

EDMONTON PUBLIC SCHOOLS

November 2, 2010

TO: Board of Trustees

FROM: Trustee C. Ripley, 2009-2010 Public School Boards' Council Representative

SUBJECT: Public School Boards' Association of Alberta Fall General Meeting

RESOURCE

STAFF: Anne Sherwood

RECOMMENDATION

1. That:
    - a) provisional support for the proposed PSBAA 2011 fee schedule and Budget, as outlined in Attachments 2 and 3; and
    - b) authorization for the Board's designate to the PSBAA, as selected at the November 2, 2010 Organizational Board Meeting, to vote on behalf of the Board on any motions and amendments considered at the PSBAA Annual General Meeting based on the Board's provisional support for the above, and views expressed by the Trustees present at the general meeting,
- be approved.

\* \* \* \* \*

The PSBAA Annual General Meeting business session is scheduled for Saturday, November 6, 2010 at the Sutton Place Hotel and will include:

- Acceptance of the 2009 Financial Statements (Attachment 1)
- Consideration of the Proposed 2011 Fee Schedule and Budget (Attachments 2, 3)
- By-election of a First Vice President (one-year term)
- Election of a Second Vice President (two-year term)
- Election of a Director (two-year term)
- Election to Standing Committees
  - Intra-Governmental Political Relations – two positions (two-year term)
  - Special Recognition – three positions (three-year term)

It should be noted that voting is by Board and one Trustee must be designated to cast the Board's ballot on any motions. In the past, the Board's PSBC designate has cast the Board's ballot based on the views expressed by Trustees present and the debate at the general meeting. The PSBAA has requested that Boards reach a corporate decision with respect to the proposed budget and fee schedule prior to the meeting. It is recommended that the Board provide provisional support for the proposed 2011 fee schedule, and budget but grant the Board's designate the authority to determine the Board's vote with due consideration to the debate and any amendments made at the annual general meeting.

Proposed Fee Schedule, 2011 – Draft Operating and Capital Budget, 2011 (Attachments 2 and 3)

The Executive Committee is recommending the Fee Schedule for the fiscal year 2011, Attachment 2. The proposed Fee Schedule for 2011 corresponds exactly to the Fee Schedule for 2010 and there is no increase in membership fees.

The draft expenditure budget for 2011 (Attachment 3) is \$554,309 reflecting a deficit of \$21,628 which it is proposed will be covered by the accumulated surplus of the Association which stands at \$602,118.

AS:mmf

- Attachment 1 - PSBAA Financial Statements, Year Ended December 31, 2009
- Attachment 2 - Proposed Fee Schedule, 2011
- Attachment 3 - PSBAA Draft Operating and Capital Budget, 2011

**PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA**

**Financial Statements**

**Year Ended December 31, 2009**



PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Index to Financial Statements

Year Ended December 31, 2009

---

	Page
AUDITORS' REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flow	5
Notes to Financial Statements	6 - 8
Meeting Income ( <i>Schedule 1</i> )	9



## AUDITORS' REPORT

To the Members of Public School Boards' Association of Alberta

We have audited the statement of financial position of Public School Boards' Association of Alberta as at December 31, 2009 and the statements of operations, net assets and cash flow for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The prior year financial statements were reviewed, not audited, therefore we were not able to verify by alternative means the opening balances of assets, liabilities and net assets. Accordingly, we were not able to determine whether any adjustments to assets, liabilities or net assets were required.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2009 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta  
March 31, 2010

*Faber LLP*

CHARTERED ACCOUNTANTS

Edmonton  
Suite 200, 17510 - 107 Avenue  
Edmonton, AB T6S 1E9  
t 780 432.6262  
f 780 436.0115

Devon  
35 Athabasca Avenue  
Devon, AB T9G 1G5  
t 780 987.2280  
f 780 987.2131

Grande Prairie  
Suite 215, 10008 - 101 Avenue  
Grande Prairie, AB T8V 0Y1  
t 780 539.3400  
f 780 538.1644

Whitecourt  
Box 569, #101, 5011 - 51 Avenue  
Whitecourt, AB T7S 1N6  
t 780 778.3981  
f 780 778.6226

1

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Statement of Financial Position

December 31, 2009

	2009	2008 <i>(Unaudited)</i>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 4)	\$ 1,095,976	\$ 38,906
Term deposits (Note 4)	-	1,000,000
Accrued interest receivable	-	3,799
	<b>1,095,976</b>	<b>1,042,705</b>
PROPERTY AND EQUIPMENT (Note 5)	<b>23,320</b>	<b>26,062</b>
	<b>\$ 1,119,296</b>	<b>\$ 1,068,767</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 16,293	\$ 8,897
Employee deductions payable	6,744	5,785
Goods and services tax payable	24	1,240
Deferred revenue (Note 6)	494,117	508,179
	<b>517,178</b>	<b>524,101</b>
COMMITMENTS (Note 8)		
<b>NET ASSETS</b>		
INVESTED IN PROPERTY AND EQUIPMENT	23,320	26,062
INTERNALLY RESTRICTED (Note 7)	82,049	78,386
UNRESTRICTED	496,749	440,218
	<b>602,118</b>	<b>544,666</b>
	<b>\$ 1,119,296</b>	<b>\$ 1,068,767</b>

ON BEHALF OF THE BOARD

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

**Statement of Operations**

**Year Ended December 31, 2009**

	2009	2008 <i>(Unaudited)</i>
<b>REVENUES</b>		
Contract revenue	\$ 8,324	\$ 8,301
Interest	13,248	23,990
Membership	535,519	481,666
Public School Boards' council	23,496	27,773
	<b>580,587</b>	<b>541,730</b>
<b>EXPENSES</b>		
Amortization	6,079	7,239
Committees	5,460	5,460
Communications	6,419	187
Computer repair	4,186	5,667
Dues and subscriptions	996	1,065
Insurance	4,285	3,270
Interest and bank charges	43	52
Management and Operations Committee	71,211	43,797
Office supplies	7,653	7,937
Professional fees	30,695	17,455
Public School Boards' council	63,445	53,886
Rent	15,377	14,850
Staff travel and hospitality	8,789	6,356
Sub-contracts	-	2,316
Telephone and utilities	4,512	3,914
Wages and employee benefits	293,317	252,667
	<b>522,467</b>	<b>426,118</b>
<b>EXCESS OF REVENUES OVER EXPENSES BEFORE THE FOLLOWING</b>	<b>58,120</b>	<b>115,612</b>
<b>OTHER INCOME (EXPENSES)</b>		
Loss on disposal of property and equipment	(1,444)	(468)
Meeting Income <i>(Schedule 1)</i>	776	19,654
	<b>(668)</b>	<b>19,186</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 57,452</b>	<b>\$ 134,798</b>

The accompanying notes are an integral part of these financial statements.

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2009**

	Invested in Property and Equipment	Internally Restricted	Unrestricted	2009	2008 <i>(Unaudited)</i>
<b>BALANCE - BEGINNING OF YEAR</b>	<b>26,062</b>	<b>78,386</b>	<b>440,218</b>	<b>544,666</b>	<b>409,868</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>(6,079)</b>	<b>-</b>	<b>63,531</b>	<b>57,452</b>	<b>134,798</b>
<b>INVESTMENT IN PROPERTY AND EQUIPMENT</b>	<b>3,337</b>	<b>(3,337)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFER TO RESERVE <i>(Note 7)</i></b>	<b>-</b>	<b>7,000</b>	<b>(7,000)</b>	<b>-</b>	<b>-</b>
<b>BALANCE - END OF YEAR</b>	<b>\$ 23,320</b>	<b>\$ 82,049</b>	<b>\$ 496,749</b>	<b>\$ 602,118</b>	<b>\$ 544,666</b>

The accompanying notes are an integral part of these financial statements.



**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

**Statement of Cash Flow**

**Year Ended December 31, 2009**

	2009	2008
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 57,452	\$ 134,798
Items not affecting cash:		
Amortization of property and equipment	6,079	7,239
Loss on disposal of property and equipment	1,444	468
	<b>64,975</b>	<b>142,505</b>
Changes in non-cash working capital:		
Accounts receivable	-	1,140
Accrued interest receivable	3,799	3,155
Accounts payable and accrued liabilities	7,395	(5,642)
Employee deductions payable	959	(301)
Goods and services tax payable	(1,215)	379
Deferred revenue	(14,062)	150,759
RRSP contribution payable	-	(18,012)
	<b>(3,124)</b>	<b>131,478</b>
Cash flow from operating activities	<b>61,851</b>	<b>273,983</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(4,931)	(1,211)
Proceeds on disposal of property and equipment	150	-
Cash flow used by investing activity	<b>(4,781)</b>	<b>(1,211)</b>
<b>INCREASE IN CASH FLOW</b>	<b>57,070</b>	<b>272,772</b>
Cash - beginning of year	1,038,906	766,134
<b>CASH - END OF YEAR</b>	<b>\$ 1,095,976</b>	<b>\$ 1,038,906</b>
<b>CASH FLOW SUPPLEMENTARY INFORMATION</b>		
Interest paid	\$ 43	\$ 52
<b>CASH CONSISTS OF:</b>		
Cash	\$ 1,095,976	\$ 38,906
Term deposits	-	1,000,000
	<b>\$ 1,095,976</b>	<b>\$ 1,038,906</b>

The accompanying notes are an integral part of these financial statements.



# PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2009

---

### 1. PURPOSE

The Association is organized to support and promote the special interests of the public school boards of Alberta. Pursuant to paragraph 149(g) of the Income Tax Act, the Association is classified as a not-for-profit organization and is exempt from income tax.

### 2. CHANGE IN ACCOUNTING POLICIES

The Association adopted the provisions of CICA Section 1535, Capital Disclosures, on January 1, 2009 which address the disclosure of capital management strategies, goals, and methods. As a result of adopting this new standard, the Association did not have to record any adjustments. This change is applied prospectively and has no effect on any financial statement balances.

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Financial Instruments

The Association classifies its financial instruments into one of the following categories:

- Held-for-trading financial assets and liabilities that are initially measured at fair value; subsequent changes in fair value are recognized in the statement of operations; and
- Held-to-maturity investments, loans and receivables, or other financial liabilities – all of which are initially measured at cost and for which subsequent changes in cost are amortized utilizing the effective interest rate method.

The Association's financial instruments consist of cash, and accounts payable and accrued liabilities. Accordingly, the Association has classified its financial instruments as follows:

- Cash is classified as held-for-trading and accordingly carried at fair value;
- Accounts payable and accrued liabilities are classified as other financial liabilities and are currently carried at cost.

#### Cash and cash equivalents

Cash includes funds held on deposit at Canadian financial institutions.

#### Property and equipment

Property and equipment are stated at cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	30%	declining balance method
Computer software	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	20%	declining balance method
Video equipment	20%	declining balance method

The Association regularly reviews its property and equipment to eliminate obsolete items.

(continues)

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Notes to Financial Statements

Year Ended December 31, 2009

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

The Association uses the deferral method for reporting revenue. Funds received during the current period that pertain to a subsequent period are classified as deferred revenue. Other unrestricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributed Services

Volunteers contribute a substantial number of hours per year to assist the Association in carrying out its services. The contributed services are not recognized in these financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of property and equipment. Actual results could differ from these estimates.

4. CASH AND TERM DEPOSITS

During the year, the Association matured the term deposits and deposited the proceeds to a high interest savings account included in cash, in order to maximize the return on the investments.

5. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2009 Net book value	2008 Net book value
Computer equipment	\$ 14,267	\$ 8,326	\$ 5,941	\$ 4,507
Computer software	4,527	4,392	135	-
Furniture and fixtures	23,838	20,964	2,874	3,592
Leasehold improvements	45,721	38,712	7,009	8,761
Video equipment	15,975	8,614	7,361	9,202
	\$ 104,328	\$ 81,008	\$ 23,320	\$ 26,062

6. DEFERRED REVENUE

Deferred revenue consists of memberships received in the current operating year that are related to the subsequent year.

	Beginning	Additions	Allocated	Ending
Memberships	\$ 508,179	\$ 494,117	\$ (508,179)	\$ 494,117

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

**Notes to Financial Statements**

**Year Ended December 31, 2009**

**7. INTERNALLY RESTRICTED NET ASSETS**

Property and Equipment Reserve: The Board has made provision for a property and equipment reserve. There is an annual allocation to the reserve of \$7,000. All property and equipment acquisitions (including leasehold improvements) are to be made from the reserve. Computer software is not purchased using funds from this reserve. The net change of \$3,337 in the fund during the year is due to acquiring computer monitors and furniture for \$4,931, and disposing of equipment with a net book value of \$1,594.

<b>Property and Equipment Reserve</b>		
Balance, beginning of year	\$ 78,386	\$ 72,130
Funds utilized	(3,337)	(744)
Funds allocated to reserve	7,000	7,000
	<b>\$ 82,049</b>	<b>\$ 78,386</b>

**8. COMMITMENTS**

The Association has a rental agreement for their facility with the Board of Trustees of the Edmonton School District No.7. The agreement requires monthly payments in the amount of \$1,279 and expires on July 31, 2010.

**9. MEETING EXPENSES**

General meeting expenses include all direct costs associated with the events. In addition to this, 10% of full- and part-time salaries, \$28,998, is allocated.

**10. CAPITAL DISCLOSURES**

Unchanged from prior years, the Association's objectives when managing capital are:

- to safeguard the Association's ability to continue to support and promote the special interests of the public school boards of Alberta, and;
- to maintain a low risk profile, consistent with the goals of many non-profit organizations.

The Association manages capital on the basis of annual budgets prepared and cash flow available for operations and capital additions. There is neither debt related to capital projects, nor other externally imposed capital requirements.

**11. COMPARATIVE FIGURES**

Certain of the comparative figures have been reclassified to conform to the current year's presentation.

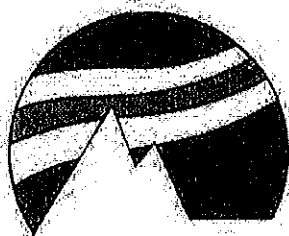
PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Meeting Income (Schedule 1)

Year Ended December 31, 2009

	2009	2008
<b>REVENUES</b>		
General meeting revenue	\$ 61,733	\$ 52,871
Leadership development	47,946	58,371
	<b>109,679</b>	<b>111,242</b>
<b>EXPENSES</b>		
General meeting expenses (Note 9)	63,762	49,802
Leadership development	45,141	41,786
	<b>108,903</b>	<b>91,588</b>
<b>MEETING INCOME</b>	<b>\$ 776</b>	<b>\$ 19,654</b>

The accompanying notes are an integral part of these financial statements.



# Public School Boards' Association of Alberta



September 24<sup>th</sup>, 2010

To: PSBAA Members  
 From: Mary Lynne R. Campbell, Executive Director, PSBAA  
 Re: 2011 Draft Budget

At the 13 August 2010 Executive Committee Meeting, the Executive Committee reviewed the 2011 Draft Budget. The Executive had previously directed that the budget be built on the basis of a zero percent increase in membership fees for 2011; the draft also reflects the reduction of one member board.

Additionally, the Executive directed Staff to look at the following priority areas:

- creation of a communications plan for the Association;
- development of a marketing brand and tool kit for member boards to use;
- potential implementation of a service award program as proposed by the Standing Committee on Special Recognition.

The Draft Budget was realigned and then presented to Council members at the 21 August 2010 PSBC Meeting. The Unadopted Minutes of the 21 August 2010 are attached to this memo as reference. Council discussions during the 19 August 2010 – 21 August 2010 Council activities and meeting, expressed the following areas of interest:

- continuation of the Legislature Watch Blog/Facebook/Twitter staff position;
- the need to create a list of consultants available to member boards for their preferred access;
- the development of a marketing brand / tool kit for public school education and for the exclusive use of member boards;
- creation of a Members Only section on the website;
- the need to consider vision/mission/values review with members, to ensure alignment of the work of the Association with its clearly articulated vision.

Thus the 2011 Draft Budget shows some significant shifts in resource allocations in the interest of meeting the outcomes suggested by the PSBC and directed by the Executive Committee.

## 1. Employment Contracts

- a. for the 2010 budget year, dollars were set aside to provide transition support for the new Executive Director. The transition time required was less than provided for in the budget.

## 2. Communications

- a. The 2010 budget provided \$35,000 for "communications" activities during the fiscal year. Members expressed an interest in pursuing a marketing strategy to support public school education in Alberta. Limited work was undertaken during 2010 fiscal year, but did include the creation of a marketing concept, which is now owned by the Association. The Association has signed a contract with RED the Agency, to undertake development work.

for a Public School Education Brand, which will be owned by the Association and made available to member boards only. The development stages for this brand will be undertaken and charged to the 2010 budget line.

- b. The Executive directed that a Communications Plan be developed for the Association and further that a consultant be made available on a fee for service basis, to our members. The previous budget allocation of \$5,000 was insufficient to support a Communications Plan, thus the realignment to \$15,000. It is also recommended that any surplus remaining in the Communication budget line for 2010 be rolled forward to the 2011 budget line to support communications efforts for the Association and on behalf of our members.

### **3. Committees**

- a. The work of the Foundations Committee resulted in the Essential Elements (E<sup>4</sup>) document, which has received significant political and community support across Alberta. The next stages of this important work is to gather feedback from our member boards / communities / education partners, to be reviewed and included in the next edition of E<sup>4</sup>.
- b. IGPR – the first on-line edition of the IGPR document and treasure chest is available to our members for their use.
- c. Special Recognition Committee – the ad hoc Standing Committee on Special Recognition provided the Executive with a proposed policy and guidelines for the recognition of member and partner service to public school education. The Terms of Reference provides for a maximum of two teleconferences for the purposes of the review and selection of special award recipients.

We believe that in these times, we need to be fiscally prudent in our expenditures, thus are recommending a total of \$6,000 to support the work of the committees, understanding that we will need to find innovative ways to undertake this important work, while meeting the objectives of the Association.

### **4. Contracted Services**

- a. Office operations – our office operations have undergone some changes, with a few operations moving into an electronic medium. This shift in practice will enable us to be more responsive to our members. This shift will also require some contracted support to ensure that our 'electronic' support network is responsive and reliable.
- b. Vision / Mission – as it is with many learning organizations, the change and growth in membership as well as the significant changes we will be seeing with the advent of the Education Act, have resulted in several members suggesting that it is timely for the Association to review its Vision / Mission / Values. This work will enable the Association to continue its legacy of advocacy for public school education in Alberta, but will also position the important work of the Association for the next several years. This initial work will be facilitated by an external contractor.

### **5. Staff Professional Development**

- a. With the shift in Association operations, there is a need to support staff professional development. Additionally contract obligations include provision for professional development which aligns with the organizational goals set by the Executive.

**6. Travel Pool**

- a. The Association has yet to use the full allocation of \$34,000, as there are occasions when member Boards are unable to attend all Association events. This budget line has been reduced to \$30,000, which should be sufficient to meet the Association's financial obligations.

**7. Service Recognition Program**

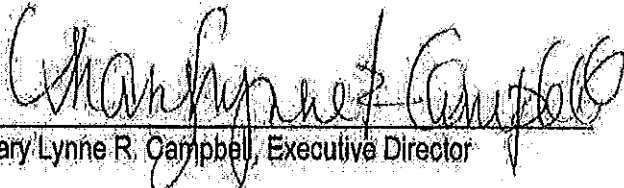
- a. The Executive Director has investigated an on-line long service awards program. Unfortunately the 2011 Draft Budget does not have sufficient resources to support the implementation of the long service awards program. The Association is able to support a recognition program, which includes the presentation of an Association certificate to recognize member and education partner contributions to public school education. The Executive Director recommends that the financial viability of implementing the on-line portion of the Service Recognition Program be reviewed in the Spring of 2011.

**8. Surplus**

- a. At the 13 August 2010 Executive Committee meeting, Staff was directed to secure an opinion regarding the financial liabilities of the Association, and how those should be addressed. Two opinions were provided to the Executive – both recommended the need to create a restricted reserve to meet the financial obligations of the Association. One opinion suggested a restricted reserve of approximately \$350,000.00; the second opinion recommended \$267,120.00. At the 09 September 2010 Executive Committee meeting, the Executive directed, by motion, that \$268,000.00 be restricted, and that the amount be reviewed annually.

**9. Projected Deficit**

- a. The initial proposed deficit, which was shared with PSBC members in August 2010, was approximately \$33,000. The 2011 Draft Budget includes a projected deficit of \$21,628. This budget includes a zero percent increase in membership fees, a reduction in some budget expenditures, as well as the drawing down of a portion of the Association's unrestricted surplus.

  
Mary Lynne R. Campbell, Executive Director



**Public School Boards' Association of Alberta  
DRAFT Operating and Capital Budget, 2011**

	2010 Revenue 32 members	2011 Projected Revenue 31 members	Note #
<b>OPERATING INCOME</b>			
Membership Fees	522,203	501,681	1
Other Income/Contract & License Revenue	1,000	1,000	2
Recovery of Event Related Expenses	25,000	25,000	3
Interest Income	<u>5,000</u>	<u>5,000</u>	4
<b>TOTAL OPERATING REVENUE</b>	<b>553,203</b>	<b>532,681</b>	

	2010 Expenses	2011 Projected Expenses	
<b>OPERATING EXPENSES</b>			
<b>A. Employment</b>			
a. Full & Part Time Salaries	260,000	336,000	5
b. Employment Contract	12,000	0	6
c. Executive Director Successor	70,000	n/a	
d. Non-statutory Employee Benefit	<u>24,008</u>	<u>34,359</u>	7
<b>Total Employment (VOTE #1)</b>	<b>366,008</b>	<b>370,359</b>	
<b>B. Office Related Expenses</b>			
1 Rent & Parking & Custodial	18,500	18,500	8
2 Telecommunication Charges	4,500	4,000	9
3 Web Site - Content Update	1,500	2,000	
4 Liability Insurance	2,100	2,200	10
5 Miscellaneous Office Expenses/Contract	4,000	3,000	
6 Computer/Equipment Repair & Service	3,000	3,000	
7 Memberships & Subscriptions	1,000	1,000	
8 Books & Software	1,000	0	
9 Banking Service Charges	100	850	11
10 Staff Professional Development	<u>2,000</u>	<u>7,000</u>	12
<b>Total Office Related (VOTE #2)</b>	<b>37,700</b>	<b>41,550</b>	
11 Professional Services			
a. Accounting	9,000	6,000	13
b. Legal (general & administration)	<u>1,000</u>	<u>1,000</u>	
<b>Total Professional Services (VOTE #3)</b>	<b>10,000</b>	<b>7,000</b>	
12 Staff Travel, Hospitality (VOTE #4)	10,000	9,000	14

**Public School Boards' Association of Alberta  
DRAFT Operating and Capital Budget, 2011**

	2010 Expenses	2011 Projected Expenses	Note #
<b>C. Executive Committee, PSBC &amp; Standing Committees</b>			
<b>1 Executive Committee</b>			
a. Honoraria Payment	11,000	17,000	15
b. Per Diem -- attendance at meetings	13,000	15,000	16
c. Travel & Accommodation	16,000	16,000	
d. Directors' Liability Insurance	2,600	2,700	17
e. Telephone Conference Calls	200	200	
f. Miscellaneous Appointments	400	0	
g. Leadership Development	<u>1,500</u>	<u>1,500</u>	18
<b>Total Executive Committee (VOTE #5)</b>	<b>44,700</b>	<b>52,400</b>	
<b>2 Public School Boards Council &amp; Annual General Meeting</b>			
a. Costs of Conducting Business	20,000	0	19
b. Travel Pool (based on 3 meetings)	34,000	30,000	20
c. AGM, Reg material & refreshments	n/a	<u>6,000</u>	21
<b>Total PSBC &amp; AGM (VOTE #6)</b>	<b>54,000</b>	<b>36,000</b>	
<b>3 Committees</b>			
a. E <sup>4</sup> , IGPR Committees (VOTE #7)	26,000	6,000	22
<b>E. Communications Budget</b>			
<b>1 Communications Projects</b>	5,000	15,000	23
<b>2 Fraternal Relations</b>	1,000	1,000	24
<b>3 Contracted Services</b>	<u>5,000</u>	<u>9,000</u>	25
<b>Total Communications (VOTE #8)</b>	<b>11,000</b>	<b>25,000</b>	
<b>F. Contingency (VOTE #9)</b>	0	0	26
<b>G. Capital Reserve (VOTE #10)</b>	7,000	7,000	27
<b>TOTAL OPERATING INCOME</b>	<b>553,203</b>	<b>532,681</b>	
<b>LESS TOTAL EXPENDITURES</b>	<b><u>566,408</u></b>	<b><u>554,309</u></b>	
<b>Surplus (Deficit)</b>	<b>-13,205</b>	<b>-21,628</b>	28

## Notes for the DRAFT Operating & Capital Budget, 2011

1. **Membership Fees** – We anticipate that the enrollment of pupils with member boards will remain substantially the same as in 2010. The budget is based on a membership base of 31 boards (1 board less than in 2010), with NO increase in fees. The actual fee payable by a member may be affected by an enrolment change that moves the member from one level to another on the fee schedule. The budget does not reflect any change in a board's location on the enrolment grid.
2. **Contract & License Revenue** – The Association will do contract work with public school boards (both members and non-members) as requested and subject to the priorities and resources of the Association.
3. **Recovery of Event Related Expenses** – The Executive Committee has authorized staff to plan events on the basis of cost recovery plus 10% with cost recovery to include staff time and other indirect costs. The intention is to provide a revolving fund for events.
4. **Interest Income** – Interest income depends upon interest rates at financial institutions, and the timeliness with which fees are paid.
5. **Full & Part Time Salaries** – As directed by the Executive Committee, the salary adjustment is to reflect the Alberta Average Weekly Earnings, but not to exceed 2%.  
Full Time – three positions: Executive Director, Director of Learning & Development, and Research Assistant  
Part Time – two positions – Secretary (.9 fte) and Administrator (.8 fte)
6. **Contract Expenses** – The 2011 budget does not include any contract expenses.
7. **Non-Statutory Employee Benefit** – The Association will contribute approximately \$15,000 to the Local Authorities Pension Plan on behalf of the Executive Director.  
  
The Association will make a contribution for all other employees to an RRSP. The contribution for the Director of Learning & Development, Secretary and Administrator is 12% of their gross pay. The contribution for the Research Assistant is \$1,500.  
  
NOTE: No benefits package is currently provided for any salaried staff, and there is no intention to provide any benefit package in 2011, other than the LAPP or RRSP contribution.
8. **Rent & Parking** – The Association is located in Braemar School and our landlord is the Edmonton Public School District. Cost for rent has increased and includes minimal custodial services.
9. **Telecommunication Charges** – The Association has 4 incoming telephone lines, including one nation-wide WATS line. The Association has a fax machine and high speed Internet including video-conferencing capability.
10. **Liability Insurance** – The Association is required by its landlord to carry \$2,000,000 of public liability and property damage insurance.
11. **Banking Service Charges** – The Association is looking into direct deposit and on line banking for bill payments, recognizing that there is a set up / monthly fee associated with both.
12. **Staff Professional Development** – The budget includes the contractual obligation for the Executive Director professional development as well as professional development for staff.
13. **Professional Services** – This item includes the cost of professional services in support of general and administration activities. Extra-ordinary consultations are not contemplated. The cost for professional accounting services is based on a financial review for 2010 FY, conducted by an independent professional accountant. The policy of the Association is to have an audit, rather than a review, once every 5 years, and the last audit was performed in 2009.
14. **Staff Travel, Hospitality & Misc. Expenses** – This item reflects the travel of the Executive Director and office staff (principally, but not exclusively, throughout Alberta), meeting with members and accepting public speaking engagements. The 2011 kilometrage rate will remain at \$0.50/km). This item also includes hospitality expenses.
15. **Honoraria Payment** – The 2011 budget include an honoraria payment for each member of the Executive Committee. The proposed payments would be \$5,000 for the President, and \$3,000 for each of the Vice-Presidents and Directors.

16. **Executive Committee** – This Item is calculated on the basis of 6 meetings per year of the Executive Committee, including two 2-day meetings (the President, 2 Vice-Presidents and 2 Directors).
17. **Director's Liability Insurance** – The Association provides Directors and Officers Liability Insurance.
18. **Leadership Development** – The 2011 budget includes a modest amount for each member of the Executive Committee to attend a conference (or other event) of choice.
19. **PSBC – Costs of Conducting Business** – For 2011, it is proposed that all the Public School Board Council meetings be held on a cost recovery basis.
20. **Travel Pool** – The association pays the partial travel cost of travel related to the 3 meetings of the PSBC. For budget purposes, payments would be a fixed rate based on the Travel Pool for meetings in Edmonton, Red Deer and Nisku. The kilometrage rate for 2011 would remain at \$0.50/km.
21. **AGM – Registration Materials & Refreshments** – There is no charge for members to attend the Annual General Meeting, however it is the policy of the Association to charge for meals (breakfast and lunch). This line item will cover the cost of registration materials and refreshment breaks.
22. **E<sup>4</sup>, IGPR Committees** – It is proposed that the work of the Foundation Committee focus on gathering feedback for the next edition of E<sup>4</sup>. It is anticipated that the majority of the IGPR meetings will be held by video and conference calls. Additional costs will be online website technical support for digital tool kit resources, and hosting of events.
23. **Communications Projects** – This item includes the communications tactical plan.
24. **Fraternal Relations** – The Association has undertaken to host PSBAA Caucus Meetings during the ASBOA and CASS annual conferences. This item covers the cost of meeting rooms and refreshments.
25. **Contracted Services** – This line item includes the contract amount for collaborative services with and on behalf of our member boards and the PSBC.
26. **Contingency** – No major projects are planned for 2011.
27. **Capital Reserve** – The Association usually sets aside funds each year to establish and maintain a capital reserve. This reserve is intended to provide funds for office and computer equipment, as well as leasehold improvements as required.
28. The deficit would be funded from the Net Assets of the Association, which currently stands at \$602,118.

Invested in Property & Equipment	\$23,320
Restricted (Capital)	\$82,049
Restricted (Office Operations)	\$268,000
Restricted (Aspen View)	\$100,000
Unrestricted	<u>\$128,749</u>
Total Net Assets	\$602,118



## PROPOSED FEE SCHEDULE, 2011

The proposed Fee Schedule for 2011 corresponds exactly to the Fee Schedule for 2010. It is proposed that there would not be a membership fee increase.

**2011**  
NO FEE INCREASE

- A. The basic annual fee: **\$3,588**  
The basic annual fee applies to all boards, except those with enrolments of fewer than 500 pupils – Section D would apply.
- B. In addition, each member pays a supplementary fee based on enrolment the preceding September 30th. The supplementary fee would be one of the following:
- |  |                 |
|--|-----------------|
| a. for jurisdictions with an enrolment of 501 to 1,000 pupils:           | <b>\$2,686</b>  |
| b. for jurisdictions with an enrolment of 1,001 pupils to 2,500 pupils:  | <b>\$4,672</b>  |
| c. for jurisdictions with an enrolment of 2,501 pupils to 4,000 pupils:  | <b>\$7,358</b>  |
| d. for jurisdictions with an enrolment of 4,001 pupils to 6,500 pupils:  | <b>\$10,629</b> |
| e. for jurisdictions with an enrolment of 6,501 pupils to 10,000 pupils: | <b>\$16,934</b> |
| f. for jurisdictions with an enrolment of 10,001 pupil to 14,000 pupils: | <b>\$23,243</b> |
| g. for jurisdictions with an enrolment of 14,001 to 20,000 pupils:       | <b>\$31,534</b> |
| h. for jurisdictions with an enrolment of 20,001 to 26,000 pupils:       | <b>\$38,777</b> |
| i. for jurisdictions with an enrolment of 26,001 pupils or more:         | <b>\$47,655</b> |
- C. Any "mixed" regional board would only pay the proportion of the basic annual and supplementary fee that corresponds to the proportion of the total enrolment that is not Roman Catholic. (A "mixed" regional board is one that includes one or more of the pre-existing Roman Catholic separate school jurisdictions.)
- D. Any board with an enrolment of fewer than 500 pupils would not pay the basic annual fee, and would pay a fee of \$5.00 per pupil.