School Jurisdiction Code: 21

BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2026

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

0021 The Holy Family Catholic Separate School Division

Legal Name of School Jurisdiction

10307 99 Street NW Peace River AB AB T8T 1K1; (780) 624-3956; zachary.silva@hfcrd.ab.ca

Contact Address, Telephone & Email Address

BOARD CHAIR

Kelly Whalen

Name | Signature

SUPERINTENDENT

Mrs. Betty Turpin

Name | Signature

SECRETARY TREASURER or TREASURER

Zachary Silva

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, 2025 .

Date

c.c. Alberta Education
Financial Reporting & Accountability Branch
10th floor, 44 Capital Boulevard, 10044 108th Street NW, Edmonton AB T5J 5E6
E-MAIL: EDC.FRA@gov.ab.ca

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Green	Populated based on information previously submitted to Alberta Education	Yellow	Flags to draw attention to sections requiring entry depending on other parts of the su

HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2025/2026 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:

1. Student enrolment for grades 1-12 is expected to increase from prior school years budgets with the addition of STM in Fairview.
2. We are anticipating a increase in ECS enrolment for the 2025/26 school year.
3. Certified staffing is based on pupil-teacher ratio (PTR) and allocations for prep-time, coordination, and administrators' FTEs, resulting in a total of 146 FTE for school-based certified staff
4. The division will continue funding the full-day Kindergarten programs, providing 1 FTE certified staff for Pre-K programming and supporting enhanced mental health and wellness for our students.
5. EA and support allocations for schools depend on the specific needs of each school.
6. Continuing plan for surplus spending based on ministerial approval. A new request will be created as needed to document any remaining amounts following the end of the 24/25 school year

Significant Business and Financial Risks:

1. Rising inflation coupled with risks of impacts from tariffs may impact operating costs especially supplies, transport and maintenance costs resulting in budget overruns.
2. Rising infrastructure and operating maintenance costs whereas O&M and IMR/CMR funding has not responded at the same pace due to low capacity utilization.
3. High degree of uncertainty as to impact of union negotiations resulting in potential major increases in salaries for both certified and support staff
4.Increased OHS and preventative maintenance costs' due to risks posed from external and environmental factors such as wildfires in North Alberta.

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BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2025/2026	Approved Budget 2024/2025	Actual Audited 2023/2024
REVENUES			
Government of Alberta	$ 30,414,937	$26,963,728	$29,714,886
Federal Government and First Nations	$ 2,800,000	$2,500,000	$3,295,703
Property taxes	$ 1,700,000	$1,700,000	$1,422,949
Fees	$ 160,000	$160,000	$103,702
Sales of services and products	$ 200,000	$200,000	$148,278
Investment income	$ 396,000	$400,000	$530,434
Donations and other contributions	$ 195,000	$195,000	$136,112
Other revenue	$ 77,500	$76,500	$135,644
TOTAL REVENUES	$35,943,437	$32,195,228	$35,487,708
EXPENSES			
Instruction - ECS	$ 2,085,267	$1,858,347	$1,091,536
Instruction - Grade 1 to 12	$ 25,047,007	$22,563,384	$24,046,824
Operations & maintenance	$ 6,739,310	$6,136,369	$5,835,590
Transportation	$ 673,296	$700,732	$742,602
System Administration	$ 1,562,491	$1,574,871	$1,454,258
External Services	$ 758,480	$500,100	$379,676
TOTAL EXPENSES	$36,865,851	$33,333,803	$33,550,486
ANNUAL SURPLUS (DEFICIT)	($922,414)	($1,138,575)	$1,937,222

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

	Approved Budget 2025/2026	Approved Budget 2024/2025	Actual Audited 2023/2024
EXPENSES			
Certificated salaries	$ 12,464,877	$12,616,348	$12,650,659
Certificated benefits	$ 3,488,485	$3,036,073	$3,614,232
Non-certificated salaries and wages	$ 8,675,368	$6,706,379	$6,514,464
Non-certificated benefits	$ 2,297,392	$1,597,459	$2,145,346
Services, contracts, and supplies	$ 7,366,026	$6,640,374	$6,209,799
Capital and debt services			
Amortization of capital assets			
Supported	$ 1,820,458	$2,000,000	$1,820,140
Unsupported	$ 753,245	$737,170	$595,846
Interest on capital debt			
Supported	$ -	$0	$0
Unsupported	$ -	$0	$0
Other interest and finance charges	$ -	$0	$0
Losses on disposal of capital assets	$ -	$0	$0
Other expenses	$ -	$0	$0
TOTAL EXPENSES	$36,865,851	$33,333,803	$33,550,486

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BUDGETED SCHEDULE OF PROGRAM OPERATIONS
for the Year Ending August 31

		Approved Budget 2025/2026							Actual Audited 2023/24
	REVENUES	Instruction		Operations and Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL
		ECS	Grade 1 to 12						
(1)	Alberta Education	$ 2,203,380	$ 20,411,916	$ 2,963,267	$ 574,588	$ 1,706,135		$ 27,859,286	$ 27,533,323
(2)	Alberta Infrastructure - non remediation			$ 1,820,458				$ 1,820,458	$ 1,820,140
(3)	Alberta Infrastructure - remediation							$ -	$ -
(4)	Other - Government of Alberta			$ 56,695			$ 675,732	$ 732,427	$ 346,730
(5)	Federal Government and First Nations	$ 35,280	$ 2,316,720	$ 308,000		$ 140,000		$ 2,800,000	$ 3,295,703
(6)	Other Alberta school authorities			$ 2,766				$ 2,766	$ 14,693
(7)	Out of province authorities							$ -	$ -
(8)	Alberta municipalities-special tax levies							$ -	$ -
(9)	Property taxes		$ 1,700,000					$ 1,700,000	$ 1,422,949
(10)	Fees		$ 160,000					$ 160,000	$ 103,702
(11)	Sales of services and products		$ 200,000					$ 200,000	$ 148,278
(12)	Investment income		$ 304,000	$ 60,000	$ 8,000	$ 20,000	$ 4,000	$ 396,000	$ 530,434
(13)	Gifts and donations		$ 50,000				$ 5,000	$ 55,000	$ 44,431
(14)	Rental of facilities			$ 11,500			$ 4,000	$ 15,500	$ 18,283
(15)	Fundraising		$ 140,000					$ 140,000	$ 91,681
(16)	Gains on disposal of tangible capital assets							$ -	$ -
(17)	Other		$ 50,000	$ 2,000		$ 10,000		$ 62,000	$ 117,361
(18)	**TOTAL REVENUES**	$ 2,238,660	$ 25,332,636	$ 5,224,686	$ 582,588	$ 1,876,135	$ 688,732	$ 35,943,437	$ 35,487,708
	EXPENSES								
(19)	Certificated salaries	$ 846,330	$ 11,329,547			$ 289,000		$ 12,464,877	$ 12,650,659
(20)	Certificated benefits	$ 236,972	$ 3,172,273			$ 79,240		$ 3,488,485	$ 3,614,232
(21)	Non-certificated salaries and wages	$ 550,168	$ 5,419,300	$ 1,513,300	$ 70,700	$ 555,900	$ 566,000	$ 8,675,368	$ 6,514,464
(22)	Non-certificated benefits	$ 154,047	$ 1,397,784	$ 403,498	$ 17,996	$ 165,587	$ 158,480	$ 2,297,392	$ 2,145,346
(23)	SUB - TOTAL	$ 1,787,517	$ 21,318,904	$ 1,916,798	$ 88,696	$ 1,089,727	$ 724,480	$ 26,926,122	$ 24,924,701
(24)	Services, contracts and supplies	$ 297,750	$ 3,478,103	$ 2,578,809	$ 549,600	$ 427,764	$ 34,000	$ 7,366,026	$ 6,209,799
(25)	Amortization of supported tangible capital assets			$ 1,820,458				$ 1,820,458	$ 1,820,140
(26)	Amortization of unsupported tangible capital assets		$ 250,000	$ 380,000	$ 35,000	$ 45,000		$ 710,000	$ 552,600
(27)	Amortization of supported ARO tangible capital assets							$ -	$ -
(28)	Amortization of unsupported ARO tangible capital assets			$ 43,245				$ 43,245	$ 43,246
(29)	Accretion expenses							$ -	$ -
(30)	Supported interest on capital debt							$ -	$ -
(31)	Unsupported interest on capital debt							$ -	$ -
(32)	Other interest and finance charges							$ -	$ -
(33)	Losses on disposal of tangible capital assets							$ -	$ -
(34)	Other expense							$ -	$ -
(35)	**TOTAL EXPENSES**	$ 2,085,267	$ 25,047,007	$ 6,739,310	$ 673,296	$ 1,562,491	$ 758,480	$ 36,865,851	$ 33,550,486
(36)	**OPERATING SURPLUS (DEFICIT)**	$ 153,393	$ 285,629	$ (1,514,624)	$ (90,708)	$ 313,644	$ (69,748)	$ (922,414)	$ 1,937,222

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BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2025/2026	Approved Budget 2024/2025	Actual 2023/2024
FEES			
TRANSPORTATION	$0	$0	$0
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	$0	$0	$0
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	$0	$0	$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	$0	$0	$0
Alternative program fees	$0	$0	$0
Fees for optional courses	$0	$0	$0
ECS enhanced program fees	$0	$20,000	$175
Activity fees	$8,900	$25,000	$17,016
Other fees to enhance education (Describe here)	$0	$0	$0
NON-CURRICULAR FEES			
Extra-curricular fees	$150,900	$82,000	$86,280
Non-curricular goods and services	$200	$3,000	$230
Non-curricular travel	$0	$30,000	$0
OTHER FEES (Describe here)	$0	$0	$0
TOTAL FEES	$160,000	$160,000	$103,701

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 2025/2026	Approved Budget 2024/2025	Actual 2023/2024
Cafeteria sales, hot lunch, milk programs		$32,000	$30,000	$31,993
Special events		$8,000	$10,000	$11,177
Sales or rentals of other supplies/services		$50,000	$60,000	$78,894
International and out of province student revenue		$0	$5,000	$0
Adult education revenue		$0	$0	$0
Preschool		$0	$0	$0
Child care & before and after school care		$0	$0	$0
Lost item replacement fees		$0	$0	$0
Other (describe)	Other (Describe): Other Revenue and Administration (Interest)	$15,000	$10,000	$22,089
Other (describe)	Other (Describe): Student Travel	$5,000	$10,000	$4,125
Other (describe)	Fundraising	$90,000	$60,000	$117,067
Other (describe)		$0	$0	
Other (describe)		$0	$15,000	
TOTAL		$200,000	$200,000	$265,345

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
Actual balances per AFS at August 31, 2024	$10,769,049	$2,608,829	$0	$4,484,892	$1,095,053	$3,389,839	$3,675,328
2024/2025 Estimated impact to AOS for:							
Prior period adjustment	$0	$0	$0	$0	$0	$0	$0
Estimated surplus(deficit)	($750,000)			($750,000)	($750,000)		
Estimated board funded capital asset additions		$450,000		($450,000)	($450,000)	$0	$0
Projected board funded ARO tangible capital asset additions		$0		$0	$0	$0	$0
Estimated disposal of unsupported tangible capital assets	$0	($20,000)		$20,000	$20,000		$0
Budgeted disposal of unsupported ARO tangible capital assets	$0	$0		$0	$0		$0
Estimated amortization of capital assets (expense)		($2,400,000)		$2,400,000	$2,400,000		
Estimated capital revenue recognized - Alberta Education		$0		$0	$0		
Estimated capital revenue recognized - Alberta Infrastructure		$2,000,000		($2,000,000)	($2,000,000)		
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		($43,245)		$43,245	$43,245		
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		$100,000	($100,000)	($100,000)		
Estimated unsupported debt principal repayment		$0		$0	$0	$0	$0
Estimated reserve transfers (net)				$0	$0	$0	$0
Estimated assumptions/transfers of operations - capital lease addition	$0	$0	$0	$0	$0	$0	$0
Estimated Balances for August 31, 2025	**$10,019,049**	**$2,595,584**	**$100,000**	**$3,648,137**	**$258,298**	**$3,389,839**	**$3,675,328**
2025/26 Budget projections for:							
Budgeted surplus(deficit)	($922,414)			($922,414)	($922,414)		
Projected board funded tangible capital asset additions		$300,000		($300,000)	($300,000)	$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)		($2,530,458)		$2,530,458	$2,530,458		
Budgeted capital revenue recognized - Alberta Education		$0		$0	$0		
Budgeted capital revenue recognized - Alberta Infrastructure		$1,820,458		($1,820,458)	($1,820,458)		
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		($43,245)		$43,245	$43,245		
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		$400,000		($400,000)	($400,000)		
Budgeted changes in Endowments	$0		$0	$0	$0		
Budgeted unsupported debt principal repayment		$0		$0	$0		
Projected reserve transfers (net)				$0	$0	$0	$0
Projected assumptions/transfers of operations - capital lease addition	$0	$0	$0	$0	$0	$0	$0
Projected Balances for August 31, 2026	**$9,096,635**	**$2,542,339**	**$100,000**	**$2,778,968**	**($610,871)**	**$3,389,839**	**$3,675,328**

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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-2026	31-Aug-2027	30-Aug-2028	31-Aug-2026	31-Aug-2027	30-Aug-2028	31-Aug-2026	31-Aug-2027	30-Aug-2028
Projected opening balance		$258,298	($610,871)	($980,871)	$3,389,839	$3,389,839	$3,389,839	$3,675,328	$3,675,328	$3,675,328
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	$2,573,703	$2,650,000	$2,750,000		$0	$0			
Budgeted capital revenue recognized, including ARO assets amortization	Explanation	($1,620,458)	($2,000,000)	($2,250,000)		$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	STM Old School Remediation	($400,000)	$0	$0		$0	$0			
Budgeted unsupported debt principal repayment	Explanation	$0	$0	$0		$0	$0			
Projected reserves transfers (net)	Unsupported amortization to capital reserves	$0	$0	$0	$0	$0	$0	$0	$0	$0
Projected assumptions/transfers of operations	Techonology asset renewal	$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	STM New School Build	$0	$0	$0		$0	($250,000)		$0	$0
Decentralized school reserves	Explanation	$0	$0	$0		$0	$0		$0	$0
Non-recurring certificated remuneration	Grid creep, net salary increases	($150,000)	($150,000)	($150,000)		$0	$0			
Non-recurring non-certificated remuneration	Wellness and Social Professionals and Programs	($100,000)	($100,000)	($100,000)		$0	$0			
Non-recurring contracts, supplies & services	Cost increases, Wildfire and Risk Management, inspection	($50,000)	($50,000)	($50,000)		$0	$0			
Professional development, training & support	New Curriculum and specialized services	($100,000)	($100,000)	($100,000)		$0	$0			
Transportation Expenses	Increase in bussing contracts (unsupported)	($100,000)	($100,000)	($100,000)		$0	$0			
Operations & maintenance	Increased insurance costs - unsupported	($50,000)	($100,000)	($100,000)		$0	$0			
English language learners	Explanation	$0	$0	$0		$0	$0			
System Administration	Explanation	$0	$0	$0		$0	$0			
OH&S / wellness programs	Continued development of programs	($2,414)	($20,000)	($20,000)		$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)	Special Programs	($100,000)	($100,000)	($100,000)		$0	$0			
Repairs & maintenance - School building & land	Preventative and General Maintenance	($100,000)	($150,000)	($200,000)		$0	$0			
Repairs & maintenance - Technology	Evergreening/IT	($120,000)	($100,000)	($100,000)		$0	$0			
Repairs & maintenance - Vehicle & transportation	Vehicle general maintenance	($50,000)	($50,000)	($50,000)		$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	Aging Schools and Changing Conditions	$0	$0	$0	$0	$0	$0	$0		
Capital costs - School modernization	Aging Schools and Changing Conditions	$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	Techonology asset renewal	$0	$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	Explanation	$0	$0	$0	$0	$0	$0	$0	$0	$0
Capital costs - POM building & equipment	Explanation	$0	$0	$0	$0	$0	$0	$0	$0	$0
Capital Costs - Furniture & Equipment	Explanation	$0	$0	$0	$0	$0	$0	$0	$0	$0
Capital costs - Other	Explanation	($300,000)	$0	$0	$0	$0	$0	$0	$0	$0
Building leases	Explanation	$0	$0	$0		$0	$0		$0	$0
Other 1 - please use this row only if no other row is appropriate	Explanation	$0	$0	$0		$0	$0		$0	$0
Other 2 - please use this row only if no other row is appropriate	Explanation	$0	$0	$0		$0	$0		$0	$0
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	$0
Estimated closing balance for operating contingency		($610,871)	($980,871)	($1,550,871)	$3,389,839	$3,389,839	$3,139,839	$3,675,328	$3,675,328	$3,675,328

Total surplus as a percentage of 2026 Expenses	0.175075189	0.165038801	14.28%
ASO as a percentage of 2026 Expenses	7.54%	6.53%	4.31%

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DETAILS OF RESERVES AND

MAXIMUM OPERATING RESERVE LIMIT EXEMPTION CRITERIA

for the Year Ending August 31, 2025

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, Part 1: exemptions (Row 21 - 51) and Part 2: transfers between operating and capital reserves (Row 52 - 67).

Complete Part 1 if over 6% in cell B24. Check for flag in cell E27.
Part 1: As per the 2024/25 Funding Manual, a formal request for an exemption to exceed the 2024/25 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, 2025. This tab should be attached as a supplement to your formal request. School jurisdictions who are projecting their 2024/25 operating reserves to be over their 2024/25 maximum limit, which is based on 6% of school jurisdiction's 2023/34 total expenses, and intend to submit a formal 2024/25 exemption request must complete Section A (if a 2023/24 exemption request was made and Ministerial approved) and Section B, explaining the rationale for an exemption and demonstrating when operating reserves will be drawn down below 6% over the subsequent school years.

Complete Part 2 if projecting transfers between operating and capital reserves.
Part 2: If your school jurisdiction is projecting to transfer between operating and capital reserves for the 2024/25 and/or 2025/26 school year, please complete the section under Row 52. 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, 2025		$	3,648,137	
Less: School Generated Funds in Operating Reserves (from 2023/24 AFS)			$293,581	
Estimated 2024/25 Operating Reserves	**10.00%**		**$3,354,556**	
Maximum 2024/25 Operating Reserve Limit	**6.00%**	$	2,013,029	
Estimated 2024/25 Operating Reserves Over Maximum Limit		**$**	**1,341,527**	**Complete sections A and B below.**

SECTION A: 2023/24 EXEMPTION REQUEST

Cell E29 reports your school jurisdiction's 2023/24 Ministerial approval exemption amount over your 2023/24 maximum limit.	$	2,550,000
Cell E30 shows the school year you planned to return below the limit, as per your 2023/24 exemption approval.		2025-27

If you've been approved for a 2023/24 exemption and will be requesting an exemption for 2024/25, please provide the following details below: Have you followed the drawdown plan from your 2023/24 exemption request? If yes, please outline what has been achieved. Please indicate the $ figure amounts and initiatives.
If not, please explain any deviations from the original plan and the reasons for the changes.
We have been following our draw down plan as submitted. Major projects in O&M, wellness, tech, and other student supports have been initiated and will continue over the next fiscal. Our significant increase in unsupported O&M projects to bring schools to a maintainable standard, as well as wellness and support initiatives, are projected to make up to $1.2 million in spending over this last fiscal. Some are non-recurring projects. However, others will be fazed out or replaced by supported initiatives over the next two fiscals to balance the reserve drawdown.

SECTION B: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2024/25 maximum: $ 1,341,527

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 2024/25 school year.

The continuation of our reserve draw-down request, as previously approved, will occur over the next two fiscal years. We will continue to support wellness initiatives and tech/other student supports while ensuring facilities are maintained to an appropriate standard.

Provide a detailed drawdown plan to illustrate how and when the reserve balance will be below 6.0%.

	2025/26	2026/27	2027/28	Additional Comments
Opening operating reserve balance	$ 3,354,556	$ 2,604,556	$ 2,104,556	
O&M and OHS Improvements	$ (200,000)	$ (150,000)	$ (100,000)	
High Needs Student Supports	$ (75,000)	$ (50,000)	$ (50,000)	
Mental Health and Wellness Student supports	$ (300,000)	$ (200,000)	$ (100,000)	
Cyber Security/Tech/Insurance Risk Mitigation	$ (100,000)	$ (50,000)	$ (50,000)	
Student Accesibility	$ (75,000)	$ (50,000)	$ (50,000)	
[Itemized description for increase/(decrease) to reserves]				
	$ 2,604,556	$ 2,104,556	$ 1,754,556	
	7.76%	6.27%	5.23%	

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 2024/25 and 2025/26 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**):

	2024-25	Detailed Rationale
Projected Transfer from Operating to Capital Reserves *(Please enter a negative amount)*	$ -	
Projected Transfer from Capital to Operating Reserves *(Please enter a positive amount)*	$ -	
Net Transfer Between Operating and Capital Reserves	$ -	

	2025-26	Detailed Rationale
Projected Transfer from Operating to Capital Reserves *(Please enter a negative amount)*	$ -	
Projected Transfer from Capital to Operating Reserves *(Please enter a positive amount)*	$ -	
Net Transfer Between Operating and Capital Reserves	$ -	

PROJECTED STUDENT STATISTICS

FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS

	Budgeted 2025/2026 (Note 2)	Actual 2024/2025	Actual 2023/2024	
Grades 1 to 12				
Eligible Funded Students:				
Grades 1 to 9	1,415	1,290	1,162	Head count
Grades 10 to 12	333	305	356	Head count
Total	1,748	1,595	1,518	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	9.6%	5.1%		Addition of STM School in Fairview (150 - 180 students)
Other Students:				
Total	150	141	156	Note 3
Total Net Enrolled Students	1,898	1,736	1,674	
Home Ed Students	-	-	-	Note 4
Total Enrolled Students, Grades 1-12	1,898	1,736	1,674	
Percentage Change	9.3%	3.7%		
Of the Eligible Funded Students:				
Students with Severe Disabilities	-	81	-	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	-	161	-	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
EARLY CHILDHOOD SERVICES (ECS)				
Eligible Funded Children	150	134	109	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	-	-	6	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	150	134	115	
Program Hours	950	950	950	Minimum program hours is 475 Hours
FTE Ratio	1.000	1.000	1.000	Actual hours divided by 950
FTE's Enrolled, ECS	150	134	115	
Percentage Change	11.9%	16.5%		Addition of STM School in Fairview (150 - 180 students), growth in ECS programming throughout division
Home Ed Students	-	-	-	Note 4
Total Enrolled Students, ECS	150	134	115	
Percentage Change	11.9%	16.5%		
Of the Eligible Funded Children:				
Students with Severe Disabilities (PUF)	15	30	13	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	15	17	8	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 2025/2026 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 2025/2026		Actual 2024/2025		Actual 2023/2024		
CERTIFICATED STAFF	Total	Union Staff	Total	Union Staff	Total	Union Staff	Notes
School Based	139.0	139.0	127.5	127.5	115.5	115.5	Teacher certification required for performing functions at the school level.
Non-School Based	7.0	3.0	7.0	3.0	6.0	3.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	146.0	142.0	134.5	130.5	121.5	118.5	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	8.6%		10.7%		20.2%		Addition of new school to division increasing certified.
If an average standard cost is used, please disclose rate:	94,037		-		-		
Student F.T.E. per certificated Staff	14.03		13.90		14.72		

Certificated Staffing Change due to:

	Total	Union Staff	Notes
	-		
Enrolment Change	1.0		
Other Factors	10.5		New school addition to division
Total Change	11.5	-	Year-over-year change in Certificated FTE

Breakdown, where total change is Negative:

	Total	Union Staff	Notes
Continuous contracts terminated	3.0	3.0	FTEs
Non-permanent contracts not being renewed	4.0	4.0	FTEs
Other (retirement, attrition, etc.)	5.0	5.0	
Total Negative Change in Certificated FTEs	12.0	12.0	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	Budget 2025/2026 Total	Union Staff	Actual 2024/2025 Total	Union Staff	Actual 2023/2024 Total	Union Staff
Permanent - Full time	121.0	118.0	109.0	105.0	97.0	94.0
Permanent - Part time	-	-	-	-	2.0	2.0
Probationary - Full time	14.0	14.0	16.0	16.0	14.0	14.0
Probationary - Part time	4.0	4.0	4.0	4.0	-	-
Temporary - Full time	7.0	7.0	7.0	7.0	6.0	6.0
Temporary - Part time	-	-	-	-	4.0	4.0

NON-CERTIFICATED STAFF	Budget 2025/2026 Total	Union Staff	Actual 2024/2025 Total	Union Staff	Actual 2023/2024 Total	Union Staff	Notes
Instructional - Education Assistants	111.5	-	104.0	-	93.8	-	Personnel support students as part of a multidisciplinary team with teachers and other other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	30.0	-	34.0	-	26.3	-	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	22.7	-	21.0	-	17.4	-	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	1.5	-	2.0	-	0.8	-	Bus drivers employed, but not contracted
Transportation - Other Staff	-	-	-	-	-	-	Other personnel providing direct support to the transportion of students to and from school other than bus drivers employed
Other	19.0	-	12.0	-	10.0	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	184.7	-	173.0	-	148.3	-	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	6.7%		16.7%		24.5%		

Explanation of Changes to Non-Certificated Staff:

Increase in supports due to addition of school to division.

Additional Information

Are non-certificated staff subject to a collective agreement? **No**

Please provide terms of contract for 2024/25 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.

School Jurisdiction Code: 21

System Admin Expense Limit %	
0021 The Holy Family Catholic Separate Sc	5.00%