

# **BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2024**

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

## **0021 The Holy Family Catholic Separate School Division**

**Legal Name of School Jurisdiction**

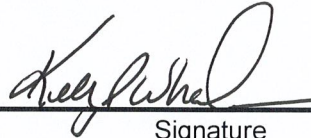
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**Contact Address, Telephone & Email Address**

### **BOARD CHAIR**

Kelly Whalen

Name

  
Signature

### **SUPERINTENDENT**

Mrs. Betty Turpin


Name

  
Signature

### **SECRETARY TREASURER or TREASURER**

Nicholas Masviken

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 17, 2023.  
Date

c.c. Alberta Education  
Financial Reporting & Accountability Branch  
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5  
E-MAIL: EDC.FRA@gov.ab.ca

## TABLE OF CONTENTS

	Page
BUDGETED STATEMENT OF OPERATIONS & ALLOCATION OF EXPENSES (BY OBJECT)	3
BUDGETED SCHEDULE OF PROGRAM OPERATIONS	4
BUDGETED SCHEDULE OF FEE REVENUE	5
PROJECTED STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS	6
SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES	7
BUDGETED SCHEDULE OF ACCUMULATED SURPLUS FROM OPERATIONS	8
PROJECTED STUDENT STATISTICS	9
PROJECTED STAFFING STATISTICS	10

## Legend:

Blue	Data input is <b>required</b> .
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- 2023/2024 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:**

The Division's 2023/24 budget is therefore prepared on this basis, the Funding Manual & Profile and Education plan.

1. The total number of students' enrolment is forecast to increase by 2.3% (4% decrease in 2022/23) to 1,709 up from 1,673. The Alberta Education funded FTEs are expected to be 1,465 up from 1,435 in 2022/23
2. Certified staffing assumptions are based on the pupil-teacher ratio (PTR) and allocations for prep-time, coordination and administrators' FTEs resulting in a total of 119.53 FTEs for school-based staff.
3. The teacher salary includes the 2% salary adjustment as per the current Collective Agreement. The Board approved a 2% salary adjustment for support staff salary effective from September 1, 2023.
4. The Division will continue funding the full-day Kindergarten programs, providing 1 FTE certified staff for Pre-K programming and support enhanced mental health and wellness for our students.
5. That Alberta Education will continue to support the Division to fund increased property insurance costs and the multiplex rental facility for one of our school.
6. The allocation of Educational Assistants to schools depends on specific school needs. However, other support staff are budgeted at same level as 2022/23.
7. The Bank of Canada projects CPI to be 3% by mid-2023 and 2% at the end of 2024. As such an average of 2.5% increase has been assumed for services, contracts and supplies.
8. Unsupported costs and rising costs continue to be the major reason for the deficit recorded under Transportation operations. The Division has not factored in any possible revenue that the Division could possibly access based on the early adoption of the new Transportation Funding model. An applications will be submitted in November 2023.
9. The new Asset Retirement Obligations accounting standard came into effect on September 1, 2022. Alberta Education has indicated that they will not fund these obligations upfront.

**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. Collapse of banks in the US may have contagion effect on the financial systems in Canada.

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

	Approved Budget 2023/2024	Approved Budget 2022/2023	Actual Audited 2021/2022
<b>REVENUES</b>			
Government of Alberta	\$ 26,959,486	\$26,500,543	\$26,277,152
Federal Government and First Nations	\$ 2,500,000	\$2,403,500	\$2,502,186
Property taxes	\$ 1,620,013	\$1,580,500	\$1,614,525
Fees	\$ 160,000	\$280,000	\$147,611
Sales of services and products	\$ 100,000	\$240,000	\$103,368
Investment income	\$ 360,000	\$115,000	\$137,711
Donations and other contributions	\$ 220,000	\$210,000	\$228,389
Other revenue	\$ 24,975	\$18,800	\$112,996
<b>TOTAL REVENUES</b>	<b>\$31,944,474</b>	<b>\$31,348,343</b>	<b>\$31,123,938</b>
<b>EXPENSES</b>			
Instruction - ECS	\$ 1,469,877	\$1,595,928	\$819,346
Instruction - Grade 1 to 12	\$ 23,754,310	\$23,280,277	\$22,808,189
Operations & maintenance	\$ 5,426,600	\$5,189,796	\$6,082,649
Transportation	\$ 765,477	\$653,097	\$637,736
System Administration	\$ 1,804,864	\$1,767,229	\$1,498,801
External Services	\$ 332,288	\$320,163	\$328,533
<b>TOTAL EXPENSES</b>	<b>\$33,553,416</b>	<b>\$32,806,490</b>	<b>\$32,175,254</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>(\$1,608,942)</b>	<b>(\$1,458,147)</b>	<b>(\$1,051,316)</b>

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

	Approved Budget 2023/2024	Approved Budget 2022/2023	Actual Audited 2021/2022
<b>EXPENSES</b>			
Certificated salaries	\$ 12,972,474	\$12,701,121	\$12,167,270
Certificated benefits	\$ 3,383,506	\$3,404,666	\$3,595,747
Non-certificated salaries and wages	\$ 6,137,843	\$5,470,800	\$5,385,837
Non-certificated benefits	\$ 1,486,327	\$1,340,305	\$1,477,584
Services, contracts, and supplies	\$ 7,221,733	\$7,450,604	\$7,047,427
Capital and debt services			
Amortization of capital assets			
Supported	\$ 1,731,289	\$1,666,191	\$1,751,268
Unsupported	\$ 620,244	\$772,803	\$750,121
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
<b>TOTAL EXPENSES</b>	<b>\$33,553,416</b>	<b>\$32,806,490</b>	<b>\$32,175,254</b>

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

	Approved Budget 2023/2024	Approved Budget 2022/2023	Actual 2021/2022
<b>FEES</b>			
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	\$30,000	\$26,950
ACTIVITY FEES	\$10,000	\$100,000	\$11,597
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$80,000	\$145,000	\$83,482
Non-curricular goods and services	\$10,000	\$5,000	\$3,582
NON-CURRICULAR TRAVEL	\$60,000	\$0	\$22,000
OTHER FEES (Describe here)	\$0	\$0	\$0
<b>TOTAL FEES</b>	<b>\$160,000</b>	<b>\$280,000</b>	<b>\$147,611</b>

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 2023/2024	Approved Budget 2022/2023	Actual 2021/2022
Cafeteria sales, hot lunch, milk programs		\$20,000	\$120,000	\$43,346
Special events		\$30,000	\$15,000	\$12,440
Sales or rentals of other supplies/services		\$80,000	\$70,000	\$32,699
International and out of province student revenue		\$80,000	\$35,000	\$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)		\$0	\$0	\$5,607
Other (describe) Other (Describe): Student Travel		\$0	\$0	\$3,922
Other (describe) Fundraising		\$0	\$0	\$121,430
Other (describe) Yearbook		\$0	\$0	
Other (describe) gifts & donations		\$30,000	\$0	
<b>TOTAL</b>		<b>\$240,000</b>	<b>\$240,000</b>	<b>\$219,443</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-2024	31-Aug-2025	31-Aug-2024	31-Aug-2025	31-Aug-2024	31-Aug-2025
<b>Projected opening balance</b>	<b>\$1,024,189</b>	<b>\$35,491</b>	<b>\$658,491</b>	<b>\$1,390,248</b>	<b>\$4,654,976</b>	<b>\$3,351,215</b>
Projected excess of revenues over expenses (surplus only)	\$0	\$100,000	\$150,000			
Explanation						
Budgeted deposit of board funded TCA and ARO TCA	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Budgeted amortization of capital assets (expense)	\$2,351,533	\$2,300,000	\$2,300,000	\$0	\$0	\$0
Explanation						
Budgeted capital revenue recognized, including ARO assets amortization	(\$1,731,288)	(\$1,600,000)	(\$1,700,000)	\$0	\$0	\$0
Explanation						
Budgeted changes in Endowments	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Budgeted board funded ARO liabilities - recognition	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Budgeted board funded ARO liabilities - remediation	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Budgeted board funded principal repayment	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Budgeted unsupported debt principal repayment	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Projected reserves transfers (net)	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Projected assumptions/transfers of operations	\$0	\$0	\$0	(\$656,239)	\$656,239	\$450,000
Explanation						
Increase in (use of) school generated funds	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
New school start-up costs	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Decentralized school reserves	\$0	(\$10,000)	(\$15,000)	\$0	\$0	(\$500,000)
Explanation						
Non-recurring certificated remuneration	(\$117,000)	(\$117,000)	(\$117,000)	\$0	\$0	\$0
Explanation						
Grid creep, net salary increases,						
Explanation						
Non-recurring non-certificated remuneration	(\$161,349)	\$0	\$0	\$0	\$0	\$0
Explanation						
Non-recurring contracts, supplies & services	(\$406,547)	\$0	\$0	\$0	\$0	\$0
Explanation						
Utility, supplies costs due to low space utilization						
Professional development, training & support	(\$75,000)	\$0	\$0	\$0	\$0	\$0
Explanation						
Transportation Expenses	(\$181,649)	\$0	\$0	\$0	\$0	\$0
Explanation						
Unsupporited bussing costs, increasing costs						
Operations & maintenance	(\$41,800)	\$0	\$0	\$0	\$0	\$0
Explanation						
Increased insurance costs - unsupported						
English language learners	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
System Administration	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
OH&S / wellness programs	\$0	(\$50,000)	(\$50,000)	\$0	\$0	\$0
Explanation						
B & S administration organization / reorganization	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Debt repayment	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
POM expenses	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Non-salary related programming costs (explain)	(\$151,798)	\$0	\$0	\$0	\$0	\$0
Explanation						
Repairs & maintenance - School building & land	(\$79,000)	\$0	\$0	\$0	\$0	\$0
Explanation						
Repairs & maintenance - Technology	(\$115,000)	\$0	\$0	\$0	\$0	\$0
Explanation						
Repairs & maintenance - Vehicle & transportation	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Repairs & maintenance - Administration building	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Repairs & maintenance - POM building & equipment	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Repairs & maintenance - Other (explain)	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Capital costs - School land & building	\$0	\$0	\$0	\$0	\$0	(\$1,000,000)
Explanation						
Capital costs - School modernization	\$0	\$0	\$0	\$0	(\$800,000)	\$0
Explanation						
Capital costs - School modular & additions	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Capital costs - School building partnership projects	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Capital costs - Technology	\$0	\$0	\$0	\$0	(\$10,000)	\$0
Explanation						
Capital costs - Vehicle & transportation	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Capital costs - Administration building	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Capital costs - POM building & equipment	\$0	\$0	\$0	\$0	(\$50,000)	(\$50,000)
Explanation						
Capital Costs - Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Capital costs - Other	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Building leases	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
ECS outline programming, Pre-K certified FTE and special services	(\$279,799)	\$0	\$0	\$0	\$0	\$0
Explanation						
Other 2 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Other 3 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
Other 4 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0
Explanation						
<b>Estimated closing balance for operating contingency</b>	<b>\$35,491</b>	<b>\$68,491</b>	<b>\$1,226,491</b>	<b>\$1,390,248</b>	<b>\$4,451,215</b>	<b>\$3,351,215</b>

Total surplus as a percentage of 2024 Expenses	17.54%	14.78%	14.85%
ASO as a percentage of 2024 Expenses	4.29%	4.79%	5.44%

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

Budgeted 2023/2024 (Note 2)	Actual 2022/2023	Actual 2021/2022
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**Grades 1 to 12**

Eligible Funded Students:

Grades 1 to 9	1,115	1,130	1,168	Head count
Grades 10 to 12	282	237	301	Head count
Total	1,397	1,367	1,469	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	2.2%	-6.9%		

Other Students:

Total	174	169	179	Note 3
Total Net Enrolled Students	1,571	1,536	1,648	
Home Ed Students	1	-	-	Note 4
Total Enrolled Students, Grades 1-12	1,572	1,536	1,648	
Percentage Change	2.3%	-6.8%		

Of the Eligible Funded Students:

Students with Severe Disabilities	-	-	76	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	-	-	149	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

**EARLY CHILDHOOD SERVICES (ECS)**

Eligible Funded Children	139	137	128	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	4	6	3	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	143	143	131	
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	143	143	131	
Percentage Change	0.0%	9.2%		

Home Ed Students	-			Note 4
Total Enrolled Students, ECS	143	143	131	
Percentage Change	0.0%	9.2%		

Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	12	12	6	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	3	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 2023/2024 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.

School Jurisdiction Code: 21

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