

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2019**

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

2275 Northern Gateway Regional Division No. 10

Legal Name of School Jurisdiction

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Contact Address, Telephone & Email Address

BOARD CHAIR

Judy Muir

Name



Signature

SUPERINTENDENT

Mr. Kevin Andrea

Name



Signature

SECRETARY TREASURER or TREASURER

Mr. Michael Gramatovich

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 22, 2018

Date

Version: 170615

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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- 2018/2019 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:

- Student enrolment projection reflects a -3.42% (62 FTE) decline over 2017-2018
- There will be 0.40 less FTE certificated staff for 2018-2019 over the current year.
- There will be 5,450 less hours paid out for support staff for 2018-2019 over the current year.
- Contractor rates for Custodial, Bus, and Courier have not been determined for 2018-2019
- Maintenance and transportation budgets are charged the annual System Admin %.
- The Division's Inclusive Education funding allocation model will continue to see graduated levels of funded support for students presenting significant learning needs.
- Funding for FNMI students will continue to be targeted to support personnel and programming costs to address language, enrichment and literacy initiatives.

Significant Business and Financial Risks:

- The costs of collective bargaining between TEBA and ATA are unknown for both the provincial and local tables.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual Audited 2016/2017
REVENUES			
Alberta Education	\$59,487,640	\$60,519,597	\$57,725,051
Other - Government of Alberta	\$3,019,554	\$461,541	\$3,485,581
Federal Government and First Nations	\$459,290	\$3,365,216	\$3,532,852
Other Alberta school authorities		\$0	\$0
Out of province authorities		\$0	\$0
Alberta Municipalities-special tax levies		\$0	\$0
Property taxes		\$0	\$0
Fees	\$1,105,726	\$564,633	\$911,757
Other sales and services	\$524,053	\$612,191	\$956,394
Investment income	\$50,000	\$50,000	\$74,655
Gifts and donations	\$73,380	\$80,287	\$147,672
Rental of facilities	\$51,673	\$60,000	\$58,483
Fundraising	\$71,857	\$61,427	\$254,950
Gains on disposal of capital assets		\$0	\$20,194
Other revenue		\$122,063	\$0
TOTAL REVENUES	\$64,843,173	\$65,896,955	\$67,167,589
EXPENSES			
Instruction - Early Childhood Services	\$2,327,244	\$0	\$2,008,621
Instruction - Grades 1-12	\$48,340,342	\$51,490,705	\$46,385,756
Plant operations & maintenance	\$8,453,978	\$8,809,140	\$9,886,033
Transportation	\$5,634,709	\$5,234,744	\$4,841,556
Administration	\$2,816,754	\$2,881,273	\$2,897,087
External Services	\$459,244	\$451,940	\$447,252
TOTAL EXPENSES	\$68,032,271	\$68,867,802	\$66,406,305
ANNUAL SURPLUS (DEFICIT)	(\$3,189,098)	(\$2,970,847)	\$761,284

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

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual Audited 2016/2017
EXPENSES			
Certificated salaries	\$29,107,429	\$26,748,780	\$26,622,220
Certificated benefits	\$4,746,179	\$6,181,948	\$5,977,502
Non-certificated salaries and wages	\$8,257,002	\$8,747,056	\$8,938,257
Non-certificated benefits	\$2,501,187	\$2,758,245	\$2,593,509
Services, contracts, and supplies	\$19,740,892	\$20,649,944	\$18,631,857
Capital and debt services			
Amortization of capital assets			
Supported	\$2,642,830	\$2,619,160	\$2,730,000
Unsupported	\$1,035,907	\$1,159,518	\$905,427
Interest on capital debt			
Supported	\$845	\$2,251	\$6,694
Unsupported		\$0	\$0
Other interest and finance charges		\$900	\$674
Losses on disposal of capital assets		\$0	\$165
Other expenses		\$0	\$0
TOTAL EXPENSES	\$68,032,271	\$68,867,802	\$66,406,305

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2018/2019	Fall Budget Update 2017/2018	Actual 2016/2017
FEEs			
TRANSPORTATION	\$61,875	\$48,425	\$42,669
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$454,002
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$135,180	\$0	\$0
Alternative program fees	\$36,350	\$26,000	\$0
Fees for optional courses	\$106,768	\$35,268	\$68,830
ECS enhanced program fees	\$91,500	\$72,730	\$50,914
ACTIVITY FEES			
Other fees to enhance education Ski Trips, Skating, Swimming	\$28,092	\$63,308	\$111,792
NON-CURRICULAR FEES			
Extra-curricular fees	\$337,707	\$189,013	\$64,590
Non-curricular goods and services	\$48,421	\$10,925	\$13,195
NON-CURRICULAR TRAVEL			
OTHER FEES Mini Handball, Apple program for CLB	\$5,200	\$0	\$77,529
TOTAL FEES	\$1,105,726	\$564,633	\$911,757

**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 2018/2019	Fall Budget Update 2017/2018	Actual 2016/2017
Cafeteria sales, hot lunch, milk programs		\$175,756	\$403,320	\$306,118
Special events		\$4,263	\$41,640	\$326,166
Sales or rentals of other supplies/services		\$44,230	\$15,347	\$341,514
Out of district unfunded student revenue		\$0	\$0	\$0
International and out of province student revenue		\$0	\$20,000	\$0
Adult education revenue		\$0	\$0	\$0
Preschool		\$60,200	\$107,420	\$119,199
Child care & before and after school care		\$0	\$0	\$0
Lost item replacement fees		\$2,400	\$974	\$0
Bulk supply sales		\$1,000	\$0	\$0
Other (describe) Recycling, Student Store, Boomerang Bags, Library Bags, Plastic Sleeves		\$10,179	\$2,590	\$131,609
Other (describe) Chocolate Sales		\$4,000	\$15,900	\$0
Other (describe) Valentie Lunches, St. Paltys Day Lunches, ECS Grad Wear, Spirit Wear, Pink Shirt		\$7,794	\$2,000	\$76,312
Other (describe) Locker Fee, Key Study Guide, Outreach Materials, Agenda Medieval Club		\$1,305	\$3,000	
Other (describe) Book Fair, etc.		\$5,800	\$0	
TOTAL		\$316,927	\$612,191	\$1,300,917

BUDGETED SCHEDULE OF SUPPLEMENTARY DETAILS OF FEE REVENUE
for the Year Ending August 31

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	Explanation of Other Costs (Column "(C)")	Other Costs (Explain under (B))* 2018/2019	Entry Fees and Admissions 2018/2019	Transportation Component 2018/2019	Supplies & Materials** 2018/2019	Total 2018/2019
FEES						
TRANSPORTATION						
	BASIC INSTRUCTION SUPPLIES (instructional supplies, & materials)	\$0	\$0	\$61,875	\$0	\$61,875
	LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0	\$0	\$0
	FEES TO ENHANCE BASIC INSTRUCTION					
	Technology user fees	\$29,700	\$7,935	\$0	\$97,545	\$135,180
	Alternative program fees	\$0	\$8,000	\$24,000	\$4,350	\$36,350
	Fees for optional courses	\$15,955	\$14,879	\$2,800	\$73,134	\$106,768
	ECS enhanced program fees	\$20,000	\$71,500	\$0	\$0	\$91,500
	ACTIVITY FEES	\$15,361	\$134,337	\$96,689	\$5,246	\$251,633
	Other fees to enhance education	\$120	\$14,052	\$4,395	\$9,525	\$28,092
NON-CURRICULAR FEES						
	Extra-curricular fees	\$26,850	\$150,913	\$149,566	\$10,378	\$337,707
	Non-curricular goods and services	\$6,250	\$24,885	\$0	\$17,286	\$48,421
	NON-CURRICULAR TRAVEL	\$0	\$0	\$2,800	\$200	\$3,000
	OTHER FEES***					
	Mini Handball, Apple Program for CLB	\$2,800	\$1,800	\$600	\$0	\$5,200
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
		\$117,036	\$428,301	\$342,725	\$217,664	\$1,105,726
	TOTAL FEES					

**Supplies and Materials represent consumables (one-time use such as paper), reusable supplies, equipment rental, workbooks).

***Describe purpose of other fees. DO NOT use blanket names such as "Kindergarten", "Instructional Fees", "School Division Fees", "Registration Fees", etc.

****Use Other Fees only for fees which do not meet predefined categories as described on Pages 14 & 15 of the Budget Guidelines 2018/2019

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)
for the Year Ending August 31

	(1)		(2)		(3)		(4)		(5)		(6)		(7)	
	ACCUMULATED SURPLUS (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, 2017	\$18,960,387	\$9,675,427	\$0	\$5,333,036	\$0	\$5,333,036	\$3,951,925							
2017/2018 Estimated impact to AOS for:														
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
Estimated surplus(deficit)	\$1,487,746			\$1,487,746	\$1,487,746									
Estimated board funded capital asset additions		\$2,345,781		\$0	\$0		(\$2,345,781)							
Estimated disposal of unsupported tangible capital assets	\$0	(\$79,910)		\$0	\$0		\$79,910							
Estimated amortization of capital assets (expense)		(\$2,504,967)		\$2,504,967	\$2,504,967									
Estimated capital revenue recognized - Alberta Education		\$1,746,104		(\$1,746,104)	(\$1,746,104)									
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									
Estimated assumptions/transfers of operations (explain)	\$0			\$0	(\$2,246,609)		\$2,246,609							
Estimated Balances for August 31, 2018	\$20,448,133	\$11,182,435	\$0	\$7,579,645	\$0	\$7,579,645	\$1,686,054							
2018/2019 Budget projections for:														
Budgeted surplus(deficit)	(\$3,189,098)			(\$3,189,098)	(\$3,189,098)									
Projected board funded capital asset additions		\$1,037,272		\$0	\$0		(\$1,037,272)							
Budgeted disposal of unsupported tangible capital assets	\$0			\$0	\$0		\$0							
Budgeted amortization of capital assets (expense)		(\$3,678,737)		\$3,678,737	\$3,678,737									
Budgeted capital revenue recognized - Alberta Education		\$2,642,830		(\$2,642,830)	(\$2,642,830)									
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									
Projected assumptions/transfers of operations (explain)	\$0			\$0	\$2,153,191		(\$2,153,191)							
Projected Balances for August 31, 2019	\$17,259,035	\$11,183,800	\$0	\$5,426,454	\$0	\$5,426,454	\$648,782							

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-2019	31-Aug-2020	31-Aug-2019	31-Aug-2020	31-Aug-2019	31-Aug-2020
Projected opening balance	\$0	\$0	\$0	\$0	\$1,686,054	\$648,782
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)	\$3,678,737	\$0	\$0	\$0	\$0	\$0
Budgeted capital revenue recognized	(\$2,642,830)	\$0	\$0	\$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)	\$2,153,191	\$0	(\$2,153,191)	\$0	\$0	\$0
Projected assumptions/transfers of operations	\$0	\$0	\$0	\$0	\$0	\$0
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 certificated remuneration	\$0	\$0	\$0	\$0	\$0	\$0
Non-recurring non-certificated remuneration	\$0	\$0	\$0	\$0	\$0	\$0
Non-recurring contracts, supplies & services	\$0	\$0	\$0	\$0	\$0	\$0
Professional development, training & support	\$0	\$0	\$0	\$0	\$0	\$0
Salary negotiation expenses	\$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, Meets, Inuit	\$0	\$0	\$0	\$0	\$0	\$0
OF&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
Fort McMurray wild fire 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	\$0	\$0	\$0	\$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 - Technology	\$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
Blended Deficit	\$0	\$0	\$0	\$0	\$0	\$0
Other 2 - please use this row only if no other row is appropriate	(\$3,189,099)	\$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	\$0	\$0	\$0	\$0	\$5,426,454	\$648,782

Total surplus as a percentage of 2019 Expenses 8.93%
ASO as a percentage of 2019 Expenses 7.98%

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 2017/2018, 2018/2019, 2019/2020, and 2020/2021 years as outlined on pages 6 and 7. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds to August 31, 2020. 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

Provide an explanation of material changes from the fall budget update originally submitted in November, 2017 for annual operating surplus (deficit), capital acquisitions, endowments, and/or other changes affecting unrestricted surplus, operating reserves, and capital reserves.

- Operational funds are being used to construct tracks, parking lots and grounds
- Deficit budgets required injection of prior year reserve dollars to balance
- capital reserves to be used to acquire land for a new school build and to complete the final construction of the new Onoway High school
- Deficit budgets required injection of prior year reserve dollars to balance

2018/2019

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

- Operating Reserves are being used to sustain per pupil school allocations and current spending.
- Capital Reserves are being used to fund to construct tracks, update parking lots and grounds

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 2017/2018, 2018/2019, 2019/2020, and 2020/2021 years as outlined on pages 6 and 7. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds to August 31, 2020. 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:

2019/2020

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

2020/2021

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

August 31, 2021

Describe the jurisdiction's intended use of unrestricted surplus, operating reserves, and capital reserves balances expected as at August 31, 2021.

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

	Budgeted 2018/2019 (Note 2)	Actual 2017/2018	Actual 2016/2017	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	3,152	3,166	3,132	Head count
Grades 10 to 12	1,012	1,096	1,141	Note 3
Total	4,164	4,262	4,273	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-2.3%	-0.3%		
Other Students:				
Total	259	273	259	Note 4
Total Net Enrolled Students	4,423	4,535	4,532	
Home Ed and Blended Program Students		2	2	Note 5
Total Enrolled Students, Grades 1-12	4,423	4,537	4,534	
Percentage Change	-2.5%	0.1%		
Of the Eligible Funded Students:				
Students with Severe Disabilities	186	187	481	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	-	-	-	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	285	340	377	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	35	10	5	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	320	350	382	
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	160	175	191	
Percentage Change	-8.6%	-8.4%		
Of the Eligible Funded Children:				
Students with Severe Disabilities	44	82	-	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	45	47	60	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 2018/2019	Actual 2017/2018	Fall Budget 2017/2018	Actual 2016/2017	Notes
CERTIFICATED STAFF					
School Based	272.9	275.3	275.7	266.2	Teacher certification required for performing functions at the school level.
Non-School Based	8.0	6.0	7.0	7.0	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	280.9	281.3	282.7	273.2	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage change from prior period	-0.1%	3.0%	-0.6%	3.5%	
If an average standard cost is used, please disclose rate: <input type="text"/>					
Student F.T.E. per certificated Staff <input type="text"/> 17.3					
Certificated Staffing Change due to: Please Allocate (1.4)					
Enrolment Change	(0.4)	(0.4)	9.5		If negative change impact, the small class size initiative is to include any/all teachers retained.
Small Class Size Initiative	-	-	n/a		If enrolment change impact on teacher FTEs is negative, include any/all teachers retained.
Other Factors	-	(1.0)	n/a		(Describe required) Vacant Divisional Coordinator position
Total Change	(0.4)	(1.4)	n/a		Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:					
Continuous contracts terminated	-	(1.0)	n/a		FTEs
Non-permanent contracts not being renewed	-	-	n/a		FTEs
Other (retirement, attrition, etc.)	(0.4)	(0.4)	n/a		(Describe required) Attrition
Total Negative Change in Certificated FTEs	(0.4)	(1.4)	n/a		Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
NON-CERTIFICATED STAFF					
Instructional	167.8	172.2	187.3	172.5	Personnel providing instruction support for schools under instruction program areas.
Plant Operations & Maintenance	11.0	11.0	13.0	12.6	Personnel providing support to maintain school facilities
Transportation	4.0	16.6	18.0	16.9	Personnel providing direct support to the transportation of students to and from school
Other	32.2	31.6	34.1	34.3	Personnel in Board & System Admin. and External service areas.
Total Non-Certificated Staff FTE	215.0	231.4	252.4	256.2	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-7.1%	-2.0%	-14.8%	6.8%	
Explanation of Changes:					
Reduction in FTE for instructional until funding approved for PUF students, no longer employ employee bus drivers and one additional technology position.					
Additional Information					
Are non-certificated staff subject to a collective agreement? <input type="text"/>					
Please provide terms of contract for 2017/18 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTEs.					
We have a CUPE Collective Agreement and a Terms of Employment. The Collective Agreement has settled until August 31, 2021 - 2017/18 - 0%, Sept 1/18 - .5%, Feb 1/19 - 1%, Sept 1/19 - .5%, Feb 1/20 - 1%, Aug 31/20 - .25%, Sept 1/20 - .75%, Feb 1/21 - 1%, Aug 31/21 - .25%. Terms of Employment has settled until August 31, 2020 - 2017/18 - 0%, Sept 1/18 - 1%, Feb 1/19 - .5%, Sept 1/19 - .5%, Feb 1/20 - .5%.					

BOARD AND SYSTEM ADMINISTRATION	
2018/2019 EXPENSES UNDER (OVER) MAXIMUM LIMIT	
TOTAL EXPENSES (From "Total" column of Line 28 of Schedule of Program Operations)	\$68,032,271
Enter Number of Net Enrolled Students:	4,423
Enter Number of Funded (ECS) Children:	285
Enter "C" if Charter School	
STEP 1	
Calculation of maximum expense limit percentage for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and over	= 3.6%
If "Total Net Enrolled Students" are 2,000 and less	= 5.4%
The Maximum Expense Limit for Board and System Administration is based on an arithmetical proration for the TOTAL FTE count for grades 1 -12, net of Home Education AND Adult students, between 2,000 to 6,000 at .00045 per FTE (Example: 4,500 FTE count grades 1-12 = 6,000 - 4,500 = 1,500 X .00045 = 0.675% plus 3.6% = maximum expense limit of 4.28%).	
STEP 2	
A. Calculate maximum expense limit amounts for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 1) x TOTAL EXPENSES	\$2,931,953
B. Considerations for Charter Schools and Small School Boards:	
If charter schools and small school boards,	
The amount of Small Board Administration funding (<i>Funding Manual</i> Section 1.13)	
	\$0
2018/2019 MAXIMUM EXPENSE LIMIT (the greater of A or B above)	
	\$2,931,953
Actual Board & System Administration from G31 of "Budgeted Statement of Operations"	
	\$2,816,754
Amount Overspent	
	\$0