

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2025**

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

0019 The Red Deer Catholic Separate School Division

Legal Name of School Jurisdiction

5210 61 Street Red Deer AB AB T4N 6N8; 403-343-1055; laurel.latka@rdcrs.ca

Contact Address, Telephone & Email Address

BOARD CHAIR

Mr. Murray Hollman

Name

"Original Signed"

Signature

SUPERINTENDENT

Mrs. Kathleen Finnigan

Name

"Original Signed"

Signature

SECRETARY TREASURER or TREASURER

Laurel Latka

Name

"Original Signed"

Signature

Certified as an accurate summary of the year's budget as approved by the Board

of Trustees at its meeting held on May 24, 2024 .

Date

c.c. Alberta Education
Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5
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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:

Given the projected deficit for the current year, both operating reserves and capital reserves are lower than recommended. Our current spending model is no longer sustainable, and significant adjustments must be made to balance the budget and restore both operating and capital reserves to acceptable levels. Spring enrolment and staffing levels have been estimated conservatively, with the expectation that additional students will continue to register over the summer.

- 2% enrolment growth was submitted in January. Alberta Education Revenues have been reduced in the 2024-2025 budget by \$777K to reflect more conservative estimates
- Investment income has been reduced to reflect the use of reserves in the current year
- Restructure the Inclusive Learning Teacher (ILT) Model
- Remodel Family School Counsellor Program
- Increase class size across the Division by 1 student
- Discontinue Middle School Online Program due to low enrollment
- Reduce High School Online Program subsidy
- Remodel Faith Coach Model reducing 0.1 FTE st 20 schools
- Rightsize staffing by eliminating contingent teachers when possible
- Reduce educational assistants when possible
- Reduce Direct Services Program Budgets
- Adjust assignable time calculations. (Schools must meet the provincial minimum of 950 (grades 1-9) and 1000 (grades 10-12) student instructional hours.)
- Reduce staffing at division office
- Reduce additional administrative support time in schools
- Establish "Fee for Choice" Transportation Fees

Significant Business and Financial Risks:

- There is uncertainty in the number of new riders and corresponding additional revenue and increased expenses driver salary and benefit costs, fuel and bus maintenance costs under the new transportation guidelines
- Current CUPE collective agreement expired August 31, 2022. Negotiations are ongoing for the period 2022-2024. Additional costs for 2024-2025 and beyond are unknown. - Budgeted a reduction in the profile revenues due to reduction in enrolments. Final enrolment and WMA impacting total revenues is uncertain.
- Computer ERP software is end-of-life. Cost of implementing new software is not budgeted.
- Classroom complexity continues to increase, adding pressure to hire additional education assistants.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
REVENUES			
Government of Alberta	\$ 104,775,575	\$102,628,522	\$101,102,663
Federal Government and First Nations	\$ 110,000	\$175,000	\$260,705
Property taxes	\$ 8,522,000	\$9,000,000	\$8,522,755
Fees	\$ 2,121,486	\$1,415,000	\$731,432
Sales of services and products	\$ 2,799,752	\$3,060,100	\$4,620,325
Investment income	\$ 300,000	\$600,000	\$615,420
Donations and other contributions	\$ 650,000	\$700,000	\$637,738
Other revenue	\$ 125,000	\$1,050,000	\$129,790
TOTAL REVENUES	\$119,403,813	\$118,628,622	\$116,620,828
EXPENSES			
Instruction - ECS	\$ 4,356,193	\$4,439,337	\$4,490,919
Instruction - Grade 1 to 12	\$ 88,008,997	\$90,007,889	\$90,652,795
Operations & maintenance	\$ 16,164,248	\$13,998,312	\$14,332,446
Transportation	\$ 7,549,537	\$6,565,697	\$5,879,621
System Administration	\$ 3,324,838	\$3,617,387	\$3,342,318
External Services	\$ -	\$0	\$0
TOTAL EXPENSES	\$119,403,813	\$118,628,622	\$118,698,099
ANNUAL SURPLUS (DEFICIT)	\$0	\$0	(\$2,077,271)

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
EXPENSES			
Certificated salaries	\$ 50,480,125	\$55,461,275	\$55,038,035
Certificated benefits	\$ 13,535,687	\$14,175,482	\$12,829,012
Non-certificated salaries and wages	\$ 17,965,620	\$16,536,581	\$16,808,858
Non-certificated benefits	\$ 5,769,456	\$5,064,383	\$4,499,155
Services, contracts, and supplies	\$ 23,097,910	\$20,008,970	\$22,295,868
Capital and debt services			
Amortization of capital assets			
Supported	\$ 6,887,930	\$6,084,123	\$5,962,450
Unsupported	\$ 1,500,335	\$1,163,001	\$1,099,103
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ 105,000	\$91,957	\$103,871
Other interest and finance charges	\$ 61,750	\$42,850	\$55,710
Losses on disposal of capital assets	\$ -	\$0	\$0
Other expenses	\$ -	\$0	\$6,037
TOTAL EXPENSES	\$119,403,813	\$118,628,622	\$118,698,099

**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	\$ 3,956,355	\$ 73,785,592	\$ 9,874,310	\$ 6,173,049	\$ 3,798,339	\$ -	\$ 97,587,645	\$ 94,840,099
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 6,863,692	\$ -	\$ -	\$ -	\$ 6,863,692	\$ 5,962,450
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ 24,238	\$ -	\$ -	\$ -	\$ 24,238	\$ -
(4) Other - Government of Alberta	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,114
(5) Federal Government and First Nations	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 260,705
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ 8,522,000	\$ -	\$ -	\$ -	\$ -	\$ 8,522,000	\$ 8,522,755
(10) Fees	\$ 35,000	\$ 1,778,748	\$ -	\$ 307,738	\$ -	\$ -	\$ 2,121,486	\$ 731,432
(11) Sales of services and products	\$ -	\$ 2,724,752	\$ -	\$ 75,000	\$ -	\$ -	\$ 2,799,752	\$ 4,620,325
(12) Investment income	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 615,420
(13) Gifts and donations	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 131,157
(14) Rental of facilities	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000	\$ 129,790
(15) Fundraising	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 506,581
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(18) TOTAL REVENUES	\$ 3,991,355	\$ 88,171,092	\$ 16,887,240	\$ 6,555,787	\$ 3,798,339	\$ -	\$ 119,403,813	\$ 116,620,828
EXPENSES								
(19) Certificated salaries	\$ 2,305,207	\$ 47,584,353			\$ 590,565	\$ -	\$ 50,480,125	\$ 55,038,035
(20) Certificated benefits	\$ 394,513	\$ 12,969,910			\$ 171,264	\$ -	\$ 13,535,687	\$ 12,829,012
(21) Non-certificated salaries and wages	\$ 1,134,836	\$ 11,858,882	\$ 1,155,461	\$ 2,669,296	\$ 1,147,145	\$ -	\$ 17,965,620	\$ 16,808,858
(22) Non-certificated benefits	\$ 401,987	\$ 4,274,468	\$ 318,365	\$ 446,075	\$ 328,561	\$ -	\$ 5,769,456	\$ 4,499,155
(23) SUB - TOTAL	\$ 4,236,543	\$ 76,687,613	\$ 1,473,826	\$ 3,115,371	\$ 2,237,535	\$ -	\$ 87,750,888	\$ 89,175,060
(24) Services, contracts and supplies	\$ 119,650	\$ 11,183,877	\$ 7,568,875	\$ 3,237,619	\$ 987,889	\$ -	\$ 23,097,910	\$ 22,295,868
(25) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 6,887,930	\$ -	\$ -	\$ -	\$ 6,887,930	\$ 5,962,450
(26) Amortization of unsupported tangible capital assets	\$ -	\$ 82,757	\$ 209,379	\$ 1,084,547	\$ 99,414	\$ -	\$ 1,476,097	\$ 1,080,981
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 24,238	\$ -	\$ -	\$ -	\$ 24,238	\$ 18,122
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,037
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ 103,871
(32) Other interest and finance charges	\$ -	\$ 54,750	\$ -	\$ 7,000	\$ -	\$ -	\$ 61,750	\$ 55,710
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) TOTAL EXPENSES	\$ 4,356,193	\$ 88,008,997	\$ 16,164,248	\$ 7,549,537	\$ 3,324,838	\$ -	\$ 119,403,813	\$ 118,698,099
(36) OPERATING SURPLUS (DEFICIT)	\$ (364,838)	\$ 162,095	\$ 722,992	\$ (993,750)	\$ 473,501	\$ -	\$ -	\$ (2,077,271)

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

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
FEES			
TRANSPORTATION	\$307,738	\$80,000	\$214,605
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	\$413,748	\$12,500	\$3,550
Fees for optional courses	\$410,000	\$500,000	\$354,645
ECS enhanced program fees	\$35,000	\$80,000	\$37,670
Activity fees	\$200,000	\$12,500	\$93,981
Other fees to enhance education (Describe here)	\$0	\$0	\$26,981
NON-CURRICULAR FEES			
Extra-curricular fees	\$400,000	\$350,000	\$0
Non-curricular goods and services	\$130,000	\$80,000	\$0
Non-curricular travel	\$225,000	\$300,000	\$0
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$2,121,486	\$1,415,000	\$731,432

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	\$879,503	\$850,000	\$900,797
Special events	\$130,000	\$100,000	\$137,407
Sales or rentals of other supplies/services	\$65,000	\$100,000	\$64,514
International and out of province student revenue	\$1,350,000	\$1,750,100	\$1,934,587
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) Book rental	\$25,000	\$0	\$23,545
Other (describe) Sports/Clubs	\$95,252	\$0	\$509,199
Other (describe) Trips/Travel Groups	\$11,000	\$0	\$10,753
Other (describe) Other sales (describe here)	\$0	\$0	
Other (describe) Other sales (describe here)	\$0	\$0	
TOTAL	\$2,555,755	\$2,800,100	\$3,580,802

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	\$22,102,597	\$16,184,759	\$0	\$4,753,734	\$0	\$4,753,734	\$1,164,104
2023/2024 Estimated impact to AOS for:							
Prior period adjustment	\$419,560	\$0	\$0	\$0	\$0	\$0	\$419,560
Estimated surplus(deficit)	(\$4,020,000)			(\$4,020,000)	(\$4,020,000)		
Estimated board funded capital asset additions		\$593,916		\$0	\$0	\$0	(\$593,916)
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)		(\$8,188,329)		\$8,188,329	\$8,188,329		
Estimated capital revenue recognized - Alberta Education		\$0		\$0	\$0		
Estimated capital revenue recognized - Alberta Infrastructure		\$6,804,930		(\$6,804,930)	(\$6,804,930)		
Estimated capital revenue recognized - Other GOA		\$0		\$0	\$0		
Estimated capital revenue recognized - Other sources		\$0		\$0	\$0		
Budgeted amortization of ARO tangible capital assets		(\$24,238)		\$24,238	\$24,238		
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		\$147,000		(\$147,000)	(\$147,000)	\$0	\$0
Estimated reserve transfers (net)				\$0	\$2,759,363	(\$2,759,363)	\$0
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2024	\$18,502,157	\$15,518,038	\$0	\$1,994,371	\$0	\$1,994,371	\$989,748
2024/25 Budget projections for:							
Budgeted surplus(deficit)	\$0			\$0	\$0		
Projected board funded tangible capital asset additions		\$225,000		\$0	\$0	\$0	(\$225,000)
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)		(\$8,364,027)		\$8,364,027	\$8,364,027		
Budgeted capital revenue recognized - Alberta Education		\$0		\$0	\$0		
Budgeted capital revenue recognized - Alberta Infrastructure		\$6,887,930		(\$6,887,930)	(\$6,887,930)		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$0		\$0	\$0		
Budgeted amortization of ARO tangible capital assets		(\$24,238)		\$24,238	\$24,238		
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		\$147,000		(\$147,000)	(\$147,000)		
Projected reserve transfers (net)				(\$676,667)	(\$1,353,335)	\$676,668	\$676,667
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2025	\$18,502,157	\$14,389,703	\$0	\$2,671,039	\$0	\$2,671,039	\$1,441,415

**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	\$0	\$0	\$0	\$1,994,371	\$2,671,039	\$2,671,039	\$989,748	\$1,441,415	\$2,441,415
Projected excess of revenues over expenses (surplus only)	Explanation	\$0	\$0	\$0					
Budgeted disposal of board funded TCA and ARO TCA	Explanation	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	Explanation	\$8,388,265	\$8,400,000	\$8,400,000		\$0	\$0		
Budgeted capital revenue recognized, including ARO assets amortization	Explanation	(\$6,887,930)	(\$6,900,000)	(\$6,900,000)		\$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	(\$147,000)	\$0	\$0		\$0	\$0		
Projected reserves transfers (net)	Unsupported amortization to reserves	(\$1,353,335)	\$0	\$0	\$676,668	\$0	\$0	\$676,667	\$0
Projected assumptions/transfers of operations	Techonology asset renewal	\$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
Capital costs - School modernization	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Technology	Techonology asset renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Administration building	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Costs - Furniture & Equipment	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Other	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	(\$225,000)	(\$500,000)
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
Transfer unfunded amortization to capital reserves	Explanation	\$0	(\$1,500,000)	(\$1,500,000)		\$0	\$0	\$1,500,000	\$1,500,000
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		\$0	\$0	\$0	\$2,671,039	\$2,671,039	\$2,671,039	\$1,441,415	\$2,441,415

Total surplus as a percentage of 2025 Expenses	3.44%	4.28%	5.12%
ASO as a percentage of 2025 Expenses	2.24%	2.24%	2.24%

**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		\$ 1,994,371
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)		\$ 1,684,600
Estimated 2023/24 Operating Reserves	0.26%	\$ 309,771
Maximum 2023/24 Operating Reserve Limit	3.20%	\$ 3,798,339
Estimated 2023/24 Operating Reserves Over Maximum Limit		\$ (3,488,568)

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2023/24 maximum: \$ (3,488,568)

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	\$ 309,771	\$ 925,257	\$ 925,257	
Budgeted Surplus		-	-	
1/2 of Unfunded Amortization	\$ 615,486			
[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]				
	\$ 925,257	\$ 925,257	\$ 925,257	
	0.78%	0.78%	0.78%	

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 <i>(Please enter a negative amount)</i>	\$ -	Detailed Rationale
Projected Transfer from Capital to Operating Reserves <i>(Please enter a positive amount)</i>	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ -	

	2024-25	
Projected Transfer from Operating to Capital Reserves <i>(Please enter a negative amount)</i>	\$ (1,458)	Detailed Rationale
Projected Transfer from Capital to Operating Reserves <i>(Please enter a positive amount)</i>	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ (1,458)	

**Does not agree to
AOS tab**

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	6,487	6,533	6,367	Head count
Grades 10 to 12	2,303	2,273	2,156	Head count
Total	8,790	8,806	8,523	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-0.2%	3.3%		Conservative Spring estimates to minimize impact of WMA adjustments after Sept. 30.

Other Students:

Total	60	78	103	Note 3
Total Net Enrolled Students	8,850	8,884	8,626	
Home Ed Students	911	897	869	Note 4
Total Enrolled Students, Grades 1-12	9,761	9,781	9,495	
Percentage Change	-0.2%	3.0%		

Of the Eligible Funded Students:

Students with Severe Disabilities	275	269	227	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	688	863	852	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	2	1	4	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	690	864	856	
Program Hours	475	475	475	Minimum program hours is 475 Hours
FTE Ratio	0.500	0.500	0.500	Actual hours divided by 950
FTE's Enrolled, ECS	345	432	428	
Percentage Change	-20.1%	0.9%		Conservative Spring estimates to minimize impact of WMA adjustments after Sept. 30.

Home Ed Students	66	63		Note 4
Total Enrolled Students, ECS	756	927	856	
Percentage Change	-18.4%	8.3%		

Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	85	96	80	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	45	80	94	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 2024/2025 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.

**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	473	473	563	563	565	565	Teacher certification required for performing functions at the school level.
Non-School Based	13	9	14	14	13	9	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	486.0	482.0	576.6	576.6	578.0	574.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-15.7%		-0.2%		-15.9%		Right sizing staffing as per budget assumptions details
If an average standard cost is used, please disclose rate:	-		-		-		
Student F.T.E. per certificated Staff	21.6399177		1857%		1791%		

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	(4)	(4)					
Other Factors	(87)	(87)					Right sizing staffing as per budget assumptions details
Total Change	(90.6)	(90.6)					Year-over-year change in Certificated FTE

Breakdown, where total change is Negative:

Continuous contracts terminated	-	-					FTEs
Non-permanent contracts not being renewed	(84)	(84)					FTEs
Other (retirement, attrition, etc.)	(7)	(7)					Retirements
Total Negative Change in Certificated FTEs	(90.6)	(90.6)					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	-	-	430	-	429	-
Permanent - Part time	-	-	20	-	25	-
Probationary - Full time	-	-	62	-	39	-
Probationary - Part time	-	-	10	-	5	-
Temporary - Full time	-	-	41	-	47	-
Temporary - Part time	-	-	19	-	23	-

NON-CERTIFICATED STAFF

Instructional - Education Assistants	199	199	246	246	209	209	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	83	65	100	67	95	65	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	13	-	20	-	23	-	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	93	-	102	-	87	-	Bus drivers employed, but not contracted
Transportation - Other Staff	13	-	15	-	13	-	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	62	-	95	-	41	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	463.2	263.8	578.0	313.0	468.0	274.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-19.9%		23.5%		-1.0%		

Explanation of Changes to Non-Certificated Staff:

Reduction in Eas when possible, required to balance budget. Budgeted additional 22 routes to accommodate new transportation guidelines. (# of drivers included spares in 2023-2024). Remodel Family School Couns

Additional Information

Are non-certificated staff subject to a collective agreement?

Partially	
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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.

Cupe contract expired August 31, 2022 and is currently under negotiation. Approximately 282 staff.

School Jurisdiction Code:

19

System Admin Expense Limit %	
0019 The Red Deer Catholic Separate Sch	3.20%

