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 **\$3,269,260**

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) **\$3,269,260**

Actual Board & System Administration from G31 of "Budgeted Statement of Operations" **\$2,982,170**

Amount Overspent **\$0**