

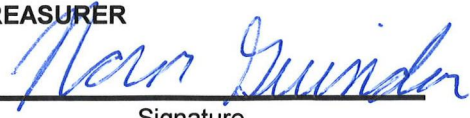


**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2025**

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

3240 The Grande Prairie School Division
Legal Name of School Jurisdiction

10127 – 120 Ave. Grande Prairie AB AB T8V 8H8; 780-532-4491; norm.guindon@gppsd.ab.ca
Contact Address, Telephone & Email Address

BOARD CHAIR	
<u>Joan Nellis</u> Name	 Signature
SUPERINTENDENT	
<u>Mr. Alexander McDonald</u> Name	 Signature
SECRETARY TREASURER or TREASURER	
<u>Norm Guindon</u> 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>May 28, 2024</u> . Date	

c.c. Alberta Education
Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5
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Pink	Populated from data entered in this template (i.e. other tabs)
Green	Populated based on information previously submitted to Alberta Education

Grey	No entry required - the cell is protected.
White	Calculation cells. These are protected and cannot be changed.
Yellow	Flags to draw attention to sections requiring entry depending on other parts of the su

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 is a continuation of the three year plan that was submitted to Alberta Education in 2022. Our planning continues to target the reduction of the accumulated surplus from operations (ASO) by the conclusion of the 2024/2025 school year. The Minister of Education approved our 3 year plan to reduce the ASO below the cap in three years. The division has budgeted a deficit of \$3.97 million for 2024/2025 with the assumption we will continue to have support for our multi year plan for the reduction in ASO below the reserve cap. The increase in expenditures is a combination of permanent increases in staffing paid by increased funding that is driven by enrolment growth and project based spending on education programming that is limited in time and paid out of operating reserves. The enrolment is projected to increase by 3% for each of the next two years.

The division planned for a \$2.5M deficit for the 2023/2024 as part of our plan presented and approved last year. In our most recent projection it appears we will likely be ending the year with a \$1 million deficit this year due to the difficulty in filling positions and the increase in investment income from budget due to elevated interest rates. The additional funds not utilized this year have been factored into this budget submission and have been anticipated to fund the planned deficit for the 24/25 budget year to reach the ASO reduction goal by August 31, 2025.

The reserve schedule in this budget report indicates our request to access \$3.97 million in operating reserves in 24/25.

Significant Business and Financial Risks:

No unusual business or financial risk are noted above the normal yearly business risks the division manages every year.

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	\$ 109,243,800	\$105,078,509	\$104,401,667
Federal Government and First Nations	\$ 1,104,873	\$0	\$449,434
Property taxes	\$ -	\$0	\$0
Fees	\$ 1,757,178	\$1,722,838	\$1,895,074
Sales of services and products	\$ 804,900	\$727,041	\$1,447,897
Investment income	\$ 550,000	\$400,000	\$781,381
Donations and other contributions	\$ 689,551	\$375,000	\$828,099
Other revenue	\$ 158,000	\$436,932	\$197,071
TOTAL REVENUES	\$114,308,302	\$108,740,320	\$110,000,623
EXPENSES			
Instruction - ECS	\$ 4,419,706	\$4,140,299	\$4,109,762
Instruction - Grade 1 to 12	\$ 85,585,168	\$79,878,753	\$77,442,554
Operations & maintenance	\$ 21,081,456	\$20,117,085	\$20,957,586
Transportation	\$ 3,042,124	\$2,768,389	\$2,627,457
System Administration	\$ 3,419,373	\$3,197,487	\$3,235,931
External Services	\$ 734,367	\$1,138,025	\$816,026
TOTAL EXPENSES	\$118,282,194	\$111,240,038	\$109,189,316
ANNUAL SURPLUS (DEFICIT)	(\$3,973,892)	(\$2,499,718)	\$811,307

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	\$ 51,917,524	\$49,980,345	\$46,850,470
Certificated benefits	\$ 11,655,670	\$10,974,023	\$10,675,207
Non-certificated salaries and wages	\$ 20,866,457	\$18,518,670	\$17,712,478
Non-certificated benefits	\$ 5,710,601	\$5,173,935	\$4,141,785
Services, contracts, and supplies	\$ 18,869,653	\$17,317,214	\$20,482,318
Capital and debt services			
Amortization of capital assets			
Supported	\$ 8,887,210	\$8,910,280	\$8,938,687
Unsupported	\$ 348,879	\$339,571	\$355,153
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ 11,600	\$12,000	\$14,395
Other interest and finance charges	\$ 14,600	\$14,000	\$18,823
Losses on disposal of capital assets	\$ -	\$0	\$0
Other expenses	\$ -	\$0	\$0
TOTAL EXPENSES	\$118,282,194	\$111,240,038	\$109,189,316

**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	\$ 3,704,809	\$ 80,431,905	\$ 9,922,453	\$ 2,984,951	\$ 3,531,058	\$ 111,019	\$ 100,686,195	\$ 94,096,896
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 7,636,593	\$ -	\$ -	\$ -	\$ 7,636,593	\$ 9,421,585
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(4) Other - Government of Alberta	\$ -	\$ 352,248	\$ 568,764	\$ -	\$ -	\$ -	\$ 921,012	\$ 883,186
(5) Federal Government and First Nations	\$ -	\$ 1,104,873	\$ -	\$ -	\$ -	\$ -	\$ 1,104,873	\$ 449,434
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(10) Fees	\$ 338,400	\$ 738,257		\$ 57,173		\$ 623,348	\$ 1,757,178	\$ 1,895,074
(11) Sales of services and products	\$ -	\$ 774,900	\$ 30,000	\$ -	\$ -	\$ -	\$ 804,900	\$ 1,447,897
(12) Investment income	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 781,381
(13) Gifts and donations	\$ -	\$ 150,000	\$ 314,551	\$ -	\$ -	\$ -	\$ 464,551	\$ 463,566
(14) Rental of facilities	\$ -	\$ -	\$ 150,000	\$ -	\$ 8,000	\$ -	\$ 158,000	\$ 197,071
(15) Fundraising	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 364,533
(16) Gains on disposal of tangible capital assets	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(18) TOTAL REVENUES	\$ 4,043,209	\$ 84,327,183	\$ 18,622,361	\$ 3,042,124	\$ 3,539,058	\$ 734,367	\$ 114,308,302	\$ 110,000,623
EXPENSES								
(19) Certificated salaries	\$ 1,853,280	\$ 49,532,598			\$ 434,346	\$ 97,300	\$ 51,917,524	\$ 46,850,470
(20) Certificated benefits	\$ 292,961	\$ 11,255,959			\$ 93,031	\$ 13,719	\$ 11,655,670	\$ 10,675,207
(21) Non-certificated salaries and wages	\$ 1,337,519	\$ 12,834,274	\$ 4,614,667	\$ 197,546	\$ 1,419,146	\$ 463,305	\$ 20,866,457	\$ 17,712,478
(22) Non-certificated benefits	\$ 298,308	\$ 3,102,110	\$ 1,655,012	\$ 67,265	\$ 441,863	\$ 146,043	\$ 5,710,601	\$ 4,141,785
(23) SUB - TOTAL	\$ 3,782,068	\$ 76,724,941	\$ 6,269,679	\$ 264,811	\$ 2,388,386	\$ 720,367	\$ 90,150,252	\$ 79,379,940
(24) Services, contracts and supplies	\$ 637,638	\$ 8,860,227	\$ 5,795,033	\$ 2,777,313	\$ 785,442	\$ 14,000	\$ 18,869,653	\$ 20,482,318
(25) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 8,887,210	\$ -	\$ -	\$ -	\$ 8,887,210	\$ 8,938,687
(26) Amortization of unsupported tangible capital assets	\$ -	\$ -	\$ 100,419	\$ -	\$ 219,345	\$ -	\$ 319,764	\$ 326,039
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 29,115	\$ -	\$ -	\$ -	\$ 29,115	\$ 29,114
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ 11,600	\$ -	\$ 11,600	\$ 14,395
(32) Other interest and finance charges	\$ -	\$ -	\$ -	\$ -	\$ 14,600	\$ -	\$ 14,600	\$ 18,823
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) TOTAL EXPENSES	\$ 4,419,706	\$ 85,585,168	\$ 21,081,456	\$ 3,042,124	\$ 3,419,373	\$ 734,367	\$ 118,282,194	\$ 109,189,316
(36) OPERATING SURPLUS (DEFICIT)	\$ (376,497)	\$ (1,257,985)	\$ (2,459,095)	\$ -	\$ 119,685	\$ -	\$ (3,973,892)	\$ 811,307

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
FEES			
TRANSPORTATION	\$57,173	\$57,173	\$62,815
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	\$660,600	\$526,400	\$724,494
Fees for optional courses	\$167,305	\$164,965	\$186,296
ECS enhanced program fees	\$626,000	\$586,750	\$552,211
Activity fees	\$94,500	\$235,950	\$121,117
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$150,000	\$150,000	\$239,509
Non-curricular goods and services	\$1,600	\$1,600	\$8,632
Non-curricular travel	\$0	\$0	\$0
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$1,757,178	\$1,722,838	\$1,895,074

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	\$540,000	\$510,000	\$526,134
Special events	\$50,000	\$50,000	\$84,077
Sales or rentals of other supplies/services	\$50,000	\$50,000	\$64,249
International and out of province student revenue	\$37,500	\$34,000	\$31,718
Adult education revenue	\$0	\$0	\$0
Preschool	\$0	\$0	\$0
Child care & before and after school care	\$0	\$0	\$0
Lost item replacement fees	\$0	\$0	\$0
Other (describe) Other (Describe)	\$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	\$677,500	\$644,000	\$706,178

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	\$15,648,702	\$3,687,328	\$0	\$10,412,026	\$260,227	\$10,151,799	\$1,549,348
2023/2024 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	(\$1,000,000)			(\$1,000,000)	(\$1,000,000)		
Estimated board funded capital asset additions		\$156,828		(\$100,000)	(\$100,000)	\$0	(\$56,828)
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)		(\$9,177,859)		\$9,177,859	\$9,177,859		
Estimated capital revenue recognized - Alberta Education		\$367,302		(\$367,302)	(\$367,302)		
Estimated capital revenue recognized - Alberta Infrastructure		\$7,636,593		(\$7,636,593)	(\$7,636,593)		
Estimated capital revenue recognized - Other GOA		\$568,764		(\$568,764)	(\$568,764)		
Estimated capital revenue recognized - Other sources		\$314,551		(\$314,551)	(\$314,551)		
Budgeted amortization of ARO tangible capital assets		(\$29,115)		\$29,115	\$29,115		
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)				(\$200,000)	\$800,000	(\$1,000,000)	\$200,000
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2024	\$14,648,702	\$3,524,392	\$0	\$9,431,790	\$279,991	\$9,151,799	\$1,692,520
2024/25 Budget projections for:							
Budgeted surplus(deficit)	(\$3,973,892)			(\$3,973,892)	(\$3,973,892)		
Projected board funded tangible capital asset additions		\$100,000		\$0	\$0	\$0	(\$100,000)
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)		(\$9,206,974)		\$9,206,974	\$9,206,974		
Budgeted capital revenue recognized - Alberta Education		\$367,302		(\$367,302)	(\$367,302)		
Budgeted capital revenue recognized - Alberta Infrastructure		\$7,636,593		(\$7,636,593)	(\$7,636,593)		
Budgeted capital revenue recognized - Other GOA		\$568,764		(\$568,764)	(\$568,764)		
Budgeted capital revenue recognized - Other sources		\$314,551		(\$314,551)	(\$314,551)		
Budgeted amortization of ARO tangible capital assets		(\$29,115)		\$29,115	\$29,115		
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		\$127,558		(\$127,558)	(\$127,558)		
Projected reserve transfers (net)				(\$100,000)	\$3,873,892	(\$3,973,892)	\$100,000
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2025	\$10,674,810	\$3,403,071	\$0	\$5,579,219	\$401,312	\$5,177,907	\$1,692,520

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	\$279,991	\$401,312	\$263,294	\$9,151,799	\$5,177,907	\$5,077,907	\$1,692,520	\$1,692,520	\$1,692,520
Projected excess of revenues over expenses (surplus only)	\$0	\$0	\$0						
Budgeted disposal of board funded TCA and ARO TCA	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	\$9,236,089	\$9,250,000	\$9,250,000		\$0	\$0			
Budgeted capital revenue recognized, including ARO assets amortization	(\$8,887,210)	(\$8,900,000)	(\$8,900,000)		\$0	\$0			
Budgeted changes in Endowments	\$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - recognition	\$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - remediation	\$0	\$0	\$0		\$0	\$0			
Budgeted unsupported debt principal repayment	Admin Building	(\$127,558)	(\$130,718)	(\$144,308)	\$0	\$0			
Projected reserves transfers (net)	Unsupported amortization to capital reserves	\$3,873,892	\$0	\$0	(\$3,973,892)	(\$100,000)	(\$100,000)	\$100,000	\$100,000
Projected assumptions/transfers of operations	Technology 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	(\$423,100)	(\$111,500)	\$0	\$0	\$0			
Non-recurring non-certificated remuneration	Intervention and Careers positions	(\$686,200)	(\$30,000)	\$0	\$0	\$0			
Non-recurring contracts, supplies & services	Mentorship, STEM and Report Card	(\$85,000)	\$0	\$0	\$0	\$0			
Professional development, training & support	Explanation	(\$29,000)	(\$24,000)	\$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	Wellness Coordinator	(\$40,000)	(\$40,000)	(\$40,000)		\$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	Network upgrades at schools, hardware updates	(\$257,200)	(\$151,800)	(\$112,800)		\$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	Technology asset renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation	Maintenance Vehicles and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	(\$100,000)	(\$100,000)
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	\$0	\$0
Building leases	Explanation	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Additional Eas, daytime caretakers, and support Staff	Explanation	(\$1,567,844)	\$0	\$0		\$0	\$0	\$0	\$0
Technology Leasing, Licensing costs,	Explanation	(\$441,472)	\$0	\$0		\$0	\$0	\$0	\$0
Learning Support Teachers	Explanation	(\$444,076)	\$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	\$401,312	\$263,294	\$316,186	\$5,177,907	\$5,077,907	\$4,977,907	\$1,692,520	\$1,692,520	\$1,692,520

Total surplus as a percentage of 2025 Expenses	6.15%	5.95%	5.91%
ASO as a percentage of 2025 Expenses	4.72%	4.52%	4.48%

**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		\$ 9,431,790	
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)		\$ 867,712	Complete section B below.
Estimated 2023/24 Operating Reserves	7.84%	\$ 8,564,078	
Maximum 2023/24 Operating Reserve Limit	3.20%	\$ 3,494,058	
Estimated 2023/24 Operating Reserves Over Maximum Limit		\$ 5,070,020	Complete section A below.

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2023/24 maximum: \$ 5,070,020

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	Additional Comments
Opening operating reserve balance	\$ 8,564,078	\$ 4,590,186	\$ 4,590,186	
Year three of three year financial plan to lower ASO to under € \$	(3,973,892)			
[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]				
	\$ 4,590,186	\$ 4,590,186	\$ 4,590,186	
	4.20%	4.20%	4.20%	

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	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (200,000)	To fund future maintenance vehicles and equipment purchases
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ (200,000)	

	2024-25	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (100,000)	To fund future purchase of maintenance vehicles and equipment
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ (100,000)	

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	6,049	5,951	5,703	Head count
Grades 10 to 12	2,203	2,025	1,867	Head count
Total	8,252	7,976	7,570	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	3.5%	5.4%		Growth in Grande Prairie

Other Students:

Total	-	-	-	Note 3
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Total Net Enrolled Students	8,252	7,976	7,570	
Home Ed Students	-	7	3	Note 4
Total Enrolled Students, Grades 1-12	8,252	7,983	7,573	
Percentage Change	3.4%	5.4%		

Of the Eligible Funded Students:

Students with Severe Disabilities	398	339	293	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	776	729	638	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	741	735	751	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	96	113	93	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	837	848	844	
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	419	424	422	
Percentage Change	-1.3%	0.5%		

Home Ed Students	-	-	-	Note 4
Total Enrolled Students, ECS	837	848	844	
Percentage Change	-1.3%	0.5%		

Of the Eligible Funded Children:

Students with Severe Disabilities (PUF)	66	127	118	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	30	67	78	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	
CERTIFICATED STAFF							
School Based	488	488	466	466	449	449	Teacher certification required for performing functions at the school level.
Non-School Based	6	-	6	-	6	-	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	494.0	488.0	472.0	466.0	455.0	449.2	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	4.7%		3.7%		8.6%		Growth due to enrollment increases
If an average standard cost is used, please disclose rate:	-		-		-		
Student F.T.E. per certificated Staff	18.39878543		1871%		1850%		

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	22	-					
Other Factors	-	-					
Total Change	22.0	-					Year-over-year change in Certificated FTE

Breakdown, where total change is Negative:

Continuous contracts terminated	-	-					FTEs
Non-permanent contracts not being renewed	-	-					FTEs
Other (retirement, attrition, etc.)	-	-					
Total Negative Change in Certificated FTEs	-	-					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	382	382	389	389	361	361
Permanent - Part time	8	8	10	10	10	10
Probationary - Full time	48	48	41	31	33	33
Probationary - Part time	4	4	-	-	-	-
Temporary - Full time	54	54	33	33	48	48
Temporary - Part time	4	4	6	6	4	4

NON-CERTIFICATED STAFF

Instructional - Education Assistants	266	266	243	243	221	221	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	90	28	90	78	86	86	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	71	67	70	67	60	57	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	-	-	-	-	-	-	Bus drivers employed, but not contracted
Transportation - Other Staff	2	-	2	-	2	-	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	39	-	31	-	32	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	468.0	361.0	436.0	388.0	401.0	364.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	7.3%		8.7%		16.7%		

Explanation of Changes to Non-Certificated Staff:

Increase due to higher school enrollments and Jordan's Principle Grant funding

Additional Information

Are non-certificated staff subject to a collective agreement?

Yes	
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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.

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