

BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2025

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

6019 CAPE-Centre for Academic and Personal Excellence Institute
Legal Name of School Jurisdiction


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Contact Address, Telephone & Email Address

BOARD CHAIR

Sarah Chaudhary

Name




Signature

SUPERINTENDENT

Mrs. Teresa Di Ninno

Name



Signature

SECRETARY TREASURER or TREASURER

Janice Ouellet

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 29, 2024
Date

c.c. Alberta Education
Financial Reporting & Accountability Branch
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Legend:

Blue	Data input is required .	Grey	No entry required - the cell is protected.
Pink	Populated from data entered in this template (i.e. other tabs)	White	Calculation cells. These are protected and cannot be changed.
Green	Populated based on information previously submitted to Alberta Education	Yellow	Flags to draw attention to sections requiring entry depending on other parts of the s

HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2024/2025 BUDGET REPORT

The following were presented to the Board and approved as underlying the budget. These key points and assumptions used in development of the budget take into consideration the economic environment of the jurisdiction, focus on anticipated changes from current year, and are realistic and consistent with the three year Education Plan. At a minimum, they disclose key budget assumptions, financial & business risks, and specific strategies explaining how this budget will support the jurisdiction's plans.

Budget Highlights, Plans & Assumptions:

The budget was prepared based on current registrations for the upcoming year for fee revenue, confirmed funding based on projected enrolment, and progressive fundraising goals.

Changes in budgeted expenses from the current year have been minimal, except for a reduction in staffing: 1 less Certificated FTE, and 1 less Non-certificated FTE. Should enrolment be higher than projected, it will be managed with existing staff, so no additional classes will be opened or FTE staff required.

Expense lines were reviewed carefully accounting for current and prior year actual expenses, with projected increases in the area of technology while planning to maintain & control expenses in most areas of Operations & Maintenance and Instructional supplies & contracts. We have also budgeted for recruitment and training under System Administration to allow for succession planning.

A surplus has been budgeted to help off-set the Accumulated Deficit from Operations from prior years.

Significant Business and Financial Risks:

There is always risk that enrolment will be notably lower than projected, and for this budget we have mitigated this significantly by projecting enrolment lower than our current numbers (when it is more likely to remain the same, or close to). This will ensure we operate within a lean budget and have no negative funding adjustment at the end of the financial year (but possibly a positive adjustment).

Inflationary pressures for the cost of supplies are still a concern but less so than the prior years, with previous increases in both utilities and insurance expected to level out.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
<u>REVENUES</u>			
Government of Alberta	\$ 3,353,539	\$3,576,231	\$3,350,206
Federal Government and First Nations	\$ -	\$0	\$0
Property taxes	\$ -	\$0	\$0
Fees	\$ 271,280	\$271,000	\$265,000
Sales of services and products	\$ 113,000	\$73,000	\$118,877
Investment income	\$ 3,500	\$3,500	\$4,313
Donations and other contributions	\$ 30,000	\$22,000	\$39,849
Other revenue	\$ 24,048	\$22,048	\$22,448
TOTAL REVENUES	\$3,795,367	\$3,967,779	\$3,800,693
<u>EXPENSES</u>			
Instruction - ECS	\$ 200,431	\$248,376	\$247,548
Instruction - Grade 1 to 12	\$ 2,578,975	\$2,684,075	\$2,659,447
Operations & maintenance	\$ 519,674	\$510,189	\$578,951
Transportation	\$ 179,124	\$175,750	\$138,989
System Administration	\$ 200,000	\$202,016	\$196,601
External Services	\$ 80,000	\$80,000	\$74,490
TOTAL EXPENSES	\$3,758,204	\$3,900,406	\$3,896,026
ANNUAL SURPLUS (DEFICIT)	\$37,163	\$67,373	(\$95,333)

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
<u>EXPENSES</u>			
Certificated salaries	\$ 1,546,720	\$1,604,730	\$1,610,719
Certificated benefits	\$ 332,853	\$353,132	\$359,633
Non-certificated salaries and wages	\$ 721,686	\$754,227	\$669,099
Non-certificated benefits	\$ 82,094	\$100,723	\$93,191
Services, contracts, and supplies	\$ 825,177	\$846,010	\$887,922
Capital and debt services			
Amortization of capital assets			
Supported	\$ 224,924	\$224,908	\$246,767
Unsupported	\$ 17,750	\$11,676	\$17,360
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ -	\$0	\$424
Other interest and finance charges	\$ 7,000	\$5,000	\$10,911
Losses on disposal of capital assets	\$ -	\$0	\$0
Other expenses	\$ -	\$0	\$0
TOTAL EXPENSES	\$3,758,204	\$3,900,406	\$3,896,026

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

REVENUES	Approved Budget 2024/2025							Actual Audited 2022/23
	Instruction		Operations and Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL
	ECS	Grade 1 to 12						
(1) Alberta Education	\$ 98,493	\$ 2,411,283	\$ 295,337	\$ 179,124	\$ 200,000	\$ -	\$ 3,184,237	\$ 3,155,095
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 169,302	\$ -	\$ -	\$ -	\$ 169,302	\$ 169,302
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(4) Other - Government of Alberta	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,809
(5) Federal Government and First Nations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(10) Fees	\$ 63,800	\$ 207,480	\$ -	\$ -	\$ -	\$ -	\$ 271,280	\$ 265,000
(11) Sales of services and products	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 110,000	\$ 113,000	\$ 118,877
(12) Investment income	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 4,313
(13) Gifts and donations	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 30,064
(14) Rental of facilities	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 400
(15) Fundraising	\$ 2,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 9,785
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) Other	\$ -	\$ -	\$ 22,048	\$ -	\$ -	\$ -	\$ 22,048	\$ 22,048
(18) TOTAL REVENUES	\$ 164,293	\$ 2,653,263	\$ 488,687	\$ 179,124	\$ 200,000	\$ 110,000	\$ 3,795,367	\$ 3,800,693
EXPENSES								
(19) Certificated salaries	\$ 103,675	\$ 1,368,045			\$ 75,000	\$ -	\$ 1,546,720	\$ 1,610,719
(20) Certificated benefits	\$ 22,320	\$ 303,137			\$ 7,396	\$ -	\$ 332,853	\$ 359,633
(21) Non-certificated salaries and wages	\$ 56,150	\$ 506,699	\$ -	\$ 10,747	\$ 78,090	\$ 70,000	\$ 721,686	\$ 669,099
(22) Non-certificated benefits	\$ 7,786	\$ 64,794	\$ -	\$ -	\$ 9,514	\$ -	\$ 82,094	\$ 93,191
(23) SUB - TOTAL	\$ 189,931	\$ 2,242,675	\$ -	\$ 10,747	\$ 170,000	\$ 70,000	\$ 2,683,353	\$ 2,732,642
(24) Services, contracts and supplies	\$ 10,500	\$ 329,300	\$ 277,000	\$ 168,377	\$ 30,000	\$ 10,000	\$ 825,177	\$ 887,922
(25) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 224,924	\$ -	\$ -	\$ -	\$ 224,924	\$ 246,767
(26) Amortization of unsupported tangible capital assets	\$ -	\$ -	\$ 17,750	\$ -	\$ -	\$ -	\$ 17,750	\$ 17,360
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 424
(32) Other interest and finance charges	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 10,911
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) TOTAL EXPENSES	\$ 200,431	\$ 2,578,975	\$ 519,674	\$ 179,124	\$ 200,000	\$ 80,000	\$ 3,758,204	\$ 3,896,026
(36) OPERATING SURPLUS (DEFICIT)	\$ (36,138)	\$ 74,288	\$ (30,987)	\$ -	\$ -	\$ 30,000	\$ 37,163	\$ (95,333)

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
FEEES			
TRANSPORTATION	\$0	\$0	\$0
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$0
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0
FEEES 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	\$63,800	\$75,400	\$66,500
Activity fees	\$207,480	\$195,600	\$198,500
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$0	\$0	\$0
Non-curricular goods and services	\$0	\$0	\$0
Non-curricular travel	\$0	\$0	\$0
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$271,280	\$271,000	\$265,000

PLEASE DO NOT USE "SCHOOL GENERATED FUNDS" AS A CATEGORY

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products" (rather than fee revenue). Note that this schedule should include only amounts collected from parents and so it may not agree with the Statement of Operations.	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
Cafeteria sales, hot lunch, milk programs	\$5,000	\$3,000	\$0
Special events	\$0	\$0	\$0
Sales or rentals of other supplies/services	\$3,000	\$0	\$2,910
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	\$110,000	\$70,000	\$115,967
Lost item replacement fees	\$0	\$0	\$0
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other sales (describe here)	\$0	\$0	
Other (describe) Other sales (describe here)	\$0	\$0	
TOTAL	\$118,000	\$73,000	\$118,877

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)

for the Year Ending August 31

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	ACCUMULATED OPERATING SURPLUS/DEFICITS (2+3+4+7)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	ACCUMULATED SURPLUS FROM OPERATIONS (5+6)	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
						OPERATING RESERVES	CAPITAL RESERVES
Actual balances per AFS at August 31, 2023	(\$14,217)	\$117,267	\$0	(\$131,484)	(\$131,484)	\$0	\$0
2023/2024 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	\$75,000			\$75,000	\$75,000		
Estimated board funded capital asset additions		\$0		\$0	\$0	\$0	\$0
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$236,683)		\$236,683	\$236,683		
Estimated capital revenue recognized - Alberta Education		\$33,472		(\$33,472)	(\$33,472)		
Estimated capital revenue recognized - Alberta Infrastructure		\$169,302		(\$169,302)	(\$169,302)		
Estimated capital revenue recognized - Other GOA		\$0		\$0	\$0		
Estimated capital revenue recognized - Other sources		\$22,048		(\$22,048)	(\$22,048)		
Budgeted amortization of ARO tangible capital assets		\$0		\$0	\$0		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - recognition		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0		
Estimated changes in Endowments	\$0		\$0	\$0	\$0		
Estimated unsupported debt principal repayment		\$0		\$0	\$0	\$0	\$0
Estimated reserve transfers (net)				\$0	\$0	\$0	\$0
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2024	\$60,783	\$105,406	\$0	(\$44,623)	(\$44,623)	\$0	\$0
2024/25 Budget projections for:							
Budgeted surplus(deficit)	\$37,163			\$37,163	\$37,163		
Projected board funded tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$242,674)		\$242,674	\$242,674		
Budgeted capital revenue recognized - Alberta Education		\$33,574		(\$33,574)	(\$33,574)		
Budgeted capital revenue recognized - Alberta Infrastructure		\$169,302		(\$169,302)	(\$169,302)		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$22,048		(\$22,048)	(\$22,048)		
Budgeted amortization of ARO tangible capital assets		\$0		\$0	\$0		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - recognition		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0		
Budgeted unsupported debt principal repayment		\$0		\$0	\$0		
Projected reserve transfers (net)				\$0	\$0	\$0	\$0
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2025	\$97,946	\$87,656	\$0	\$10,290	\$10,290	\$0	\$0

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

	Unrestricted Surplus Usage			Operating Reserves Usage			Capital Reserves Usage		
	Year Ended			Year Ended			Year Ended		
	31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027
Projected opening balance	(\$44,623)	\$10,290	\$63,040	\$0	\$0	\$0	\$0	\$0	\$0
Projected excess of revenues over expenses (surplus only)	Explanation \$37,163	\$30,000	\$20,000						
Budgeted disposal of board funded TCA and ARO TCA	Explanation \$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	Explanation \$242,674	\$247,674	\$247,674		\$0	\$0			
Budgeted capital revenue recognized, including ARO assets amortization	Explanation (\$224,924)	(\$224,924)	(\$224,924)		\$0	\$0			
Budgeted changes in Endowments	Explanation \$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - recognition	Explanation \$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - remediation	Explanation \$0	\$0	\$0		\$0	\$0			
Budgeted unsupported debt principal repayment	Explanation \$0	\$0	\$0		\$0	\$0			
Projected reserves transfers (net)	Unsupported amortization to capital reserves \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected assumptions/transfers of operations	Techonology asset renewal \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase in (use of) school generated funds	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
New school start-up costs	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Decentralized school reserves	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-recurring certificated remuneration	Grid creep, net salary increases \$0	\$0	\$0		\$0	\$0			
Non-recurring non-certificated remuneration	Explanation \$0	\$0	\$0		\$0	\$0			
Non-recurring contracts, supplies & services	Explanation \$0	\$0	\$0		\$0	\$0			
Professional development, training & support	Explanation \$0	\$0	\$0		\$0	\$0			
Transportation Expenses	Explanation \$0	\$0	\$0		\$0	\$0			
Operations & maintenance	Increased insurance costs - unsupported \$0	\$0	\$0		\$0	\$0			
English language learners	Explanation \$0	\$0	\$0		\$0	\$0			
System Administration	Explanation \$0	\$0	\$0		\$0	\$0			
OH&S / wellness programs	Explanation \$0	\$0	\$0		\$0	\$0			
B & S administration organization / reorganization	Explanation \$0	\$0	\$0		\$0	\$0			
Debt repayment	Explanation \$0	\$0	\$0		\$0	\$0			
POM expenses	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-salary related programming costs (explain)	Explanation \$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - School building & land	Explanation \$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Technology	Explanation \$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Vehicle & transportation	Explanation \$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Administration building	Explanation \$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - POM building & equipment	Explanation \$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Other (explain)	Explanation \$0	\$0	\$0		\$0	\$0			
Capital costs - School land & building	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modernization	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Technology	Techonology asset renewal \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Administration building	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Costs - Furniture & Equipment	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Other	Explanation \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building leases	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 1 - please use this row only if no other row is appropriate	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 2 - please use this row only if no other row is appropriate	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 3 - please use this row only if no other row is appropriate	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 4 - please use this row only if no other row is appropriate	Explanation \$0	\$0	\$0		\$0	\$0		\$0	\$0
Estimated closing balance for operating contingency	\$10,290	\$63,040	\$105,790	\$0	\$0	\$0	\$0	\$0	\$0

Total surplus as a percentage of 2025 Expenses	0.27%	1.68%	2.81%
ASO as a percentage of 2025 Expenses	0.27%	1.68%	2.81%

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

This template is designed to provide information about your school jurisdiction's reserves and to assist you in determining if you need to submit a letter requesting an exemption to exceed the maximum limit of Operating Reserves to the Minister. It has been split in to two parts, exemptions (Row 20 - 45) and transfers between operating and capital reserves (Row 46 - 61).

As per the 2023/24 Funding Manual, a formal request for an exemption to exceed the 2023/24 maximum operating reserve must be approved by the board and submitted to the Minister. If a reserve request to exceed the limit is required, please submit your formal letter by November 30, 2024. This tab should be attached as a supplement to your formal request. School jurisdictions who are projecting their 2023/24 operating reserves to be over their 2023/24 maximum limit, which is based on the school jurisdiction's 2023/24 system administration percentage (3.2% to 5%), must complete Section A. These school jurisdictions will only require an exemption for the 2023/24 school year and not in the 2024/25 school year, assuming the balance is still below 6% in 2024/25. School jurisdictions projecting 2023/24 operating reserves to be over their maximum limit for 2023/24 AND the new 2024/25 limit of 6% of total expenses must complete both Section A and B, as they will need to demonstrate when operating reserves will be drawn down below 6% over the subsequent school years. School jurisdictions who are projecting to be below their maximum limit in 2023/24 are not required to complete Section A or B.

If your school jurisdiction is projecting to transfer between operating and capital reserves for the 2023/24 and/or 2024/25 school year, please complete the section under Row 46. The transfer amounts reported should agree with the 'AOS' tab. Please note that a letter requesting Ministerial approval is required to transfer from Capital to Operating Reserves.

PART 1: EXEMPTIONS

		Amount
Estimated Accumulated Surplus/(Deficit) from Operations as at Aug. 31, 2024		\$ (44,623)
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)		\$ 27,146
Estimated 2023/24 Operating Reserves	-1.84%	\$ (71,769)
Maximum 2023/24 Operating Reserve Limit	5.00%	\$ 194,801
Estimated 2023/24 Operating Reserves Over Maximum Limit		\$ (266,570)

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2023/24 maximum: \$ (266,570)
 Please note that this does not constitute as a Ministerial request for approval. An exemption request letter submitted to the Minister is still required for an exemption for the 2023/24 school year.

SECTION B: (MAX LIMIT EXEMPTION CRITERIA)

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

	2024/25	2025/26	2026/27	
Opening operating reserve balance	\$ (71,769)	\$ (71,769)	\$ (71,769)	Additional Comments
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
	\$ (71,769)	\$ (71,769)	\$ (71,769)	
	-1.84%	-1.84%	-1.84%	

PART 2: TRANSFERS BETWEEN OPERATING AND CAPITAL RESERVES

Please report the projected amounts and detailed rationale for transfers between operating reserves and capital reserves for the 2023/24 and 2024/25 school year. The net transfer between operating and capital reserves should agree the amounts reported in the 'AOS' tab. **(Note: Ministerial approval is required to transfer from Capital to Operating Reserves):**

	2023-24	
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ -	Detailed Rationale
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ -	

	2024-25	
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ -	Detailed Rationale
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ -	

PROJECTED STUDENT STATISTICS
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS

Budgeted **Actual** **Actual**
2024/2025 **2023/2024** **2022/2023**
(Note 2)

Grades 1 to 12Eligible Funded Students:

Grades 1 to 9	260	264	264	Head count
Grades 10 to 12	-	-	-	Head count
Total	260	264	264	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-1.5%	0.0%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.

Other Students:

Total	-	-	-	Note 3
Total Net Enrolled Students	260	264	264	
Home Ed Students	-	-	-	Note 4
Total Enrolled Students, Grades 1-12	260	264	264	
Percentage Change	-1.5%	0.0%		

Of the Eligible Funded Students:

Students with Severe Disabilities	1	1	4	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	30	30	40	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	22	23	23	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	22	23	23	
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	22	23	23	
Percentage Change	-4.3%	0.0%		based on current registrations

Home Ed Students	-	-	-	Note 4
Total Enrolled Students, ECS	22	23	23	
Percentage Change	-4.3%	0.0%		

Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	-	-	3	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	5	5	2	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 2024/2025 budget report preparation.
- 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.
- Because they are funded separately, Home Education students are not included with total net enrolled students. Home Education Kindergartens, under ECS, do not apply to charter schools.

**PROJECTED STAFFING STATISTICS
FULL TIME EQUIVALENT (FTE) PERSONNEL**

	Budget 2024/25		Actual 2023/24		Actual 2022/23		Notes
	Total	Union Staff	Total	Union Staff	Total	Union Staff	
School Based	20	-	21	-	22	-	Teacher certification required for performing functions at the school level.
Non-School Based	1	-	1	-	1	-	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	20.5	-	21.5	-	22.5	-	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-4.7%		-4.4%		-8.9%		eliminating 1 FTE teacher position
If an average standard cost is used, please disclose rate:	-		-		-		
Student F.T.E. per certificated Staff	13.7560976		1335%		1276%		

Certificated Staffing Change due to:

	-						If there is a negative change impact, the small class size initiative is to include any/all teachers retained.
Enrolment Change	(1)	-					
Other Factors	-	-					
Total Change	(1.0)	-					Year-over-year change in Certificated FTE

Breakdown, where total change is Negative:

Continuous contracts terminated	(1)	-					FTEs
Non-permanent contracts not being renewed	-	-					FTEs
Other (retirement, attrition, etc.)	-	-					
Total Negative Change in Certificated FTEs	(1.0)	-					Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.

Please note that the information in the section below only includes Certificated Number of Teachers (not FTEs):

Certificated Number of Teachers

Permanent - Full time	20	-	21	-	21	-
Permanent - Part time	1	-	1	-	-	-
Probationary - Full time	-	-	-	-	2	-
Probationary - Part time	-	-	-	-	-	-
Temporary - Full time	-	-	-	-	-	-
Temporary - Part time	-	-	-	-	-	-

NON-CERTIFICATED STAFF

Instructional - Education Assistants	10	-	11	-	12	-	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	4	-	4	-	3	-	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	1	-	1	-	1	-	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	-	-	-	-	-	-	Bus drivers employed, but not contracted
Transportation - Other Staff	-	-	-	-	-	-	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	2	-	2	-	2	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	15.5	-	16.5	-	16.5	-	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-6.1%		0.0%		-6.1%		

Explanation of Changes to Non-Certificated Staff:

Additional Information

Are non-certificated staff subject to a collective agreement?

No	
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Please provide terms of contract for 2023/24 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.