

# BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2012



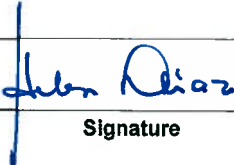
[School Act, Sections 147(2)(b) and 276]

Holy Family Catholic Regional Division No. 37

Legal Name of School Jurisdiction

780-624-3956 780-624-1154

Telephone and Fax Numbers

<p>Dianne Lavoie Name</p>	<p>BOARD CHAIR</p>	<p> Signature</p>
<p>Elizabeth (Betty) Turpin Name</p>	<p>SUPERINTENDENT</p>	<p> Signature</p>
<p>Helen Diaz Name</p>	<p>SECRETARY TREASURER</p>	<p> Signature</p>

Certified An accurate summary of the year's budget approved by the Board of Trustees at its meeting held June 27, 2011 .  
Date

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Color coded cells:

blue cells: require the input of data/descriptors wherever applicable.  
 salmon cells: contain referenced juris. information - protected

Grey cells: data not applicable - protected  
 white cells: within text boxes REQUIRE the input of points and data.

### HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2011/2012 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 & Assumptions**

Holy Family CRD#37 is projecting a deficit of \$2,448,824 for its 2011/2012 budget. With the accumulated operating surplus from previous years, the Division is able to balance its budget and plan to maintain the same level of programming and services in the coming year. Accumulated operating surplus projected balance at the end of the 2012 year is still within the Division's reserve funds guidelines of 5-10%.

In 2011/2012, basic and class size instructional grants increased by 4.54%. Grants for class size (Grades 4-6), distance funding, and Enhanced ESL were discontinued. Grants for the Alberta Initiative for School Improvement (AISi) and Relative Cost of Purchasing (RCPA) were reduced to 50%. All other grants remained the same as the 2010/2011 rates.

The Division maintains an 18:1 Pupil Teacher ratio. Due to rising grid placement costs and benefit premium increases, the average staff salaries and benefits is expected to rise 6.15%. Support staff compensation rates increase to 4.54% in September 2011.

The Division student enrolment projection in 2011/2012 resulted in the same level as the 2010/2011 actual enrolment.

The budget was developed to support school based decision making. In 2011/2012, Holy Family will further support the following:

- Continue to fully fund the Alberta Initiative for School Improvement- Engaging 21<sup>st</sup> Century Learners
- Maintain a centralized Mentorship Program
- Implement and support two Learning Coaches
- Continue Piloting Toolkit for supporting Continuous Improvement in Catholic Schools
- Continue involvement in the Northern Tier Leadership Capacity Building Projects and Coaching Academy
- Restructure Faith Permeation in the division for staff and students

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

- Funding adequacy and sustainability
- High cost of maintaining and enhancing technology requirements
- Maintaining average class sizes
- Maintaining enhanced programming for students
- Maintaining staffing levels
- Increasing cost of staff salaries and benefits
- High cost of maintaining aging facilities
- Increasing costs of utilities
- Maintaining healthy cash flow

**BUDGETED STATEMENT OF REVENUES AND EXPENSES**  
for the Year Ending August 31

	Approved Budget 2011/2012	Final Approved Budget 2010/2011	Actual 2009/2010
<b>REVENUES</b>			
Government of Alberta	\$24,106,832	\$23,378,547	\$21,993,592
Federal Government and/or First Nations	\$2,391,197	\$2,488,875	\$2,587,853
Other Alberta school authorities	\$28,284	\$28,284	\$124,209
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Fees	\$268,994	\$268,994	\$289,870
Other sales and services	\$49,580	\$49,580	\$61,521
Investment income	\$52,580	\$47,580	\$54,247
Gifts and donations	\$26,475	\$26,475	\$79,398
Fundraising	\$254,092	\$207,638	\$278,484
Rentals of facilities	\$12,030	\$12,030	\$14,695
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$1,178,717	\$1,216,029	\$1,187,232
Other revenue	\$14,425	\$9,425	\$0
<b>TOTAL REVENUES</b>	<b>\$28,383,206</b>	<b>\$27,731,457</b>	<b>\$26,671,081</b>
<b>EXPENSES</b>			
Certificated salaries	\$14,413,397	\$13,357,928	\$12,902,181
Certificated benefits	\$2,770,977	\$1,609,451	\$1,377,231
Non-certificated salaries and wages	\$4,670,253	\$4,893,584	\$4,657,216
Non-certificated benefits	\$1,008,019	\$960,989	\$942,017
Services, contracts and supplies	\$6,029,930	\$6,263,886	\$4,492,713
Capital and debt services			
Amortization of capital assets			
supported	\$1,178,717	\$1,216,029	\$1,187,232
unsupported	\$655,580	\$846,023	\$482,451
Interest on capital debt			
supported	\$107,177	\$144,980	\$196,998
unsupported	\$0	\$0	\$0
Other interest charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	\$500,000	\$546,455
Other expense	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$30,832,030</b>	<b>\$29,792,850</b>	<b>\$26,784,494</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>(\$2,448,824)</b>	<b>(\$2,061,393)</b>	<b>(\$113,413)</b>

**BUDGETED ALLOCATION OF REVENUES AND EXPENSES (BY PROGRAM)**  
for the Year Ending August 31

	Approved Budget 2011/2012	Final Approved Budget 2010/2011	Actual 2009/2010
<b>REVENUES</b>			
ECS - Grade 12 Instruction	\$22,369,861	\$21,335,251	\$20,609,764
Operations & Maintenance of Schools and Maintenance Shops	\$3,819,124	\$4,238,971	\$4,009,933
Transportation	\$318,941	\$282,992	\$292,491
Board & System Administration	\$1,390,095	\$1,390,986	\$1,310,779
External Services	\$485,385	\$483,257	\$448,114
<b>TOTAL REVENUES</b>	<b>\$28,383,206</b>	<b>\$27,731,457</b>	<b>\$26,671,081</b>
<b>EXPENSES</b>			
ECS - Grade 12 Instruction	\$24,080,339	\$22,782,790	\$20,852,082
Operations & Maintenance of Schools and Maintenance Shops	\$4,386,630	\$4,825,058	\$3,859,321
Transportation	\$383,794	\$282,606	\$314,188
Board & System Administration	\$1,485,882	\$1,409,139	\$1,310,779
External Services	\$485,385	\$483,257	\$448,114
<b>TOTAL EXPENSES</b>	<b>\$30,832,030</b>	<b>\$29,792,850</b>	<b>\$26,784,494</b>

**PROJECTED STATEMENT OF CHANGES IN NET ASSETS (SUMMARY)  
FOR THE YEAR ENDING AUGUST 31**

	(1)	(2)	(3)	(4)	(5)	(6)
	TOTAL NET ASSETS (2+3+6)	INVESTMENT IN CAPITAL ASSETS	ACCUMULATED OPERATING SURPLUS (4+5)	UNRESTRICTED NET ASSETS	INTERNALLY RESTRICTED NET ASSETS	
					OPERATING RESERVES	CAPITAL RESERVES
<b>Actual balances per AFS at August 31, 2010</b>	\$10,690,335	\$3,893,723	\$4,683,055	\$241,241	\$4,441,814	\$2,113,557
<b>2010/2011 Estimated impact to net assets for:</b>						
Estimated surplus(deficit)	(\$2,061,393)			(\$2,061,393)		
Estimated Board funded capital asset additions		\$460,000		\$0	(\$460,000)	\$0
Estimated Amortization of capital assets (expense)		(\$2,062,052)		\$2,062,052		
Estimated Amortization of capital allocations (revenue)		\$1,216,029		(\$1,216,029)		
Estimated Unsupported debt principal repayment		\$0		\$0		
Estimated reserve transfers (net)				(\$786,594)	\$619,101	\$167,493
Estimated Assumptions/Transfers of Operations	\$0	\$0	\$0	\$2,061,393	(\$2,061,393)	\$0
<b>Estimated Balances for August 31, 2011</b>	\$8,628,942	\$3,507,700	\$2,840,192	\$300,670	\$2,539,522	\$2,281,050
<b>2011/2012 Budget Projections for:</b>						
Budgeted surplus(deficit)	(\$2,448,824)			(\$2,448,824)		
Projected Board funded capital asset additions		\$200,000		\$0	(\$200,000)	\$0
Budgeted Amortization of capital assets (expense)		(\$1,834,277)		\$1,834,277		
Budgeted Amortization of capital allocations (revenue)		\$1,178,717		(\$1,178,717)		
Budgeted Unsupported debt principal repayment		\$0		\$0		
Projected reserve transfers (net)				\$0	(\$217,916)	\$217,916
Projected Assumptions/Transfers of Operations	\$1,461,200	\$0	\$1,461,200	\$1,793,264	(\$332,064)	\$0
<b>Projected Balances for August 31, 2012</b>	\$7,641,318	\$3,052,140	\$2,090,212	\$300,670	\$1,789,542	\$2,498,966

**ANTICIPATED CHANGES IN NET ASSETS SUMMARY- 2011/2012 BUDGET REPORT**

The following explains the anticipated changes to Unrestricted Net Assets, Investment in Capital Assets, Operating Reserves and Capital Reserves for 2010/2011 and 2011/2012 and breaks down the planned additions to unsupported capital.

The 2011/2012 budget projected a decline in operating reserves by about 750,000. The division plans to maintain the same level of programming and services for the 2011/2012 school year by using its operating reserves carried from previous years.

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

	Budgeted 2011/2012 (Note 2)	Actual 2010/2011	Actual 2009/2010	Notes
<b>GRADES 1 TO 12</b>				
<b>Eligible Funded Students:</b>				
Grades 1 to 9	1,447	1,448	1,479	Head count
Grades 10 to 12	431	411	400	Note 3
<b>Total</b>	<b>1,878</b>	<b>1,859</b>	<b>1,879</b>	Grades 1-12 students eligible for base instruction funding from Alberta Education.
<b>Other Students:</b>				
<b>Total</b>	<b>201</b>	<b>210</b>	<b>198</b>	Note 4
<b>Total Net Enrolled Students</b>	<b>2,079</b>	<b>2,069</b>	<b>2,077</b>	
<b>Home Ed and Blended Program Students</b>	<b>1</b>	<b>1</b>	<b>1</b>	Note 5
<b>Total Enrolled Students, Grades 1-12</b>	<b>2,080</b>	<b>2,070</b>	<b>2,078</b>	
<b>Of the Eligible Funded Students:</b>				
<b>Severely Disabled Students served</b>	<b>132</b>	<b>127</b>	<b>127</b>	Total eligible funded severely disabled student FTEs; including Code 40s (excluding Code 47s).

**EARLY CHILDHOOD SERVICES (ECS)**

<b>Eligible Funded Children</b>	<b>134</b>	<b>148</b>	<b>146</b>	ECS children eligible for ECS base instruction funding from Alberta Education.
<b>Other children</b>	<b>9</b>	<b>14</b>	<b>11</b>	ECS children not eligible for ECS base instruction funding from Alberta Education.
<b>Total Enrolled Children - ECS</b>	<b>143</b>	<b>162</b>	<b>157</b>	
<b>Program Hours</b>	<b>475</b>	<b>475</b>	<b>475</b>	Minimum: 475 Hours
<b>FTE Ratio</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>	Actual hours divided by 950
<b>FTE's Enrolled, ECS</b>	<b>72</b>	<b>81</b>	<b>79</b>	
<b>Of the Eligible Funded Children:</b>				
<b>Severely Disabled Children served</b>	<b>-</b>	<b>11</b>	<b>17</b>	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 2011/2012 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 19, 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 2011/2012	Actual 2010/2011	Actual 2009/2010	Notes
<b>CERTIFICATED STAFF</b>				
School Based	144.5	144.5	145.7	Teacher certification required for performing functions at the school level.
Non-School Based	8.0	8.0	8.0	Teacher certification required for performing functions at the system/central office level.
<b>Total Certificated Staff FTE</b>	<b>152.5</b>	<b>150.5</b>	<b>151.7</b>	<b>FTE for personnel possessing a valid Alberta teaching certificate or equivalency.</b>
<b>Certificated Staffing Change due to:</b>				
Enrolment Change	-	-	1.1	If negative change impact, the small class size initiative is to include any/all teachers retained.
Other Factors	2.0	(1.2)	0.4	Descriptor (required): Program adjustments
<b>Total Change</b>	<b>2.0</b>	<b>(1.2)</b>	<b>1.5</b>	<b>Year-over-year change in Certificated FTE</b>
<b>Breakdown, where total change is Negative:</b>				
Continuous contracts terminated	-	-	-	FTEs
Non-permanent contracts not being renewed	-	-	-	FTEs
Other (retirement, attrition, etc.)	-	(1.2)	-	Descriptor (required): Retirements
<b>Total Negative Change in Certificated FTEs</b>	<b>-</b>	<b>(1.2)</b>	<b>-</b>	<b>Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.</b>
<b>NON-CERTIFICATED STAFF</b>				
Instructional	91.0	93.3	99.6	Personnel providing instruction support for schools under 'Instruction' program areas.
Non-Instructional	27.0	27.3	20.6	Personnel in Transportation, Board & System Admin., O&M and External service areas.
<b>Total Non-Certificated Staff FTE</b>	<b>118.0</b>	<b>120.6</b>	<b>120.2</b>	<b>FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.</b>
<b>Non-Certificated Staffing Change due to:</b>				
Enrolment Change	(0.6)	0.4	(1.4)	FTEs
Other Factors	(2.0)	-	-	Descriptor (required): Resignation and Program adjustments
<b>Total Change</b>	<b>(2.6)</b>	<b>0.4</b>	<b>(1.4)</b>	<b>Year-over-year change in Non-Certificated FTE</b>