

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2025**

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

0021 The Holy Family Catholic Separate School Division

Legal Name of School Jurisdiction

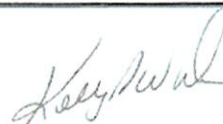
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Contact Address, Telephone & Email Address

BOARD CHAIR

Kelly Whalen

Name



Signature

SUPERINTENDENT

Mrs. Betty Turpin

Name

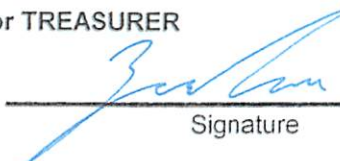


Signature

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 15, 2024

Date

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

Blue	Data input is required
Pink	Populated from data entered in this template (i.e. other tabs)
Green	Populated based on information previously submitted to Alberta Education

Grey	No entry required - the cell is protected.
White	Calculation cells. These are protected and cannot be changed.
Yellow	Flags to draw attention to sections requiring entry depending on other parts of the s

HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2024/2025 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 remain stagnant with the 2023/24 school year.
2. We are anticipating a 4.3% increase in ECS enrolment for the 2024/25 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 116.84 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.

Significant Business and Financial Risks:

1. Rising inflation to 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 insurance costs due to high risk rating by insurers will remain a significant cost for O&M.
4. Increased OHS and preventative maintenance costs due to risks posed from external and environmental factors such as wildfires in North Alberta.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
REVENUES			
Government of Alberta	\$ 26,963,728	\$26,959,486	\$25,520,739
Federal Government and First Nations	\$ 2,500,000	\$2,500,000	\$2,726,225
Property taxes	\$ 1,700,000	\$1,620,013	\$1,557,607
Fees	\$ 160,000	\$160,000	\$141,866
Sales of services and products	\$ 200,000	\$100,000	\$162,862
Investment income	\$ 400,000	\$360,000	\$479,698
Donations and other contributions	\$ 195,000	\$220,000	\$264,336
Other revenue	\$ 76,500	\$24,975	\$145,166
TOTAL REVENUES	\$32,195,228	\$31,944,474	\$30,998,499
EXPENSES			
Instruction - ECS	\$ 1,858,347	\$1,469,877	\$780,809
Instruction - Grade 1 to 12	\$ 22,563,384	\$23,754,310	\$23,033,743
Operations & maintenance	\$ 6,136,369	\$5,426,600	\$5,776,618
Transportation	\$ 700,732	\$765,477	\$701,826
System Administration	\$ 1,574,871	\$1,804,864	\$1,543,520
External Services	\$ 500,100	\$332,288	\$361,533
TOTAL EXPENSES	\$33,333,803	\$33,553,416	\$32,198,049
ANNUAL SURPLUS (DEFICIT)	(\$1,138,575)	(\$1,608,942)	(\$1,199,550)

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
EXPENSES			
Certificated salaries	\$ 12,616,348	\$12,972,474	\$12,376,065
Certificated benefits	\$ 3,036,073	\$3,383,506	\$3,429,775
Non-certificated salaries and wages	\$ 6,706,379	\$6,137,843	\$5,827,594
Non-certificated benefits	\$ 1,597,459	\$1,486,327	\$1,648,051
Services, contracts, and supplies	\$ 6,640,374	\$7,221,733	\$6,560,790
Capital and debt services			
Amortization of capital assets			
Supported	\$ 2,000,000	\$1,731,289	\$1,731,289
Unsupported	\$ 737,170	\$620,244	\$624,485
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	\$33,333,803	\$33,553,416	\$32,198,049

**BUDGETED SCHEDULE OF PROGRAM OPERATIONS
for the Year Ending August 31**

REVENUES	Approved Budget 2024/2025							Actual Audited 2022/23
	Instruction		Operations and Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL
	ECS	Grade 1 to 12						
(1) Alberta Education	\$ 1,806,174	\$ 18,231,290	\$ 2,213,357	\$ 569,138	\$ 1,646,037	\$ -	\$ 24,465,996	\$ 23,434,322
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 1,731,289
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(4) Other - Government of Alberta	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 482,732	\$ 482,732	\$ 312,613
(5) Federal Government and First Nations	\$ 32,625	\$ 2,142,375	\$ 200,000	\$ -	\$ 125,000	\$ -	\$ 2,500,000	\$ 2,726,225
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 42,515
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ 1,557,607
(10) Fees	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 141,866
(11) Sales of services and products	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 162,862
(12) Investment income	\$ -	\$ 50,000	\$ 262,000	\$ 24,000	\$ 50,000	\$ 14,000	\$ 400,000	\$ 479,698
(13) Gifts and donations	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 55,000	\$ 91,064
(14) Rental of facilities	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 2,500	\$ 14,500	\$ 11,738
(15) Fundraising	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 173,272
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000
(17) Other	\$ -	\$ 50,000	\$ 2,000	\$ -	\$ 10,000	\$ -	\$ 62,000	\$ 114,428
(18) TOTAL REVENUES	\$ 1,838,799	\$ 22,723,665	\$ 4,689,357	\$ 608,138	\$ 1,831,037	\$ 504,232	\$ 32,195,228	\$ 30,998,499
EXPENSES								
(19) Certificated salaries	\$ 851,564	\$ 11,399,784			\$ 365,000	\$ -	\$ 12,616,348	\$ 12,376,065
(20) Certificated benefits	\$ 204,375	\$ 2,735,948			\$ 95,750	\$ -	\$ 3,036,073	\$ 3,429,775
(21) Non-certificated salaries and wages	\$ 444,126	\$ 3,976,306	\$ 1,323,350	\$ 75,597	\$ 507,000	\$ 380,000	\$ 6,706,379	\$ 5,827,594
(22) Non-certificated benefits	\$ 111,032	\$ 947,066	\$ 285,637	\$ 17,444	\$ 152,680	\$ 83,600	\$ 1,597,459	\$ 1,648,051
(23) SUB - TOTAL	\$ 1,611,097	\$ 19,059,104	\$ 1,608,987	\$ 93,041	\$ 1,120,430	\$ 463,600	\$ 23,956,259	\$ 23,281,485
(24) Services, contracts and supplies	\$ 247,250	\$ 3,254,280	\$ 2,112,703	\$ 580,200	\$ 409,441	\$ 36,500	\$ 6,640,374	\$ 6,560,790
(25) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 1,731,289
(26) Amortization of unsupported tangible capital assets	\$ -	\$ 250,000	\$ 371,434	\$ 27,491	\$ 45,000	\$ -	\$ 693,925	\$ 581,239
(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	\$ 1,858,347	\$ 22,563,384	\$ 6,136,369	\$ 700,732	\$ 1,574,871	\$ 500,100	\$ 33,333,803	\$ 32,198,049
(36) OPERATING SURPLUS (DEFICIT)	\$ (19,548)	\$ 160,281	\$ (1,447,012)	\$ (92,594)	\$ 256,166	\$ 4,132	\$ (1,138,575)	\$ (1,199,550)

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
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	\$20,000	\$0	\$27,634
Activity fees	\$25,000	\$10,000	\$32,991
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$82,000	\$80,000	\$81,032
Non-curricular goods and services	\$3,000	\$10,000	\$209
Non-curricular travel	\$30,000	\$60,000	\$0
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$160,000	\$160,000	\$141,866

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 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
Cafeteria sales, hot lunch, milk programs		\$30,000	\$20,000	\$32,220
Special events		\$10,000	\$30,000	\$8,353
Sales or rentals of other supplies/services		\$60,000	\$80,000	\$83,585
International and out of province student revenue		\$5,000	\$80,000	\$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)		\$10,000	\$0	\$20,735
Other (describe) Other (Describe): Student Travel		\$10,000	\$0	\$16,095
Other (describe) Fundraising		\$60,000	\$0	\$150,147
Other (describe) Yearbook			\$0	
Other (describe) gifts & donations		\$15,000	\$30,000	
TOTAL		\$200,000	\$240,000	\$311,135

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, 2023	\$8,831,827	\$2,501,670	\$0	\$1,951,824	(\$1,341,142)	\$3,292,966	\$4,378,333
2023/2024 Estimated Impact to AOS for:							
Prior period adjustment	\$2,688,400	\$0	\$0	\$2,688,400	\$2,688,400	\$0	\$0
Estimated surplus(deficit)	(\$500,000)			(\$500,000)	(\$500,000)		
Estimated board funded capital asset additions		\$1,000,000		\$0	\$0	\$0	(\$1,000,000)
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Estimated disposal of unsupported tangible capital assets	\$50,000	\$0		\$0	\$0		\$50,000
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$2,300,000)		\$2,300,000	\$2,300,000		
Estimated capital revenue recognized - Alberta Education		\$0		\$0	\$0		
Estimated capital revenue recognized - Alberta Infrastructure		\$1,750,000		(\$1,750,000)	(\$1,750,000)		
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		\$0	\$0	\$0		
Estimated unsupported debt principal repayment		\$0		\$0	\$0	\$0	\$0
Estimated reserve transfers (net)				(\$1,000,000)	\$0	(\$1,000,000)	\$1,000,000
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2024	\$11,070,227	\$2,908,425	\$0	\$3,733,469	\$1,440,503	\$2,292,966	\$4,428,333
2024/25 Budget projections for:							
Budgeted surplus(deficit)	(\$1,138,575)			(\$1,138,575)	(\$1,138,575)		
Projected board funded tangible capital asset additions		\$850,000		\$0	\$0	\$0	(\$850,000)
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)		(\$2,693,925)		\$2,693,925	\$2,693,925		
Budgeted capital revenue recognized - Alberta Education		\$0		\$0	\$0		
Budgeted capital revenue recognized - Alberta Infrastructure		\$2,000,000		(\$2,000,000)	(\$2,000,000)		
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		\$0		\$0	\$0		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0		
Budgeted unsupported debt principal repayment		\$0		\$0	\$0		
Projected reserve transfers (net)				(\$500,000)	\$0	(\$500,000)	\$500,000
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2025	\$9,931,652	\$3,021,255	\$0	\$2,832,064	\$1,039,098	\$1,792,966	\$4,078,333

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-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027
Projected opening balance		\$1,440,503	\$1,039,098	\$524,098	\$2,292,966	\$1,792,966	\$1,292,966	\$4,428,333	\$4,078,333	\$2,728,333
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	\$2,737,170	\$2,500,000	\$2,500,000		\$0	\$0			
Budgeted capital revenue recognized, including ARO assets amortization	Explanation	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)		\$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	Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted unsupported debt principal repayment	Explanation	\$0	\$0	\$0		\$0	\$0			
Projected reserves transfers (not)	Unsupported amortization to capital reserves	\$0	\$0	\$0	(\$500,000)	(\$500,000)	(\$500,000)	\$500,000	\$500,000	\$500,000
Projected assumptions/transfers of operations	Technology 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	Explanation	\$0	\$0	\$0		\$0	\$0		(\$1,000,000)	\$0
Decentralized school reserves	Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-recurring certificated remuneration	Grid creep, net salary increases	(\$100,000)	(\$100,000)	(\$100,000)		\$0	\$0			
Non-recurring non-certificated remuneration	Wellness and Social Professionals and Programs	(\$120,000)	(\$120,000)	(\$120,000)		\$0	\$0			
Non-recurring contracts, supplies & services	Cost increases, Wildfire and Risk Management, Inspection	(\$143,575)	(\$150,000)	(\$100,000)		\$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)	(\$110,000)	(\$100,000)	(\$100,000)		\$0	\$0			
Operations & maintenance	Increased insurance costs - unsupported	(\$50,000)	\$0	\$0		\$0	\$0			
English language learners	Explanation	\$0	\$0	\$0		\$0	\$0			
System Administration	Explanation	\$0	\$0	\$0		\$0	\$0			
OH&S / wellness programs	Explanation	(\$25,000)	(\$25,000)	(\$25,000)		\$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	(\$270,000)	(\$200,000)	(\$200,000)		\$0	\$0			
Repairs & maintenance - Technology	Evergreening/IT	(\$120,000)	(\$120,000)	(\$120,000)		\$0	\$0			
Repairs & maintenance - Vehicle & transportation	Explanation	\$0	\$0	\$0		\$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	(\$350,000)	(\$350,000)	(\$350,000)
Capital costs - School modernization	Aging Schools and Changing Conditions	\$0	\$0	\$0	\$0	\$0	\$0	(\$500,000)	(\$500,000)	(\$500,000)
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	Technology 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	\$0	\$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		\$1,039,098	\$524,098	\$59,098	\$1,792,966	\$1,292,966	\$792,966	\$4,078,333	\$2,728,333	\$2,378,333
Total surplus as a percentage of 2025 Expenses		20.73%	13.64%	9.69%						
ASO as a percentage of 2025 Expenses		8.50%	5.45%	2.56%						

**DETAILS OF RESERVES AND
MAXIMUM OPERATING RESERVE LIMIT EXEMPTION CRITERIA
for the Year Ending August 31, 2024**

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, exemptions (Row 20 - 45) and transfers between operating and capital reserves (Row 46 - 61).

As per the 2023/24 Funding Manual, a formal request for an exemption to exceed the 2023/24 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, 2024. This tab should be attached as a supplement to your formal request. School jurisdictions who are projecting their 2023/24 operating reserves to be over their 2023/24 maximum limit, which is based on the school jurisdiction's 2023/24 system administration percentage (3.2% to 5%), must complete Section A. These school jurisdictions will only require an exemption for the 2023/24 school year and not in the 2024/25 school year, assuming the balance is still below 6% in 2024/25. School jurisdictions projecting 2023/24 operating reserves to be over their maximum limit for 2023/24 AND the new 2024/25 limit of 6% of total expenses must complete **both** Section A and B, as they will need to demonstrate when operating reserves will be drawn down below 6% over the subsequent school years. School jurisdictions who are projecting to be below their maximum limit in 2023/24 are not required to complete Section A or B.

If your school jurisdiction is projecting to transfer between operating and capital reserves for the 2023/24 and/or 2024/25 school year, please complete the section under Row 46. 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, 2024	\$ 3,733,469	
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)	\$ 358,021	Complete section B below.
Estimated 2023/24 Operating Reserves	\$ 3,375,448	
	10.48%	
Maximum 2023/24 Operating Reserve Limit	\$ 1,609,902	
Estimated 2023/24 Operating Reserves Over Maximum Limit	\$ 1,765,546	Complete section A below.

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2023/24 maximum: \$ 1,765,546

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 2023/24 school year.

SECTION B: (MAX LIMIT EXEMPTION CRITERIA)

If estimated 2023/24 operating reserves are greater than 6.0%, provide a detailed drawdown plan to illustrate how and when the reserve balance will be below 6.0%. However, if your 2023/24 operating reserve balance is 6.0% or greater, but you anticipate that the 2024/25 balance will be less than 6.0% or you do not plan to request an exemption, you are not required to complete Section B. Please indicate this in the response under Section A.

	2024/25	2025/26	2026/27	Additional Comments
Opening operating reserve balance	\$ 3,375,448	\$ 2,545,448	\$ 1,715,448	
Pre K, PUF, ECS, and Other Instructional Areas	\$ (250,000)	\$ (250,000)	\$ (250,000)	Mental Health Support, 950 hrs to ECS vs base 425 hrs, Pre-K Progr
Operations and Maintenance	\$ (500,000)	\$ (500,000)	\$ (500,000)	Maintenance costs, inspections, preventative, raising utilities, OHS
Transportation Costs	\$ (80,000)	\$ (80,000)	\$ (80,000)	Unsupported transportation, in-town bussing, extra operational days
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
	\$ 2,545,448	\$ 1,715,448	\$ 885,448	
	7.91%	5.33%	2.75%	

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 2023/24 and 2024/25 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):

	2023-24	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (1,000,000)	Due to aging conditions of our buildings, there are likely to be significa
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ (1,000,000)	
	2024-25	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (500,000)	Due to aging conditions of our buildings, there are likely to be significa
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ (500,000)	

PROJECTED STUDENT STATISTICS
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS

Budgeted 2024/2025 (Note 2)	Actual 2023/2024	Actual 2022/2023
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Grades 1 to 12

Eligible Funded Students:

Grades 1 to 9	1,129	1,162	1,130	Head count
Grades 10 to 12	361	356	237	Head count
Total	1,490	1,518	1,367	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-1.8%	11.0%		relatively minor, however, we are seeing an increase in federally funded students, coming from

Other Students:

Total	180	156	169	Note 3
Total Net Enrolled Students	1,670	1,674	1,536	
Home Ed Students	-	-	-	Note 4
Total Enrolled Students, Grades 1-12	1,670	1,674	1,536	
Percentage Change	-0.2%	9.0%		

Of the Eligible Funded Students:

Students with Severe Disabilities	116	-	-	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	187	-	-	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	114	109	137	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	6	6	6	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	120	115	143	
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	120	115	143	
Percentage Change	4.3%	-19.6%		Increased ECS program demand in our Northern area, as well as new ECS wishing to come into the Catholic system

Home Ed Students	-	-		Note 4
Total Enrolled Students, ECS	120	115	143	
Percentage Change	4.3%	-19.6%		

Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	12	13	12	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	8	8	3	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 2024/2025 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**

CERTIFICATED STAFF	Budget 2024/25		Actual 2023/24		Actual 2022/23		Notes
	Total	Union Staff	Total	Union Staff	Total	Union Staff	
School Based	117	117	116	116	118	118	Teacher certification required for performing functions at the school level.
Non-School Based	7	3	6	3	7	4	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	124.0	120.0	121.5	118.5	125.0	122.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	2.1%		-2.8%		-0.8%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.
If an average standard cost is used, please disclose rate:	101,377		-		-		
Student F.T.E. per certificated Staff	14.4354839		1472%		1343%		
Certificated Staffing Change due to:							
	-						If there is a negative change impact, the small class size initiative is to include any/all teachers retained.
Enrolment Change	1	1					
Other Factors	2	1					
Total Change	2.5	1.0					Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:							
Continuous contracts terminated	3	-					FTEs
Non-permanent contracts not being renewed	3	-					FTEs
Other (retirement, attrition, etc.)	3	-					
Total Negative Change in Certificated FTEs	9.0	-					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							
Permanent - Full time	109	105	97	94	110	107	
Permanent - Part time	-	-	2	2	1	1	
Probationary - Full time	10	10	14	14	4	4	
Probationary - Part time	1	1	-	-	-	-	
Temporary - Full time	4	4	6	6	9	9	
Temporary - Part time	-	-	4	4	2	2	

NON-CERTIFICATED STAFF

Instructional - Education Assistants	97	-	94	-	84	-	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	28	-	26	-	23	-	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	21	-	17	-	18	-	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	1	-	1	-	1	-	Bus drivers employed, but not contracted
Transportation - Other Staff	-	-	-	-	1	-	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	12	-	10	-	10	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	159.0	-	148.3	-	137.0	-	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	7.2%		8.2%		16.1%		

Explanation of Changes to Non-Certificated Staff:

Minor increases in demand for both administration (IT Services), as well as operations and maintenance from prior years due to changing operations and school conditions. Vacant positions have been staffed in the

Additional Information

Are non-certificated staff subject to a collective agreement?

N	N
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Please provide terms of contract for 2023/24 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%