

BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2015

[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

BOARD CHAIR

Dianne Lavoie

Name



Signature

SUPERINTENDENT

Elizabeth (Betty) Turpin

Name




Signature

SECRETARY TREASURER or TREASURER

Helen Diaz

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 21, 2014 .

Date

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.
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- 2014/2015 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:

Holy Family Catholic Regional Division is projecting a 2% decline in enrollment for 2014/2015. With a small decline in enrolment, the Division is committed to maintaining same level of programming and services in the upcoming year.

What's new for 2014/15:

- Additional Learning Coach, resulting 5 Learning Coaches in total
- Full-time kindergarten program at St. Andrew's School. The third school in the Division to offer full-time kindergarten program.
- Mental Health Capacity Building Projects, HOSTS in High Prairie and Peace Project in Peace River, will continue to operate for 2014/2015. Holy Family is the banker board for HOSTS.

The Division will continue to support:

- Division Faith Permeation program
- RTI/PLC to instructional leaders and teachers
- Division Communication Coordinator
- Expansion of Cyberhigh School

Financial Assumptions:

- The Division is funded 88% from Alberta Education grants, 8% from Federal Government and First Nations tuition fees and 4% from fees, fundraising and other revenues.
- In 2014/2015, there is no increase to base grant by Alberta Education, however a 2% increase to Inclusive Education and Class Size grant
- Overall decrease in total revenues of less than half a per cent compared to 2013-14 updated budget.
- In 2014/2015, the Division will experience a 1.79% overall decrease in total spending compared to 2013-14 updated budget
- Division Pooled certificated staffing remained at 16:1 Pupil Teacher Ratio (PTR)
- Certificated staff salaries, after movement in the grid, decreased by 1.32% as a result of decrease in 6 FTE teachers
- Certificated benefits increased by 5% due to increase in TRF contributions paid by Alberta Government on behalf of Division certified staff
- Non-certificated salaries and benefits decreased by 2% respectively, due to fewer projected non-certificated staff .
- Administration eligible spending at 5.34%. To ensure supports in the classroom and schools, Administration spending is still below 5.34%
- The Division is projecting a deficit of \$976,497. Reserve funds will be used to balance the 2014-2015 budget.
- \$310,000 of the previous years Capital Reserves is to be used to evergreen technology equipment (\$210,000) and to support major maintenance upgrades in the schools (\$100,000).

Significant Business and Financial Risks:

The Division will continue to face the following challenges for the 2014-15 school year:

- Adjusting staffing levels as a result of declining enrollment
- Increasing cost of staff salaries and benefits
- High cost of maintaining facilities
- Increasing costs of insurance and utilities
- Funding adequacy and sustainability
- Maintaining healthy cash flow

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2014/2015	Fall Budget Update 2013/2014	Actual 2012/2013
REVENUES			
Alberta Education	\$25,499,027	\$25,210,863	\$24,439,826
Other - Government of Alberta	\$427,857	\$276,989	\$504,161
Federal Government and First Nations	\$2,460,082	\$2,748,220	\$2,725,480
Other Alberta school authorities	\$40,897	\$50,205	\$113,092
Out of province authorities	\$0	\$0	\$1,000
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$1,418,495	\$1,429,044	\$1,279,389
Fees	\$246,980	\$262,720	\$258,474
Other sales and services	\$30,957	\$37,000	\$22,882
Investment income	\$101,500	\$91,500	\$111,130
Gifts and donations	\$10,000	\$64,740	\$65,163
Rental of facilities	\$10,000	\$6,000	\$15,612
Fundraising	\$260,000	\$256,000	\$335,083
Gains on disposal of capital assets	\$0	\$0	\$1,170
Other revenue	\$25,000	\$174,136	\$88,520
TOTAL REVENUES	\$30,530,795	\$30,607,417	\$29,960,982
EXPENSES			
Instruction	\$25,354,229	\$25,878,759	\$24,496,714
Plant operations & maintenance	\$3,899,620	\$3,931,899	\$3,803,202
Transportation	\$426,638	\$408,547	\$407,748
Administration	\$1,403,625	\$1,475,885	\$1,579,450
External Services	\$423,180	\$387,623	\$488,278
TOTAL EXPENSES	\$31,507,292	\$32,082,713	\$30,775,392
ANNUAL SURPLUS (DEFICIT)	(\$976,497)	(\$1,475,296)	(\$814,410)

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

	Approved Budget 2014/2015	Fall Budget Update 2013/2014	Actual 2012/2013
EXPENSES			
Certificated salaries	\$15,169,871	\$15,373,113	\$14,803,481
Certificated benefits	\$3,548,813	\$3,371,015	\$2,892,852
Non-certificated salaries and wages	\$4,527,624	\$4,639,575	\$4,810,199
Non-certificated benefits	\$966,115	\$988,589	\$980,824
Services, contracts, and supplies	\$5,269,446	\$5,508,396	\$5,198,944
Capital and debt services			
Amortization of capital assets			
supported	\$1,191,988	\$1,186,410	\$1,197,581
unsupported	\$810,758	\$971,974	\$784,334
Interest on capital debt			
supported	\$22,677	\$43,641	\$107,177
unsupported	\$0	\$0	\$0
Other interest and finance charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
Other expense	\$0	\$0	\$0
TOTAL EXPENSES	\$31,507,292	\$32,082,713	\$30,775,392

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, 2013	\$11,135,125	\$4,403,643	\$0	\$3,399,037	\$241,241	\$3,157,796	\$3,332,445
2013/2014 Estimated Impact to AOS for:							
Estimated surplus(deficit)	(\$1,475,296)			(\$1,475,296)			
Estimated Board funded capital asset additions		\$985,217		(\$301,217)		\$0	(\$684,000)
Estimated Disposal of unsupported tangible capital assets	\$0	\$0		\$0			\$0
Estimated Disposal of unsupported tangible capital assets		(\$2,169,324)		\$2,169,324			
Estimated amortization of capital assets (expense)				(\$1,186,410)			
Estimated capital revenue recognized - Alberta Education		\$1,186,410					
Estimated capital revenue recognized - Other GOA		\$0		\$0			
Estimated capital revenue recognized - Other sources		\$0		\$0			
Estimated changes in Endowments	\$0		\$0	\$0			
Estimated Unsupported debt principal repayment		\$0		\$0			
Estimated reserve transfers (net)				(\$992,159)		(\$1,785,758)	\$992,159
Estimated Assumptions/Transfers of Operations (Explain)	\$0	\$0		\$0			\$0
Estimated Balances for August 31, 2014	\$9,659,829	\$4,405,946	\$0	\$1,613,279	\$241,241	\$1,372,038	\$3,640,604
2014/2015 Budget projections for:							
Budgeted surplus(deficit)	(\$976,497)			(\$976,497)			
Projected Board funded capital asset additions		\$673,037		(\$363,037)		\$0	(\$310,000)
Budgeted Disposal of unsupported tangible capital assets	\$0	\$0		\$0			\$0
Budgeted Amortization of capital assets (expense)		(\$2,002,746)		\$2,002,746			
Budgeted capital revenue recognized - Alberta Education		\$1,191,988		(\$1,191,988)			
Budgeted capital revenue recognized - Other GOA		\$0		\$0			
Budgeted capital revenue recognized - Other sources		\$0		\$0			
Budgeted changes in Endowments	\$0		\$0	\$0			
Budgeted Unsupported debt principal repayment		\$0		\$0			
Projected reserve transfers (net)				(\$473,501)		(\$1,002,278)	\$473,501
Projected Assumptions/Transfers of Operations (Explain)	\$0	\$0		\$0		\$0	\$0
Projected Balances for August 31, 2015	\$8,683,332	\$4,268,225	\$0	\$611,002	\$241,242	\$369,760	\$3,804,105

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

The following explains the anticipated changes to Unrestricted Surplus, Investment in Tangible Capital Assets, Endowments, Operating Reserves and Capital Reserves for 2013/2014 and 2014/2015 and breaks down the planned additions to unsupported capital. Additional space is provided in the next tab.

Reason for Changes in Unrestricted Surplus; Investment in Tangible Capital Assets; Endowments; Operating Reserves; and Capital Reserves 2013/2014

In 2013-2014, The Division is projecting a deficit of \$1,475,296 and the Accumulated Operating Surplus will be used to balance this year's budget. In addition, \$301,217 from Accumulated Operating Surplus will be used to fund capital assets purchase for the year. A net transfer of \$992,159 to Capital reserves from Accumulated Operating reserves resulting in a projected Accumulated Operating Surplus balance of \$1,613,279.

Capital Reserves will increase by \$992,159 from the projected Accumulated Operating Surplus to support future replacement of buses, evergreen computers and equipment. For this year, \$684,000 is projected to be used to evergreen computers, support major maintenance upgrades, and purchase a maintenance truck.

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

The following explains the anticipated changes to Unrestricted Surplus, Investment in Tangible Capital Assets, Endowments, Operating Reserves and Capital Reserves for 2013/2014 and 2014/2015 and breaks down the planned additions to unsupported capital.

Reason for Changes in Unrestricted Surplus; Investment in Tangible Capital Assets; Endowments; Operating and Capital Reserves 2014/2015

The Accumulated Operating Surplus will be used to fund the 2014-2015 projected deficit of \$976,497. In addition a small amount of net transfers to Capital Reserves will decrease Operating Reserves by \$25,781. As well, \$363,037 will be used to support capital asset additions from the operating funds, resulting in an Accumulated Operating Surplus of \$611,002.

In 2014-2015 Capital Reserves will increase by \$473,501 from transfers from the projected Accumulated Operating Surplus to support future replacement of buses, evergreen computers and equipment. For this year, \$310,000 of the capital reserves will be used to evergreen computers and \$100,000 to support major maintenance upgrades.

**Planned Changes to Board Funded Tangible Capital Assets
2013/2014**

Capital Asset addition from UNA		301,217		
Capital Asset Addition from Capital Reserves:				
Vehicle Purchase	30,000			
Computer Evergreening	325,000			
Equipment purchase	9,000			
Building Major repairs	<u>350,000</u>	<u>684,000</u>	985,217	

2014/2015

Capital Asset addition from UNA		363,037		
Capital Asset Addition from Capital Reserves:				
Computer Evergreening	210,000			
Building Major repairs	<u>100,000</u>	<u>310,000</u>	673,037	

Other Information:

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

	Budgeted 2014/2015 (Note 2)	Actual 2013/2014	Actual 2012/2013	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	1,360	1,407	1,397	Head count
Grades 10 to 12	469	460	462	Note 3
Total	1,829	1,867	1,859	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Other Students:				
Total	168	179	209	Note 4
Total Net Enrolled Students	1,997	2,046	2,068	
Home Ed and Blended Program Students	1	-	2	Note 5
Total Enrolled Students, Grades 1-12	1,998	2,046	2,070	
Of the Eligible Funded Students:				
Severely Disabled Students served	91	87	101	Total eligible funded severely disabled student FTEs; including Code 40s (excluding Code 47s).
EARLY CHILDHOOD SERVICES (ECS)				
Eligible Funded Children	129	132	145	ECS children eligible for ECS base instruction funding from Alberta Education.
Other children	10	12	8	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	139	144	153	
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	70	72	77	
Of the Eligible Funded Children:				
Severely Disabled Children served	14	16	16	Total eligible funded severely disabled children FTEs, including Code 40 children in program units.
NOTES:				
1) Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.				
2) Budgeted enrolment is to be based on best information available at time of the 2014/2015 budget report preparation.				
3) The # of FTE grade 10-12 students is determined by taking the total # of students' credits / 35; where 35 CEU's = 1 FTE.				
4) Other Grade 1-12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or INAC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.				
5) Because they are funded separately, Home Education students are not included with total net enrolled students. In the blended program, funding per student is pro-rated on the percentage of the student's program which is taken at school and at home; home education students are assigned a weighting of 0.25 FTE for base funding.				

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

	Budgeted 2014/2015	Actual 2013/2014	Actual 2012/2013	Notes
CERTIFICATED STAFF				
School Based	148.0	154.0	152.0	Teacher certification required for performing functions at the school level.
Non-School Based	9.0	9.0	9.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	157.0	163.0	161.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Certificated Staffing Change due to:				
Enrolment Change	(2.0)	-	-	If negative change impact, the small class size initiative is to include any/all teachers retained.
Other Factors	(4.0)	2.0	1.2	Descriptor (required):
Total Change	(6.0)	2.0	1.2	Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:				
Continuous contracts terminated	-	-	-	FTEs
Non-permanent contracts not being renewed	(3.0)	-	-	FTEs
Other (retirement, attrition, etc.)	(3.0)	2.0	-	Descriptor (required):
Total Negative Change in Certificated FTEs	(6.0)	2.0	-	Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
NON-CERTIFICATED STAFF				
Instructional	83.1	89.6	91.2	Personnel providing instruction support for schools under 'Instruction' program areas.
Non-Instructional	29.8	25.4	30.3	Personnel in Transportation, Board & System Admin., O&M and External service areas.
Total Non-Certificated Staff FTE	112.9	115.0	121.5	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Non-Certificated Staffing Change due to:				
Enrolment Change	(2.1)	-	-	FTEs
Other Factors	-	(6.5)	(0.8)	Descriptor (required):
Total Change	(2.1)	(6.5)	(0.8)	Year-over-year change in Non-Certificated FTE