

BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2016

[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 & Fax Numbers, Email Address

BOARD CHAIR

Dianne Lavoie

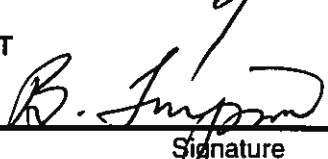
Name


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 June 16, 2015 .

Date

Version: 150630

c.c. Alberta Education
c/o Robert Mah, Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5

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HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2015/2016 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 & Assumption

Holy Family Catholic Regional Division No. 37 is projecting a deficit of \$1,059,224 for the 2015-16 school year. Reserve funds will be used to balance this year's budget.

Following are the highlights for 2015-16 school year:

- Maintaining a Division 17:1 Pupil Teacher Ratio
- A full day five day kindergarten in all schools in the Division
- In late 2014-15, the Division did a technology review to assess the effectiveness and financial and other efficiencies of technology in the Division. Results have not been received.
- The Division will offer a Catholic Leadership Academy to certified teachers to build Leadership Capacity.
- Increase one Learning Coach

Significant Business and Financial Risks:

- Sustainability of full day five day kindergarten
- Sustaining Divisional calendar costs
- High Cost of maintaining facilities
- Sustaining classroom teacher support through Learning Coaches
- Sustaining small K-6 school

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2015/2016	Fall Budget Update 2014/2015	Actual 2013/2014
REVENUES			
Alberta Education	\$26,048,199	\$25,946,128	\$25,790,127
Other - Government of Alberta	\$428,260	\$434,844	\$373,479
Federal Government and First Nations	\$2,462,378	\$2,544,584	\$2,756,158
Other Alberta school authorities	\$42,000	\$40,897	\$90,642
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$1,394,880	\$1,418,495	\$1,404,421
Fees	\$298,978	\$264,154	\$333,763
Other sales and services	\$37,676	\$37,780	\$50,006
Investment income	\$100,500	\$101,000	\$103,187
Gifts and donations	\$82,028	\$68,782	\$106,471
Rental of facilities	\$12,800	\$14,300	\$15,571
Fundraising	\$288,498	\$255,968	\$321,018
Gains on disposal of capital assets	\$0	\$0	\$0
Other revenue	\$20,000	\$69,000	\$56,412
TOTAL REVENUES	\$31,216,192	\$31,195,932	\$31,401,255
EXPENSES			
Instruction - Early Childhood Services	\$1,010,889	\$1,044,203	\$844,542
Instruction - Grades 1-12	\$25,100,905	\$24,540,528	\$24,310,506
Plant operations & maintenance	\$3,822,375	\$3,970,903	\$3,906,100
Transportation	\$469,899	\$422,231	\$376,367
Administration	\$1,428,299	\$1,417,405	\$1,352,731
External Services	\$443,049	\$569,367	\$483,880
TOTAL EXPENSES	\$32,275,416	\$31,964,637	\$31,274,126
ANNUAL SURPLUS (DEFICIT)	(\$1,059,224)	(\$768,705)	\$127,129

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

	Approved Budget 2015/2016	Fall Budget Update 2014/2015	Actual 2013/2014
EXPENSES			
Certificated salaries	\$15,492,170	\$15,230,347	\$14,942,677
Certificated benefits	\$3,639,482	\$3,470,184	\$3,395,763
Non-certificated salaries and wages	\$4,868,114	\$4,674,120	\$4,486,945
Non-certificated benefits	\$1,041,887	\$1,006,808	\$966,189
Services, contracts, and supplies	\$5,419,916	\$5,572,433	\$5,286,614
Capital and debt services			
Amortization of capital assets			
supported	\$1,108,142	\$1,191,536	\$1,186,410
unsupported	\$697,744	\$796,534	\$965,687
Interest on capital debt			
supported	\$10,011	\$22,677	\$43,641
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	\$32,275,416	\$31,964,637	\$31,274,126

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2015/2016	Fall Budget Update 2014/2015	Actual 2013/2014
FEES			
Transportation fees	\$0	\$0	\$0
Basic instruction supplies, text book rental, material fees	\$161,926	\$145,616	\$168,289
Technology user fees	\$0	\$0	\$0
Alternative program fees	\$2,409	\$2,393	\$2,424
Fees for optional courses	\$5,248	\$4,587	\$5,909
Fees for students from other boards	\$0	\$0	\$0
Tuition fees (International & out of province)	\$0	\$0	\$0
Kindergarten & preschool	\$3,430	\$2,284	\$4,566
Extracurricular fees	\$95,478	\$80,873	\$123,112
Field trips	\$30,487	\$28,391	\$29,469
Lunch supervision fees	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
TOTAL FEES	\$298,978	\$264,154	\$333,763

***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" or "Other revenue" (rather than fee revenue):	Approved Budget 2015/2016
Optional non-study programs	\$8,404
Optional extracurricular participation	\$5,890
Student travel	\$21,081
Sales or rentals of other supplies/services	\$2,301
Other (describe)	\$0
Other (describe)	\$0
Other (describe)	\$0
Other (describe)	\$0
Other (describe)	\$0
TOTAL	\$37,676

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)

for the Year Ending August 31

	(1) ACCUMULATED OPERATING SURPLUS (2+3+4+7)	(2) INVESTMENT IN TANGIBLE CAPITAL ASSETS	(3) ENDOWMENTS	(4) ACCUMULATED SURPLUS FROM OPERATIONS (5+6)	(5) UNRESTRICTED SURPLUS	(6) INTERNALLY RESTRICTED OPERATING RESERVES	(7) CAPITAL RESERVES
Actual balances per AFS at August 31, 2014	\$11,262,254	\$4,082,330	\$0	\$3,267,389	\$241,241	\$3,026,148	\$3,912,535
2014/2015 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$696,126)			(\$696,126)	(\$696,126)		
Estimated Board funded capital asset additions		\$1,314,452		(\$1,314,452)	(\$687,201)	(\$627,251)	\$0
Estimated Disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$1,988,070)		\$1,988,070	\$1,988,070		
Estimated capital revenue recognized - Alberta Education		\$1,191,536		(\$1,191,536)			
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	\$0		
Estimated reserve transfers (net)				\$0	\$0		
Estimated reserve transfers (net)				\$0	\$0		
Estimated Assumptions/Transfers of Operations (Explain)	\$88,702	\$0	\$0	\$0	\$586,793	(\$586,793)	\$0
Estimated Balances for August 31, 2015	\$10,654,830	\$4,600,248	\$0	\$2,053,345	\$241,241	\$1,812,104	\$4,001,237
2015/2016 Budget projections for:							
Budgeted surplus (deficit)	(\$1,059,224)			(\$1,059,224)	(\$1,059,224)		
Projected Board funded capital asset additions		\$510,000		(\$300,000)	\$0	(\$300,000)	(\$210,000)
Budgeted Disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted Amortization of capital assets (expense)		(\$1,805,886)		\$1,805,886	\$1,805,886		
Budgeted capital revenue recognized - Alberta Education		\$1,108,142		(\$1,108,142)	(\$1,108,142)		
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)	(\$4,785)	\$0	\$0	(\$4,785)	\$366,265	(\$575,198)	\$208,933
Projected Assumptions/Transfers of Operations (Explain)	\$9,590,821	\$4,412,504	\$0	\$1,178,147	\$241,241	\$936,906	\$4,000,170
Projected Balances for August 31, 2016							
Reduction in A.S.O. : Please provide an explanation as to use of A.S.O. on Pages 9 (ASO) and 10 (ASO Use)							

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

The following explains the anticipated changes to each component of the Accumulated Operating Surplus for 2014/2015 and provides detail on planned additions to unsupported capital. Additional space is provided on Page 6. The anticipated use of Unrestricted Surplus and Operating Reserves for 2015/2016 should be explained on Page 9 and detailed on 10 by cost object and program.

Reason for expected changes in Investment in Tangible Capital Assets and Endowments as well as intended uses of Operating and Capital Reserves: 2014/2015 (Additional space provided on the next page)

Reasons for changes in Investment in Tangible Capital Assets (i.e. supported tangible capital asset acquisitions or material dispositions):

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

The following explains the anticipated changes to each component of AOS for 2014/2015 and 2015/2016 and provides detail on the planned additions to unsupported capital. The anticipated uses of Unrestricted Surplus and Operating Reserves should be explained on Page 9 and detailed on Page 10.

Reason for expected changes in Investment in Tangible Capital Assets and Endowments as well as the intended uses of the balances remaining for Unrestricted Surplus, Operating Reserves and Capital Reserves as at August 31, 2016.
2014/2015

Reasons for changes in Investment in Tangible Capital Assets (i.e. supported tangible capital asset acquisitions or material dispositions):

- Board funded/unsupported tangible capital assets acquisitions.

Other information related to changes in AOS for the 2014/2015 budget year:

- A small increase in 2014-15 AOS is projected due to central support staff not replaced.

2015/2016

Reasons for changes in Investment in Tangible Capital Assets (i.e. supported tangible capital asset acquisitions or material dispositions):

- Board funded capital asset acquisition and material disposition of capital assets.

Planned Uses for remaining Unrestricted Surplus, Operating Reserves, and Capital Reserves (including time frame) after August 31, 2016:

- Capital Reserves for evergreening and purchase of vehicles, computer equipment and other equipment like photocopiers. . Also we put aside some funds for major repair in our unsupported buildings.
- Unrestricted and Operating reserves are planned to maintain and support Division Learning Coaches and new teacher Mentorship Coach and other supports for programming, i.e. full day five day kindergarten in all schools in the Division.

Other Information related to changes in AOS for the budgeted 2015/2016 budget year:

- In 2014-15 School year, our Division Pupil-Teacher Ratio (PTR) is 16:1. In 2015-16, the Division increased the PTR to 17:1 and may increase to 18:1 in 2016-17 school year, depending on financial health of the division.
- The 2015-16 Budget supports five (5) Learning Coaches. In 2016-17 this may be reduced due to programming need and affordability.
- In late 2014-15 school year, our Division did a technology review to assess effectiveness and financial and other effectiveness of technology in the Division. Results have not been received.

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

	Budgeted 2015/2016 (Note 2)	Actual 2014/2015	Actual 2013/2014	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	1,406	1,405	1,407	Head count
Grades 10 to 12	415	436	460	Note 3
Total	1,821	1,841	1,867	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-1.1%	-1.4%		
Other Students:				
Total	179	188	173	Note 4
Total Net Enrolled Students	2,000	2,029	2,046	
Home Ed and Blended Program Students	2	2	-	Note 5
Total Enrolled Students, Grades 1-12	2,002	2,031	2,046	
Percentage Change	-1.4%	-0.7%		
Of the Eligible Funded Students:				
Severely Disabled Students served	90	73	87	Total eligible funded severely disabled student FTEs; including Code 40s (excluding Code 47s).

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	127	150	132	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	14	18	12	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	141	168	144	
Program Hours	950	475	475	Minimum: 475 Hours
FTE Ratio	1 000	0.500	0.500	Actual hours divided by 950
FTE's Enrolled, ECS	141	84	72	
Percentage Change	67.9%	16.7%		
Of the Eligible Funded Children:				
Severely Disabled Children served	10	9	15	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 2015/2016	Actual 2014/2015	Fail Budget 2014/2015	Actual 2013/2014	Notes
CERTIFICATED STAFF					
School Based	147.0	149.8	150.0	154.0	Teacher certification required for performing functions at the school level.
Non-School Based	9.0	8.0	9.0	9.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	156.0	157.8	159.0	163.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency
<i>Explanation required where change unrelated to enrollment</i>					
Percentage change from Fall Budget					
	-1.1%	-3.2%	-2.5%		
Is an average standard cost used to derive certificated salaries?					
If an average standard cost is used, please disclose rate:					
	yes				
	\$ 90,630				
Explanation of Changes:					
The certificated average standard cost does not include allowances, benefits and the 1% bonus					
NON-CERTIFICATED STAFF					
Instructional	91.0	89.6	84.5	89.6	Personnel providing instruction support for schools under 'instruction' program areas.
Plant Operations & Maintenance	15.3	15.3	14.0	14.4	Personnel providing support to maintain school facilities
Transportation	0.3	0.3	0.5	0.3	Personnel providing direct support to the transportation of students to and from school
Other Non-Instructional	13.9	14.9	15.5	10.7	Personnel in Board & System Admin. and External service areas.
Total Non-Certificated Staff FTE	120.5	120.0	114.5	115.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency
Percentage Change					
	0.4%	4.3%	-0.4%		
Percentage change from Fall Budget					
	5.2%				
Explanation of Changes:					
Actual in 2014/15, a caretaking assistant was hired during the year and an additional non-certificated classroom staff was hired in the schools. In 2015-16 The Division is maintaining the same level of non-certified staff.					
Additional Information					
Are non-certificated staff subject to a collective agreement?					
	No				
Please provide terms of contract for 2015/16 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.					

**UTILIZATION OF ACCUMULATED SURPLUS FROM OPERATIONS
for the Year Ending August 31**

Where boards anticipate a decline in Accumulated Surplus in Operations on Page 5 (AOS) during the 2015/16 school year, please identify the justification for the use of these reserves. Document each cost on Page 10 (ASO Use), "Detailed Breakdown for the Budgeted Utilization of Accumulated Surplus from Operations for the Year Ended August 31, 2016."

Please refer to Page 10.

DETAILED BREAKDOWN FOR THE BUDGETED UTILIZATION OF ACCUMULATED SURPLUS FROM OPERATIONS
for the Year Ending August 31, 2016

Line Item	Explanation	Recurring?	Capital?	Program?	Object?	Expected Cost
1	Support Learning Coaches (3 Certified staff)	Recurring	Operating	Instruction Or 1	Certified salaries	\$271,890
2	Support Learning Coaches (3 Certified staff)	Recurring	Operating	Instruction Or 1	Certified salaries	\$32,627
3	Support Learning Coaches (3 Certified staff)	Recurring	Operating	Instruction Or 1	PERSONNEL contracts, and salaries	\$48,488
4	Support New Teacher Mentorship Coach	Recurring	Operating	Instruction Or 1	Certified salaries	\$90,630
5	Support New Teacher Mentorship Coach	Recurring	Operating	Instruction Or 1	Certified salaries	\$10,876
6	Support New Teacher Mentorship Coach	Recurring	Operating	Instruction Or 1	PERSONNEL contracts, and salaries	\$17,974
7	Support a full day 5 day kindergarten programs in all schools in the Division	Recurring	Operating	Instruction ECS	Certified salaries	\$181,280
8	Support a full day 5 day kindergarten programs in all schools in the Division	Recurring	Operating	Instruction ECS	Certified salaries	\$21,751
9	Support to operate a single division calendar	One-Time	Operating	Transportation	PERSONNEL contracts, and salaries	\$54,000
10	Reserve for future bus purchase	One-Time	Capital	Transportation	Inventory	\$100,000
11	Sustain and support viability of small K-6 school	One-Time	Operating	Instruction Or 1	Scheduled salaries	\$45,315
12	Sustain and support viability of small K-6 school	One-Time	Operating	Instruction Or 1	Certified salaries	\$5,437
13						\$0
14						\$0
15						\$0
16						\$0
17						\$0
18						\$0
19						\$0
20						\$0
21						\$0
22						\$0
23						\$0
24						\$0
25						\$0
Use Of A.S.O. for Budget Year 2015/2016						\$875,198

Unexplained Reduction of A.S.O. (Cannot be more than \$10,000)

1. Use drop-down menu: If expense is recurring, indicate how the project will be funded in the future.
2. Use drop-down menu: Capital items should be funded through capital reserves, if available.
3. Use drop-down menu: If expenditure represents an "Operating" expense, indicate to which Program this item was included on the Budgeted Statement of Operations.
4. Use drop-down menu: If expenditure represents an "Operating" expense, indicate to which Expenditure Object this item was included on the Budgeted Allocation of Expenses (by Object).