

# BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2017

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

**Pembina Hills Regional Division No. 7**

Legal Name of School Jurisdiction

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**BOARD CHAIR**

Jennifer Tuininga

Name



Signature

**SUPERINTENDENT**

Colleen Symyrozum-Watt

Name

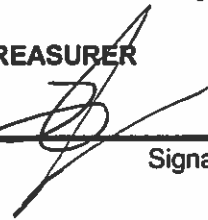


Signature

**SECRETARY TREASURER or TREASURER**

Tracy Meunier, CPA, CGA

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 22, 2016.**

Date

Version: 160422

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.	grey cells: data not applicable - protected
salmon cells: contain referenced juris. information - protected	white cells: within text boxes REQUIRE the input of points and data.
green cells: populated based on information previously submitted	yellow cells: to be completed when yellow only.

### HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2016/2017 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:**

Pembina Hills Public Schools is projecting a decline of 23 students in Kindergarten and 42 students in grades 1-12. Schools are projecting a further decline of 76 students since the spring projections. If this occurs, there will be a 3.33% decline in student enrolment over 2015-2016.

Provincial funding rates will remain the same as 2015-2016. However, given the projected enrolment decline, inflation, and implementation of the Carbon Levy effective January 1, 2017, there will be less resources available in 2016-2017.

A 0% overall salary increase for employees is included in the budget.

Certificated staff fte is projected to increase overall by 0.67 fte, largely due to the initiatives funded through operating reserves.

Non-certificated staff fte is projected to decrease overall by 10.90 fte, largely due to the projected enrolment decrease.

The budget includes a net withdrawal from Accumulated Surplus from Operations of \$2,267,633 and a net withdrawal from Capital Reserves of \$147,211. Further details are available on the AOS sheets.

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

The potential impact of the ATA Collective Agreement. The 4-year framework agreement expires August 31, 2016.

Developing a common understanding of Operating Reserves and Capital Reserves and the purpose they serve, including:

- Providing a source of cash flow to meet ongoing financial obligations
- Providing resources for capital asset additions
- Providing resources to introduce innovative programs and practices that support and advance student learning
- Providing resources to reflect priorities in the Division's Education Plan
- Providing resources for evergreening of items that are not purchased on an annual basis
- Providing resources for new buildings and to repair aging buildings which are not eligible for provincial funding (ie. support services, regional office)
- Providing a source of funds to help schools plan for enrolment fluctuations
- Providing resources to help buffer students and programs from unpredictable provincial funding and unpredictable enrolment
- Providing a source of funds that can be used to meet emergencies

Funding programs using reserves is not sustainable. Investing the funds to build capacity is more sustainable.

**BUDGETED STATEMENT OF OPERATIONS**  
for the Year Ending August 31

	Approved Budget 2016/2017	Fall Budget Update 2015/2016	Actual 2014/2015
<b>REVENUES</b>			
Alberta Education	\$52,812,431	\$53,356,310	\$53,953,638
Other - Government of Alberta	\$160,000	\$220,000	\$880,445
Federal Government and First Nations	\$29,500	\$29,600	\$44,219
Other Alberta school authorities	\$56,000	\$56,000	\$62,711
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$78,634
Property taxes	\$0	\$0	\$0
Fees	\$836,683	\$886,555	\$705,911
Other sales and services	\$368,337	\$309,758	\$387,535
Investment income	\$193,000	\$193,500	\$235,281
Gifts and donations	\$15,000	\$8,000	\$55,890
Rental of facilities	\$56,600	\$54,900	\$96,704
Fundraising	\$150,000	\$150,000	\$111,460
Gains on disposal of capital assets	\$1,000	\$0	\$7,778
Other revenue	\$240,000	\$240,000	\$237,188
<b>TOTAL REVENUES</b>	<b>\$54,918,551</b>	<b>\$55,504,623</b>	<b>\$56,857,394</b>
<b>EXPENSES</b>			
Instruction - Early Childhood Services	\$2,967,130	\$2,905,179	\$3,539,826
Instruction - Grades 1-12	\$40,836,113	\$42,384,604	\$40,802,380
Plant operations & maintenance	\$6,602,938	\$5,583,489	\$5,846,943
Transportation	\$4,628,687	\$4,728,197	\$4,963,192
Administration	\$2,033,203	\$1,991,439	\$1,828,336
External Services		\$84,500	\$94,324
<b>TOTAL EXPENSES</b>	<b>\$57,068,071</b>	<b>\$57,677,408</b>	<b>\$57,075,001</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>(\$2,149,520)</b>	<b>(\$2,172,785)</b>	<b>(\$217,606)</b>

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

	Approved Budget 2016/2017	Fall Budget Update 2015/2016	Actual 2014/2015
<b>EXPENSES</b>			
Certificated salaries	\$24,093,547	\$25,390,550	\$22,507,760
Certificated benefits	\$6,002,189	\$5,973,301	\$6,237,528
Non-certificated salaries and wages	\$11,149,841	\$11,275,078	\$11,588,166
Non-certificated benefits	\$3,117,321	\$2,367,766	\$3,103,656
Services, contracts, and supplies	\$10,214,116	\$10,898,565	\$11,836,292
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$1,789,424	\$1,080,324	\$1,086,443
Unsupported	\$681,322	\$656,757	\$641,831
Interest on capital debt			
Supported	\$12,711	\$27,467	\$72,896
Unsupported	\$0	\$0	\$0
Other interest and finance charges	\$7,600	\$7,600	\$0
Losses on disposal of capital assets	\$0	\$0	\$427
Other expenses	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$57,068,071</b>	<b>\$57,677,408</b>	<b>\$57,075,001</b>

**BUDGETED SCHEDULE OF FEE REVENUE**  
for the Year Ending August 31

	Approved Budget 2016/2017	Fall Budget Update 2015/2016	Actual 2014/2015
<b>FEES</b>			
TRANSPORTATION	\$343,575	\$362,000	\$312,678
BASIC INSTRUCTION SUPPLIES	\$388,108	\$399,555	\$303,969
<b>FEES TO ENHANCE BASIC INSTRUCTION</b>			
Technology user fees	\$0	\$0	\$0
Alternative program fees	\$0	\$0	\$0
Fees for optional courses	\$90,000	\$90,000	\$36,965
Activity fees	\$0	\$5,000	\$0
ECS Enhanced program fees	\$0	\$0	\$0
Other enhancement fees (describe) Barhead Adult Education	\$0	\$20,000	\$0
Other enhancement fees (describe)	\$0	\$0	\$0
Other enhancement fees (describe)	\$0	\$0	\$0
Other enhancement fees (describe)	\$0	\$0	\$0
Other enhancement fees (describe)	\$0	\$0	\$0
<b>NON-CURRICULAR FEES</b>			
Extra-curricular fees	\$15,000	\$10,000	\$25,135
Non-curricular travel	\$0	\$0	\$0
Lunch supervision fees	\$0	\$0	\$0
Non-curricular supplies and materials	\$0	\$0	\$0
Other non-curricular fees (describe)* Barhead Adult Education	\$0	\$0	\$27,164
Other non-curricular fees (describe)*	\$0	\$0	\$0
Other non-curricular fees (describe)*	\$0	\$0	\$0
Other non-curricular fees (describe)*	\$0	\$0	\$0
Other non-curricular fees (describe)*	\$0	\$0	\$0
<b>TOTAL FEES</b>	<b>\$836,683</b>	<b>\$886,555</b>	<b>\$705,911</b>

\*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" (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 2016/2017	Fall Budget Update 2015/2016	Actual 2014/2015
Cafeteria sales, hot lunch, milk programs	\$0	\$0	\$0
Special events	\$0	\$0	\$0
Sales or rentals of other supplies/services	\$185,870	\$101,060	\$93,655
Out of district student revenue	\$0	\$0	\$0
International and out of province student revenue	\$0	\$0	\$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)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$185,870</b>	<b>\$101,060</b>	<b>\$93,655</b>

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 (+6)	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED OPERATING RESERVES	CAPITAL RESERVES
<b>2015/2016</b>							
Actual balances per AFS at August 31, 2015	\$14,481,280	\$4,577,649	\$0	\$8,624,288	\$903,066	\$7,721,223	\$1,289,343
<b>2015/2016 Estimated Impact to AOS for:</b>							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$2,338,941)			(\$2,338,941)	(\$2,338,941)		
Estimated Board funded capital asset additions		\$732,468		(\$32,468)	\$0	(\$32,468)	(\$700,000)
Estimated Disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0	\$0	\$0
Estimated amortization of capital assets (expense)		(\$1,737,083)		\$1,737,083	\$1,737,083		
Estimated capital revenue recognized - Alberta Education		\$1,080,324		(\$1,080,324)	(\$1,080,324)		
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		
Estimated reserve transfers (net)				\$0	\$0	\$0	\$0
Estimated Assumptions/Transfers of Operations (Explain)	(\$186)	\$0	\$0	(\$52,985)	\$1,682,182	(\$2,235,167)	\$552,789
<b>Estimated Balances for August 31, 2016</b>	<b>\$12,152,143</b>	<b>\$4,653,358</b>	<b>\$0</b>	<b>\$6,356,653</b>	<b>\$903,066</b>	<b>\$5,453,588</b>	<b>\$1,142,132</b>
<b>2016/2017 Budget projections for:</b>							
Budgeted surplus(deficit)	(\$2,149,520)			(\$2,149,520)	(\$2,149,520)		
Projected Board funded capital asset additions		\$595,000		\$0	\$0	\$0	(\$595,000)
Budgeted Disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted Amortization of capital assets (expense)		(\$2,470,746)		\$2,470,746	\$2,470,746		
Budgeted capital revenue recognized - Alberta Education		\$1,789,424		(\$1,789,424)	(\$1,789,424)		
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)				\$0	\$0	\$0	\$0
Projected Assumptions/Transfers of Operations (Explain)	\$0	\$0	\$0	(\$573,889)	\$1,468,198	(\$2,042,087)	\$573,889
<b>Projected Balances for August 31, 2017</b>	<b>\$10,002,623</b>	<b>\$4,567,036</b>	<b>\$0</b>	<b>\$4,314,566</b>	<b>\$903,066</b>	<b>\$3,411,501</b>	<b>\$1,121,021</b>

SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES  
for the Year Ending August 31

	Unrestricted Surplus Usage		Operating Reserves Usage		Capital Reserves Usage	
	31-Aug-2017	31-Aug-2018	31-Aug-2017	31-Aug-2018	31-Aug-2017	31-Aug-2018
Projected opening balance	\$903,066	\$903,066	\$5,453,588	\$3,411,501	\$1,142,132	\$1,134,910
Projected excess of revenues over expenses (surplus only)	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted disposal of unsupported tangible capital assets	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	\$2,470,746	\$2,432,215	\$2,390,919	\$0	\$0	\$0
Budgeted capital revenue recognized	(\$1,789,424)	(\$1,782,005)	(\$1,782,005)	\$0	\$0	\$0
Budgeted changes in Endowments	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted unsupported debt principal repayment	\$0	\$0	\$0	\$0	\$0	\$0
Projected reserves transfers (net)	\$0	\$0	\$0	\$0	\$0	\$0
Projected assumptions/transfers of operations	\$1,469,198	\$728,790	\$495,541	(\$1,300,679)	\$573,689	\$547,593
Increase in (use of) school generated funds	\$0	\$0	\$0	\$0	\$0	\$0
New school start-up costs	\$0	\$0	\$0	\$0	\$0	\$0
Decentralized school reserves	\$0	\$0	\$0	\$0	\$0	\$0
Non-recurring certified remuneration	(\$1,107,954)	(\$880,500)	(\$705,905)	\$0	\$0	\$0
Non-recurring non-certificated remuneration	(\$120,142)	(\$119,000)	(\$119,000)	\$0	\$0	\$0
Non-recurring contracts, supplies & services	(\$275,144)	(\$128,000)	\$0	\$0	\$0	\$0
Professional development, training & support	\$0	\$0	\$0	\$0	\$0	\$0
Salary negotiations	\$0	\$0	\$0	\$0	\$0	\$0
Full-day kindergarten	\$0	\$0	\$0	\$0	\$0	\$0
English language learners	\$0	\$0	\$0	\$0	\$0	\$0
First nations, Métis, Inuit	\$0	\$0	\$0	\$0	\$0	\$0
OH&S / wellness programs	\$0	\$0	\$0	\$0	\$0	\$0
B & S Administration organization / reorganization	\$0	\$0	\$0	\$0	\$0	\$0
Debt repayment	\$0	\$0	\$0	\$0	\$0	\$0
Flood related costs (unfunded)	\$0	\$0	\$0	\$0	\$0	\$0
Non-salary related programming costs (explain)	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - School building & land	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - Technology	(\$83,693)	(\$54,500)	(\$105,000)	\$0	\$0	\$0
Repairs & maintenance - Vehicle & transportation	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - Administration building	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - POM building & equipment	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - Other (explain)	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School land & building	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modernization	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Administration building	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Other	\$0	\$0	\$0	\$0	\$0	\$0
Building leases	\$0	\$0	\$0	\$0	\$0	\$0
Projected further enrollment decline	(\$560,644)	\$0	(\$14,560)	\$0	\$0	\$0
Other 2 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0
Other 3 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0
Other 4 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0
Estimated closing balance for operating contingency	\$903,066	\$903,066	\$3,411,501	\$2,110,822	\$1,067,688	\$1,122,903

Total surplus as a percentage of 2017 Ex parties 9.52% 7.27% 5.42%

ASO as a percentage of 2017 Ex parties 7.56% 5.26% 3.45%

**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY DETAIL)  
for the Year Ending August 31**

The following provides further explanation of the anticipated changes to each component of AOS for the 2015/2016, 2016/2017, 2017/2018, and 2018/2019 years as outlined on pages 5 and 6. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds as at August 31, 2019. Note that unrestricted surplus, operating reserves, and/or capital reserves should include the jurisdiction's contingency for unexpected or emergent issues.

**Additional detail on uses of Accumulated Operating Surplus:**

**2015/2016**

Provide an explanation of material changes from the budget originally submitted in the spring of 2015 for annual operating surplus (deficit), capital acquisitions, endowments, and/or other changes affecting unrestricted surplus, operating reserves, and capital reserves.

In the spring of 2015, the budgeted deficit for 2015-2016 was \$1,877,245. It is currently projected at \$2,338,941 - an additional \$461,696.

Some of the variances include:

- additional 1.30 fte certificated staff
- additional support staff to support students with identified needs
- investment of operating reserve funds for identified projects (eg. levelled literacy kits, technology evergreening, technology infrastructure, etc)

Please note: the projected deficit for 2015-2016 has been updated from the November 2015 BR update form to reflect a more current estimate of the ASO at August 31, 2016.

2015-2016 capital purchases include: 6 buses and 3 vehicles

**2016/2017**

Please provide additional detail regarding uses of Unrestricted Surplus, Operating Reserves, and Capital Reserves not described on pages 5 and 6.

The majority of the projected deficit in 2016-2017 represents an investment of operating reserves to build capacity within Pembina Hills Public Schools. Initiatives funded include:

- Building school leadership - allocation of an additional 0.25 fte in each of the Town of Barrhead and Town of Westlock schools
- Mentorship support for new teachers - release time for schools to support probationary and interim teachers
- High school liaison teachers at Barrhead Composite High, R.F. Staples Secondary, and Swan Hills schools
- Literacy supports and resources - Early Reading Intervention and Levelled Literacy Initiative
- 2 lead teachers and a Literacy Coordinator
- Communications Initiative
- Mental health capacity building - utilizing the Aspen Collaborative Services school link team mandate and funds to implement supports for students and classrooms with special needs. This will include 2 part time lead programs assistants for the division and a part time lead/mentor counsellor to support the site based paraprofessional staff.
- Building cultural awareness for FNMI
- A career expo
- An individualized program plan (IPP) digital tool
- A contracted dual-credit coordinator to support high school re-design

At the end of the 2016-2017 school year it is anticipated that accumulated surplus and operating reserves will be the equivalent of 7.61% of operating expenses; capital reserves will represent 1.98% of operating expenses.

**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY DETAIL)  
for the Year Ending August 31**

The following provides further explanation of the anticipated changes to each component of AOS for the 2015/2016, 2016/2017, 2017/2018, and 2018/2019 years as outlined on pages 5 and 6. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds as at August 31, 2019. Note that unrestricted surplus, operating reserves, and/or capital reserves should include the jurisdiction's contingency for unexpected or emergent issues.

**Additional detail on uses of Accumulated Operating Surplus:**

**2017/2018**

Please provide additional detail regarding uses of Unrestricted Surplus, Operating Reserves, and Capital Reserves not described on pages 5 and 6.

The majority of the projected deficit in 2017-2018 is the continued investment of operating reserves to build capacity within Pembina Hills Public Schools. Barring unforeseen circumstances, approximately 3 years of funding is available for this purpose. Initiatives to be funded will be reviewed each spring by the school administrators and board of trustees.

Other uses include the communications initiative, planning for continued enrolment decline, technology evergreening, modernization of the technology infrastructure (network), and vehicle/bus replacements.

At the end of the 2017-2018 school year it is anticipated that accumulated surplus and operating reserves will be the equivalent of 5.32% of operating expenses; capital reserves will represent 2% of operating expenses.

**2018/2019**

Please provide additional detail regarding uses of Unrestricted Surplus, Operating Reserves, and Capital Reserves not described on pages 5 and 6.

The majority of the projected deficit in 2018-2019 is the continued investment of operating reserves to build capacity within Pembina Hills Public Schools. Barring unforeseen circumstances, approximately 3 years of funding is available for this purpose. Initiatives to be funded will be reviewed each spring by the school administrators and board of trustees.

Other uses include the communications initiative, planning for continued enrolment decline, technology evergreening, modernization of the technology infrastructure (network), and vehicle/bus replacements.

At the end of the 2018-2019 school year it is anticipated that accumulated surplus and operating reserves will be the equivalent of represent 3.48% of operating expenses; capital reserves will represent 1.98% of operating expenses.

**August 31, 2019**

Describe the jurisdiction's intended use of unrestricted surplus, operating reserves, and capital reserves balances expected as at August 31, 2019.

The remaining accumulated surplus and operating reserve funds at August 31, 2019 (3.48% of operating expenses) will be the equivalent of be used for contingency purposes.

The capital reserve fund will continue to be used to fund vehicle/bus replacements.



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

	Budgeted 2016/2017 (Note 2)	Actual 2015/2016	Actual 2014/2015	Notes
<b>GRADES 1 TO 12</b>				
<b>Eligible Funded Students:</b>				
Grades 1 to 9	2,797	2,808	2,781	Head count
Grades 10 to 12	1,283	1,314	1,361	Note 3
Total	4,080	4,122	4,142	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-1.0%	-0.5%		
<b>Other Students:</b>				
Total	-	-	-	Note 4
<b>Total Net Enrolled Students</b>				
Total Net Enrolled Students	4,080	4,122	4,142	
Home Ed and Blended Program Students	-	-	-	Note 5
Total Enrolled Students, Grades 1-12	4,080	4,122	4,142	
Percentage Change	-1.0%	-0.5%		
<b>Of the Eligible Funded Students:</b>				
Students with Severe Disabilities	188	188	185	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	450	434	443	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

**EARLY CHILDHOOD SERVICES (ECS)**

Eligible Funded Children	343	366	442	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	-	-	-	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	343	366	442	
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	172	183	221	
Percentage Change	-6.3%	-17.2%		
<b>Of the Eligible Funded Children:</b>				
Students with Severe Disabilities	106	106	132	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	60	35	64	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

**NOTES:**

- Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.
- Budgeted enrolment is to be based on best information available at time of the 2016/2017 budget report preparation.
- The # of FTE grade 10-12 students is determined by taking the total # of students' credits / 35; where 35 CEU's = 1 FTE.
- 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 AANDC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.
- 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 2016/2017	Actual 2015/2016	Fall Budget 2015/2016	Actual 2014/2015	Notes
<b>CERTIFICATED STAFF</b>					
School Based	243.7	243.0	240.9	238.6	Teacher certification required for performing functions at the school level.
Non-School Based	4.0	4.0	4.0	4.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	247.7	247.0	244.9	240.6	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage change from prior period	0.3%	2.6%	1.1%	1.7%	
If an average standard cost is used, please disclose rate:					
Student F.T.E. per certificated Staff	\$ 103,500	\$ 103,500		\$ 102,500	
Certificated Staffing Change due to:	1716.7%	1743.0%		18.1	
Enrollment Change	(3.1)	0.0	(3.2)		If negative change impact, the small class size initiative is to include any/all teachers retained.
Small Class Size Initiative	3.6	-	-		If enrollment change impact on teacher FTEs is negative, include any/all teachers retained.
Other Factors	-	2.1	7.5		(Number required) Investment of operating reserves to build capacity - refer to AOS3 for further detail
Total Change	0.7	2.1	4.2		Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:					
Continuous contracts terminated					FTEs
Non-permanent contracts not being renewed	-	-	-	-	FTEs
Other (retirement, attrition, etc.)	-	-	-	-	(Number required)
Total Negative Change in Certificated FTEs	-	-	-	-	Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
<b>NON-CERTIFICATED STAFF</b>					
Instructional	189.2	200.7	215.4	222.8	Personnel providing instruction support for schools under 'Instructor' program areas.
Plant Operations & Maintenance	7.7	7.7	6.3	6.6	Personnel providing support to maintain school facilities
Transportation	74.3	74.3	73.2	72.7	Personnel providing direct support to the transportation of students to and from school
Other	21.4	20.6	21.3	20.3	Personnel in Board & System Admin. and External services areas.
Total Non-Certificated Staff FTE	262.7	303.6	319.2	324.6	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-3.6%	-8.5%	-8.3%	-1.7%	
Explanation of Changes:					
Enrollment decline - less students to serve. NOTE: Transportation staff includes bus drivers for division runs - current/pt 68. Contracted runs have been decreased to 4.					
Additional Information					
Are non-certificated staff subject to a collective agreement? <span style="border: 1px solid black; padding: 2px;">Some are</span>					
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.					
30 non-certificated staff are subject to a CUPE collective agreement. The agreement expires August 31, 2016.					