

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2018**




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

1135 Livingstone Range School Division No. 68

Legal Name of School Jurisdiction

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BOARD CHAIR	
Mr. Bradley Toone _____ Name	 _____ Signature
SUPERINTENDENT	
Mr. David Driscoll _____ Name	 _____ Signature
SECRETARY TREASURER or TREASURER	
Mr. Jeffery Perry _____ Name	 _____ Signature
Certified as an accurate summary of the year's budget as approved by the Board of Trustees at its meeting held on <u>June 20, 2017</u> . Date	

Version: 170316

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- 2017/2018 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:

Funding Assumptions

No change to Alberta Education grant funding rates

FN Tuition based on estimate from AFS

Enrolment (3,445.5 representing a minimal change from the prior year (excluding summer credits)

ECS decline of 24 students - total 122.5 FTE (245 Students)

Grade 1 - 12 increase of 14 students - total 3,323

Salary Adjustments

No adjustments have been made for increases to compensation other than grid step movements

Budget Outcome

Operating Deficit - planned use of instructional operating reserves	(\$1,029,841)
Net board capital purchases & unsupported amortization	(\$ 0.00)
Small amount of transportation operating reserves for purchasing buses	(\$ 3,004)
Planned use of POM operating reserves to upgrade admin space in vacant school	(\$2,370,582)
Net Budget Impact on	(\$3,403,427)

Plant operation & maintenance, Administration have balanced budgets

Use of divisional reserves to support the introduction of a Behavioral Specialist to support the schools in this area.

Entering into a partnership with the Town of Fort Macleod to modernize vacant school space into administrative space for both parties.

Continued enhancement to school nutrition programs in WA Day Elementary, Canyon Schools and introduction into the Horace Allen School in the Crowsnest Pass

2nd year of a 2 year move to a more centralized allocation of certificated staffing to achieve an equitable level of staffing and support of small schools

Significant Business and Financial Risks:

Uncertainty of the costs associated with the labour relations that are currently ongoing

Uncertainty of the ultimate costs to modernize vacant school space into administrative space

Uncertainty of impact of the continued economic down turn

Continued uncertainty on the true impact of the Carbon Tax

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
REVENUES			
Alberta Education	\$47,671,563	\$46,569,475	\$45,133,698
Other - Government of Alberta	\$8,400	\$415,576	\$20,775
Federal Government and First Nations	\$2,216,451	\$2,435,662	\$2,134,510
Other Alberta school authorities		\$0	\$0
Out of province authorities		\$0	\$0
Alberta Municipalities-special tax levies		\$0	\$0
Property taxes		\$0	\$0
Fees	\$773,609	\$834,156	\$1,144,893
Other sales and services	\$847,583	\$799,408	\$565,203
Investment income	\$262,225	\$196,246	\$284,451
Gifts and donations	\$113,000	\$176,000	\$123,427
Rental of facilities	\$58,700	\$74,400	\$58,713
Fundraising	\$505,000	\$479,000	\$532,783
Gains on disposal of capital assets		\$0	\$7,154
Other revenue		\$0	\$83,452
TOTAL REVENUES	\$52,456,531	\$51,979,923	\$50,089,059
EXPENSES			
Instruction - Early Childhood Services	\$2,024,042	\$1,748,280	\$1,381,941
Instruction - Grades 1-12	\$37,240,753	\$37,681,591	\$36,038,268
Plant operations & maintenance	\$8,999,062	\$8,352,954	\$6,820,216
Transportation	\$3,166,562	\$3,331,998	\$3,273,220
Administration	\$2,055,953	\$2,075,688	\$1,929,148
External Services		\$0	\$0
TOTAL EXPENSES	\$53,486,372	\$53,190,511	\$49,442,793
ANNUAL SURPLUS (DEFICIT)	(\$1,029,841)	(\$1,210,588)	\$646,266

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

	Approved Budget 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
EXPENSES			
Certificated salaries	\$22,322,661	\$21,988,171	\$21,573,928
Certificated benefits	\$4,944,422	\$4,880,937	\$4,816,905
Non-certificated salaries and wages	\$7,956,202	\$8,273,141	\$8,019,337
Non-certificated benefits	\$1,737,094	\$1,773,627	\$1,720,428
Services, contracts, and supplies	\$13,032,644	\$12,864,123	\$10,453,342
Capital and debt services			
Amortization of capital assets			
Supported	\$3,036,498	\$2,987,393	\$2,451,871
Unsupported	\$446,996	\$408,756	\$380,419
Interest on capital debt			
Supported	\$2,605	\$7,363	\$12,720
Unsupported		\$0	\$0
Other interest and finance charges	\$7,250	\$7,000	\$4,486
Losses on disposal of capital assets		\$0	\$9,357
Other expenses		\$0	\$0
TOTAL EXPENSES	\$53,486,372	\$53,190,511	\$49,442,793

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

	Approved Budget 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
FEES			
TRANSPORTATION	\$0	\$0	\$0
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)		\$131,090	\$128,806
LUNCHROOM SUPERVISION & ACTIVITY FEES	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$23,280	\$22,656	\$22,765
Alternative program fees	\$97,900	\$36,710	\$0
Fees for optional courses	\$59,150	\$76,338	\$128,133
Students from other boards			\$0
Tuition from ineligible students			\$142,514
ECS enhanced program fees	\$0	\$0	\$36,307
ACTIVITY FEES	\$247,520	\$170,016	\$366,235
Other fees to enhance education	\$0		
Other enhancement fees		\$0	\$0
Other enhancement fees		\$0	\$0
Other enhancement fees		\$0	\$0
Other enhancement fees		\$0	\$0
Other enhancement fees		\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$341,860	\$245,589	\$254,734
Non-curricular supplies and materials	\$3,899	\$1,628	\$9,260
NON-CURRICULAR TRAVEL	\$0	\$118,979	
OTHER FEES	\$0		
Other non-curricular fees Yearbook		\$0	\$14,331
Other non-curricular fees Graduation		\$6,973	\$5,699
Other non-curricular fees School Supplies		\$9,372	\$36,109
Other non-curricular fees Student Union		\$13,566	
Other non-curricular fees Gym Strip/Clothing		\$1,239	
TOTAL FEES	\$773,609	\$834,156	\$1,144,893

*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 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
Cafeteria sales, hot lunch, milk programs	\$167,258	\$134,000	\$107,129
Special events	\$11,473	\$0	\$0
Sales or rentals of other supplies/services	\$0	\$0	\$0
Out of district student revenue	\$0	\$0	
International and out of province student revenue	\$266,069	\$150,000	
Student travel (international, recognition trips, non-curricular)			\$0
Adult education revenue	\$0	\$0	\$0
Preschool	\$26,669	\$33,098	
Child care & before and after school care	\$150,000	\$131,849	\$114,622
Lost item replacement fees	\$333	\$0	
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	
Other (describe)	\$0	\$0	
TOTAL	\$621,802	\$448,947	\$221,751

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

(A)	(B)	(C)	(D)	(E)	(F)
	Explanation of Other Costs (Column "(C)")	Other Costs (Explain under (B))* 2017/2018	Transportation Component 2017/2018	Supplies & Materials** 2017/2018	Total 2017/2018
FEES					
TRANSPORTATION		\$0	\$0	\$0	\$0
LUNCH SUPERVISION & ACTIVITY		\$0	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION					
Technology user fees		\$0	\$0	\$23,280	\$23,280
Alternative program fees		\$0	\$5,500	\$92,400	\$97,900
Fees for optional courses		\$0	\$0	\$59,150	\$59,150
ECS enhanced program fees		\$0	\$0	\$0	\$0
ACTIVITY FEES		\$155,320	\$92,200	\$0	\$247,520
Other fees to enhance education	Admissions, Presenters	\$0	\$0	\$0	\$0
NON-CURRICULAR FEES					
Extra-curricular fees	Entry Fees, League Fees, Coach Costs, Uniforms	\$227,060	\$114,800	\$0	\$341,860
Non-curricular supplies, materials, and services		\$0	\$0	\$3,899	\$3,899
NON-CURRICULAR TRAVEL		\$0	\$0	\$0	\$0
OTHER FEES***					
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$382,380	\$212,500	\$178,729	\$773,609
	TOTAL FEES				

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

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

***Where possible, use predefined categories as described on Pages 14 & 15 of the Budget Guidelines 2017/2018.

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)

for the year ending August 31

	(1) ACCUMULATED OPERATING SURPLUS (2+3+4+7)	(2) INVESTMENT IN TANGIBLE CAPITAL ASSETS	(3) ENDOWMENTS	(4) ACCUMULATED SURPLUS FROM OPERATIONS (5+6)	(5) UNRESTRICTED SURPLUS	(6) INTERNALLY RESTRICTED OPERATING RESERVES	(7) CAPITAL RESERVES
Actual balances per AFS at August 31, 2016	\$13,025,679	\$4,025,234	\$0	\$8,920,625	\$547,721	\$8,372,904	\$79,820
2016/2017 Estimated Impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus/(deficit)	(\$846,835)			(\$846,835)	(\$846,835)		
Estimated board funded capital asset additions	\$0	\$662,958		(\$608,945)	(\$397,805)		(\$54,013)
Estimated disposal of unsupported tangible capital assets		\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$3,422,748)		\$3,422,748	\$3,422,748		
Estimated capital revenue recognized - Alberta Education		\$3,024,943		(\$3,024,943)	(\$3,024,943)		
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	(\$846,835)		\$0
Estimated assumptions/transfers of operations (explain)				\$0	\$0		\$0
Estimated Balances for August 31, 2017	\$12,178,844	\$4,290,387	\$0	\$7,862,650	\$547,721	\$7,314,929	\$25,807
2016/2017 Budget projections for:							
Budgeted surplus/(deficit)	(\$1,029,841)			(\$1,029,841)	(\$1,029,841)		
Projected board funded capital asset additions	\$0	\$2,820,582		(\$2,820,582)	(\$446,996)		\$0
Budgeted disposal of unsupported tangible capital assets		\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$3,483,494)		\$3,483,494	\$3,483,494		
Budgeted capital revenue recognized - Alberta Education		\$3,036,498		(\$3,036,498)	(\$3,036,498)		
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	(\$1,029,841)		\$0
Projected assumptions/transfers of operations (explain)				\$0	\$0		\$0
Projected Balances for August 31, 2018	\$11,149,003	\$6,863,973	\$0	\$4,459,223	\$547,721	\$3,911,502	\$25,807

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-2018	31-Aug-2019	31-Aug-2018	31-Aug-2019	31-Aug-2018	31-Aug-2019
Projected opening balance	\$547,721	\$547,721	\$530,939	\$53,911,502	\$25,807	\$25,807
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)	\$3,483,494	\$3,561,535	\$3,595,253	\$0	\$0	\$0
Budgeted capital revenue recognized	(\$3,036,498)	(\$3,036,498)	(\$3,036,498)	\$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)	\$1,029,841	\$0	(\$1,029,841)	\$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	(\$664,446)	\$0	\$0	\$0	\$0	\$0
School Certificated Staff / Behavior Specialist						
Non-recurring non-certificated remuneration	(\$64,590)	\$0	\$0	\$0	\$0	\$0
School Support Staff						
Non-recurring contracts, supplies & services	(\$93,845)	\$0	\$0	\$0	\$0	\$0
School Services and Supplies						
Professional development, training & support	(\$17,000)	\$0	\$0	\$0	\$0	\$0
School Professional Development						
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, Metis, 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
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	(\$431,996)	(\$431,996)	(\$431,996)	\$0	\$0	\$0
Capital costs - Administration building	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	(\$15,000)	(\$15,000)	(\$15,000)	\$0	\$0	\$0
Capital costs - Other	\$0	\$0	\$0	\$0	\$0	\$0
Building leases	\$0	\$0	\$0	\$0	\$0	\$0
Deficit from amortization of admin facility	\$0	\$0	(\$94,823)	\$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	\$647,721	\$530,939	\$547,875	\$3,911,502	\$25,807	\$25,807

Total surplus as a percentage of 2018 Expenses 8.39%
ASO as a percentage of 2018 Expenses 8.34%

**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 2016/2017, 2017/2018, 2018/2019, and 2019/2020 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 expected or emergent issues.

Additional detail on uses of Accumulated Operating Surplus:

2016/2017

Provide an explanation of material changes from the fall budget update originally submitted in November, 2016 for annual operating surplus (deficit), capital acquisitions, endowments, and/or other changes affecting unrestricted surplus, operating reserves, and capital reserves.

The original budgeted operating deficit was (\$1,650,710) and the forecast is to have an operating deficit of (\$899,435) for a difference of \$781,275. This difference is from over estimates at the school level and POM of use of supplies and services. Also pooled budgets for substitute teachers and support staff were under expended.

Discussions have been had with each site to ensure their budget reflects a true picture of the anticipated expenditures where contingencies are not built throughout.

17/2018

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

An increase from \$269,850 to \$431,996 for the capital purchase of buses and maintenance vehicles is required to ensure no disruption of services.

\$15,000.00 will budget for the replacement of grounds equipment will remain the same as last year.

The planned deficit recognizes the schools desire to provide additional supports for current programs in the 2017-18 school year.

**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 2016/2017, 2017/2018, 2018/2019, and 2019/2020 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 expected or emergent issues.

Additional detail on uses of Accumulated Operating Surplus:

2018/2019

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

There is no plan to use surplus or reserves for this year at this time.

2019/2020

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

There is no plan to use surplus or reserves for this year at this time.

August 31, 2020

Describe the jurisdiction's intended use of unrestricted surplus, operating reserves, and capital reserves balances expected as at August 31, 2020.

There is no plan to use surplus or reserves for this year at this time.

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

	Budgeted 2017/2018 (Note 2)	Actual 2016/2017	Actual 2015/2016	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	2,380	2,326	2,285	Head count
Grades 10 to 12	747	772	789	Note 3
Total	3,127	3,098	3,074	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	0.9%	0.8%		
Other Students:				
Total	190	205	183	Note 4
Total Net Enrolled Students	3,317	3,303	3,257	
Home Ed and Blended Program Students	6	6	3	Note 5
Total Enrolled Students, Grades 1-12	3,323	3,309	3,260	
Percentage Change	0.4%	1.5%		
Of the Eligible Funded Students:				
Students with Severe Disabilities	70	69	57	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	364	363	217	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	239	263	256	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	6	9	7	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	245	272	263	
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	123	136	132	
Percentage Change	-9.9%	3.4%		
Of the Eligible Funded Children:				
Students with Severe Disabilities	49	44	19	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	13	14	5	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 2017/2018	Actual 2016/2017	Fall Budget 2016/2017	Actual 2015/2016	Notes
CERTIFICATED STAFF					
School Based	218.2	215.7	213.0	205.6	Teacher certification required for performing functions at the school level.
Non-School Based	8.0	7.0	7.1	6.3	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	226.2	222.7	220.1	211.9	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage change from prior period	1.8%	5.1%	2.8%	3.9%	
If an average standard cost is used, please disclose rate:					
Student F.T.E. per certificated Staff	15.2	15.5		16.0	
Certificated Staffing Change due to:					
	Please Allocate	Please Allocate			
Enrolment Change	3.5	2.6			
Small Class Size Initiative	2.5	1.6	8.2		If negative change impact, the small class size initiative is to include any/all teachers retained.
Other Factors	-	-	n/a		If enrolment change impact on teacher FTEs is negative, include any/all teachers retained.
Total Change	1.0	1.0	n/a		Designate teacher: FNMJ Success Coordinator: 16177, Behavioral Specialist: 17718
	3.5	2.6	n/a		Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:					
Continuous contracts terminated	-	-	n/a		FTEs
Non-permanent contracts not being renewed	-	-	n/a		FTEs
Other (retirement, attrition, etc.)	-	-	n/a		Designate (required):
Total Negative Change in Certificated FTEs	-	-	n/a		Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
NON-CERTIFICATED STAFF					
Instructional	128.9	144.9	136.0	137.3	Personnel providing instruction support for schools under 'Instruction' program areas.
Plant Operations & Maintenance	20.2	21.8	21.8	20.6	Personnel providing support to maintain school facilities
Transportation	34.9	35.9	35.9	39.0	Personnel providing direct support to the transportation of students to and from school
Other	13.3	12.6	12.6	12.1	Personnel in Board & System Admin. and External service areas.
Total Non-Certificated Staff FTE	197.2	215.1	206.2	208.9	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-8.3%	2.9%	-4.4%	-1.3%	
Explanation of Changes:					
Instruction - Some Learning Assistants are usually not hired until after Sept. 30 count when it is determined if there are extra students needing help. Other - A Communications Coordinator was hired for Division Office. POM - Less Caretaking Staff due to closure of a building. Trans - Reducing Bus Routes.					
Additional Information					
Are non-certificated staff subject to a collective agreement? <input type="checkbox"/> Some are					
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 FTE's.					
Currently under negotiation. Qualifying FTE Staff 65.915					

BOARD AND SYSTEM ADMINISTRATION	
2017/2018 EXPENSES UNDER (OVER) MAXIMUM LIMIT	
TOTAL EXPENSES (From "Total" column of Line 28 of Schedule of Program Operations)	\$53,486,372
Enter Number of Net Enrolled Students:	3,317
Enter Number of Funded (ECS) Children:	239
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%	4.81%
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 proportion 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	\$2,571,277
B. Considerations for Charter Schools and Small School Boards:	
If charter schools and small school boards,	
The amount of Small Board Administration funding (Funding Manual Section 1.13)	\$0
2017/2018 MAXIMUM EXPENSE LIMIT (the greater of A or B above)	\$2,571,277
Actual Board & System Administration from G31 of "Budgeted Statement of Operations"	\$2,055,953
Amount Overspent	\$0