

# **Lethbridge School Division**

## **First Quarter Report**

November 30th

# 2023

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2023 to November 30, 2023. *This financial information contained herein has not been audited.*

**Report to the  
Board of Trustees**  
January 23<sup>th</sup>, 2024



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**Lethbridge School Division**  
*Management Discussion and Analysis Report*  
**September 1, 2023 to November 30<sup>th</sup>, 2023**

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## Lethbridge School Division

Management Discussion and Analysis Report  
First Quarter Report

### Executive Summary

Lethbridge School Division has a total budget of \$143.80 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

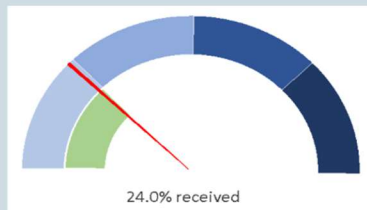
The School Division was established in 1886 and has proudly served our community for over 135 years. Lethbridge School Division serves 12,229 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-four (24) schools and four (4) institutional programs.

The Division has experienced continued growth in enrolment in 2023-2024 of 272 students (2.28%) over the 2022-2023 enrolment and is estimated to continue growing into 2024-2025.

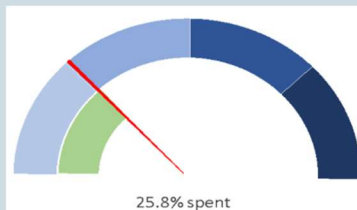
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2023 until November 30th, 2023 to provide fiscal accountability within the established guidelines.



New school year kicks off throughout Lethbridge School Division



**Total Revenues**



**Total Expenditures**

## Overview:

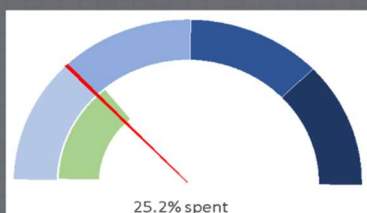
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 1st quarter of the year (up to November 30, 2023).

The graphs/charts compare the year-to-date amounts to the budget for the period. The budget included in this report is the Division's 2023/2024 operating budget (updated fall budget - may differ from legally adopted budget as included in the financial statements).

The blue half-circle represents the total budget for the year (divided into four quarters). The green section below represents the projected forecast of the budget. The red line indicates the total year-to-date amount recorded.

## DEPARTMENTS

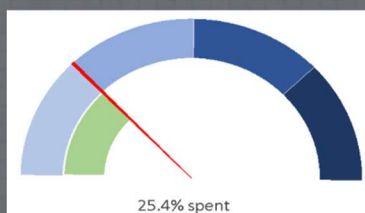
### Instruction - Pre-K



Budget: \$ 4,612,081  
Forecast: \$1,277,313 (27.7%)  
Year-to-date: \$1,163,822 (25.2%)



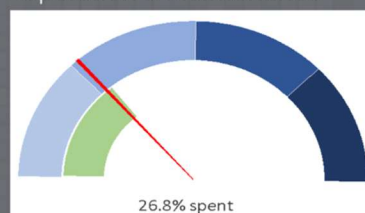
### Instruction - ECS to Grade 12



Budget: \$ 113,435,603  
Forecast: \$ 28,883,433 (25.5%)  
Year-to-date: \$ 28,783,668 (25.4%)



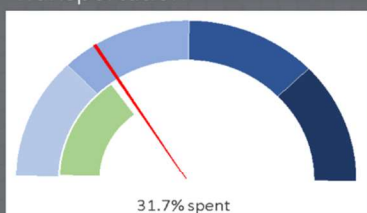
### Operation & Maintenance



Budget: \$ 17,459,256  
Forecast: \$ 4,947,521 (28.3%)  
Year-to-date: \$ 4,678,352 (26.8%)



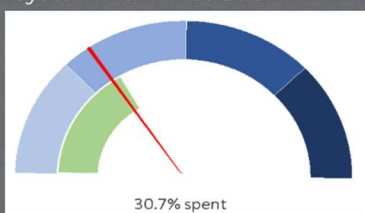
### Transportation



Budget: \$ 3,332,560  
Forecast: \$ 986,791 (29.6%)  
Year-to-date: \$1,056,872 (31.7%)



### System Administration



Budget: \$ 4,298,885  
Forecast: \$ 1,415,860 (32.9%)  
Year-to-date: \$ 1,318,426 (30.7%)



### External Services (International Program)

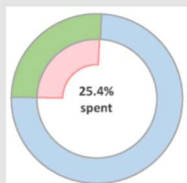


Budget: \$ 500,000  
Forecast: \$ 125,003 (25.0%)  
Year-to-date: \$ 46,833 (9.4%)



## Salaries, Benefits & Professional Development

For all the Departments

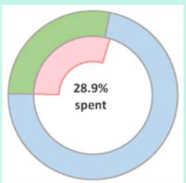


Budget: \$ 111,768,381  
Forecast: \$ 28,360,988 (25.4%)  
Year-to-date: \$ 28,328,182 (25.4%)



## Contracted Services

Audit/legal, Consulting, Utilities, Transportation, Maintenance, Safety/Wellness

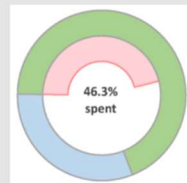


Budget: \$ 8,640,319  
Forecast: \$ 2,428,312 (28.1%)  
Year-to-date: \$ 2,494,193 (28.9%)



## Other Services

Insurance, International Programs, Memberships, Printing/Rentals, Advertising

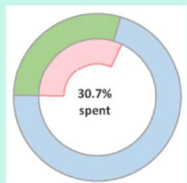


Budget: \$ 2,538,894  
Forecast: \$ 1,793,068 (70.6%)  
Year-to-date: \$ 1,175,451 (46.3%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

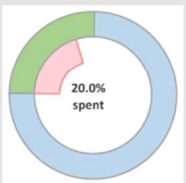


Budget: \$ 5,179,010  
Forecast: \$ 1,472,058 (28.4%)  
Year-to-date: \$ 1,568,888 (30.7%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

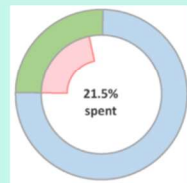


Budget: \$ 1,011,364  
Forecast: \$ 252,754 (25.0%)  
Year-to-date: \$ 202,637 (20.0%)



## Transfers, SGF, & Capital/IMR

Bank Charges, SGF Expenses, Amortization, IMR expenditures, Modular/Capital



Budget: \$ 14,500,417  
Forecast: \$ 3,625,104 (25.0%)  
Year-to-date: \$ 3,110,747 (21.5%)



## TYPES OF EXPENSES

### **Operations Overview**

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for November 30<sup>th</sup>, 2023.



In relation to the types of expenses, all of the major types are also within their forecasts. The following is a brief analysis on the types of expenses:

- **Salaries, Benefits & Professional Development** is right in line with forecasted projections (within \$15,000). Reductions in benefits are typically a result of the timing of benefit contributions (some contributions start in January and can reach the contribution limits during the year).
- **Contracted Services** are slightly more than the forecasted projections (approximately \$65,000). This is mostly due to higher than forecasted costs within transportation but should be lower once the final adjustments in the transportation grant are completed.
- **Other Services** are less than the forecasted projections. This is mainly due to less than forecasted costs in the international program (timing of expenses throughout the year).
- **Supplies** are slightly more than the forecasted projections. This is mostly due to the timing of purchasing (some larger purchases for small equipment happening right at the beginning of the year).
- **Other Expenditures** are less than the forecasted projections. Included in this section are travel, car allowances, minor building renovations and contingency costs.
- **Transfers, SGF & Capital** are less than the forecasted projections. This mostly relates to School Generated Funds (SGF) expenditures are still to be incurred and the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being slightly less than the forecasted amount (based on the timing of these IMR projects).

## **Financial Position**

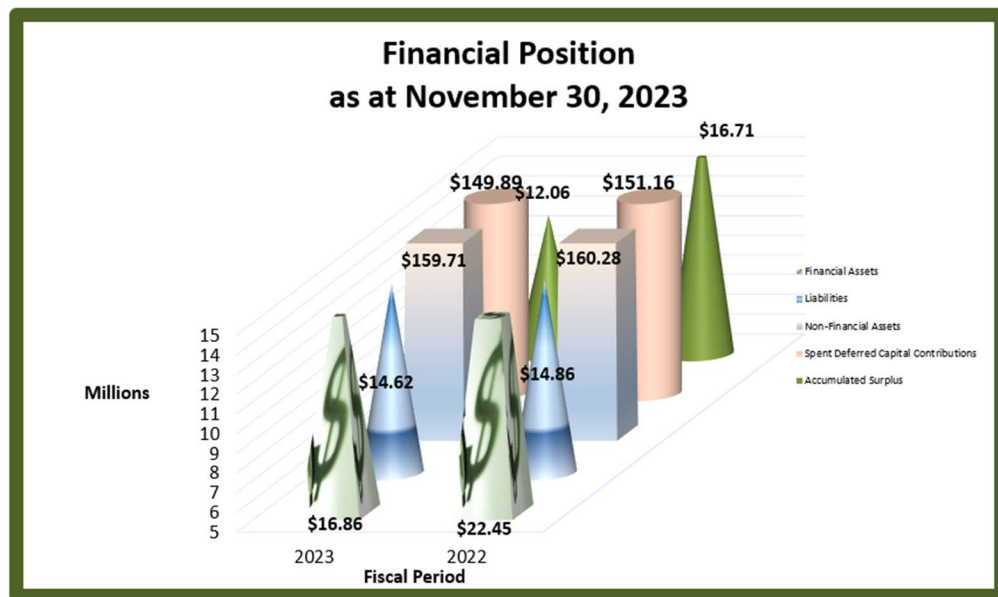
As at November 30, 2023, [Lethbridge School Division](#) has total financial assets of \$16.87 million and liabilities of \$14.62 million for net financial assets of \$2.25 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division has total financial assets of \$12.06 million. Of this \$12.06 million, \$3.3 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$471,484 of unrestricted reserves, \$4.6 million of capital reserves, and \$320,000 of endowment funds.

There is \$159.72 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$156.32 million, \$3.4 million in investment in capital assets, prepaid expenses, and inventory of supplies.

The Statement of Financial Position has specifically excluded the deferred contributions related to the unamortized portion of supported capital assets (referred to as Spent Deferred Capital Contributions), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta and other external sources.

Together the Net Financial Assets, Non-Financial Assets, and Spent Deferred Capital Contributions (SDCC) equal the total Accumulated Surplus of \$12.06 million. The chart below compares the financial position of November 30<sup>th</sup> with the prior year.



**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
As at November 30, 2023

	November 30, 2023	November 30, 2022 restated
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$6,297,559	\$6,602,685
Accounts receivable (net after allowances)	\$2,144,259	\$5,631,236
Portfolio investments	\$8,427,284	\$10,220,482
Other financial assets	\$0	\$0
<b>Total financial assets</b>	<b>\$16,869,102</b>	<b>\$22,454,403</b>
<b>LIABILITIES</b>		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,855,699	\$6,460,181
Deferred contributions	\$3,380,889	\$2,251,228
Employee future benefit liabilities	\$246,196	\$234,014
Asset retirement obligations	\$6,134,165	\$5,909,600
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
<b>Total liabilities</b>	<b>\$14,616,949</b>	<b>\$14,855,023</b>
<b>Net Financial Assets (Net Debt)</b>	<b>\$2,252,153</b>	<b>\$7,599,380</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	\$159,393,501	\$159,606,015
Inventory of supplies	\$251,106	\$367,782
Prepaid expenses	\$70,872	\$305,819
<b>Total non-financial assets</b>	<b>\$159,715,479</b>	<b>\$160,279,616</b>
<b>Net assets before spent deferred contributions</b>	<b>\$161,949,006</b>	<b>\$167,878,996</b>
Spent deferred capital contribution (SDCC)	\$149,888,519	\$151,159,260
<b>Net assets</b>	<b>\$12,060,487</b>	<b>\$16,719,736</b>
<b>NET ASSETS (ACCUMULATED SURPLUS)</b>		
Unrestricted surplus	\$471,488	\$471,484
Operating reserves	\$3,279,772	\$7,279,521
<b>Accumulated Surplus from Operations</b>	<b>\$3,751,260</b>	<b>\$7,751,005</b>
Investment in capital assets	\$3,370,817	\$2,624,177
Capital reserves	\$4,618,536	\$6,024,680
Endowments	\$319,874	\$319,874
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$12,060,487</b>	<b>\$16,719,736</b>

The statement above compares the Financial Position of the 1<sup>st</sup> quarter of 2023/2024 to the 1<sup>st</sup> quarter of the prior year for comparative purposes.

The restated on the prior year is due to the adoption of the new accounting standard PS 3280 asset retirement obligations in the 2022/2023 year for presentation purposes.

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
**As at November 30th, 2023**

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**FINANCIAL ASSETS:**

Financial assets consist of assets that are readily converted to cash.

**Cash and Cash Equivalents**

Cash at November 30, 2023 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

**Accounts Receivable**

Accounts receivable at November 30, 2023 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division.

**Portfolio Investments**

Portfolio investments represent GIC's and term deposits that have a maturity of greater than three-months. To maximize the Division's investment income, the Division moved funds from Cash into Term deposit accounts that provide a higher rate of return.

**Total Financial Assets as of November 30, 2023 are \$16.87 million.**

**LCI's Green and Gold  
Basketball Tournament**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable as at November 30, 2023 mostly includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

Accounts Payable also includes unearned revenues, including prepaid international fees for the following schools year and externally restricted School Generated Funds, such as specific school activity fees. These unearned revenues are classified within accounts payable as these types of transactions require that goods and/or services are to be provided in the future by the Division to the groups/individuals that directly paid these fees.

### **Deferred Contributions**

Included the Deferred Operating Contributions and the Unspent Deferred Capital Contributions (UDCC).

Deferred Operating Contributions is mainly unspent Infrastructure, Maintenance and Renewal (IMR) grant funding and other grant funding requiring eligible expenditures. Contributions are allocated to revenue as funds are expended.

Unspent Deferred Capital Contributions (UDCC) relates to capital grant contributions received that has not been expended on the related capital projects. This typically occurs with modular and capital planning grants that a large portion is received at the beginning of the project. Large capital construction projects typically receive progress-based grant contributions based on costs already expended on the capital project.

### **Employee Future Benefits**

Consists of benefits earned but not utilized that relate to banked time that will or may not be utilized in a future period.

### **Asset Retirement Obligations – New for 2022-2023**

A new accounting standard is now applicable to public sector entities (including school divisions) who follow Public Sector Accounting Standards (PSAS). Asset retirement obligations (ARO) are legal obligations associated with the retirement of tangible capital assets. An estimate for the obligation has been completed for both the August 31, 2022 (through a restatement for comparative purposes) and for the August 31, 2023 year-end. The obligation at November 30, 2023 is \$6.1 million (2022 was \$5.9 million).

**Total Financial Liabilities as of November 30, 2023 are \$14.62 million.**

### **NET FINANCIAL ASSETS (DEBT):**

Net financial assets, which is the funds available (owing) after discharging the Division's financial obligations, is a **net asset position of \$2.25 million.**

The Statement of Financial Position has specifically excluded the deferred contributions related to the unamortized portion of supported capital assets (referred to as Spent Deferred Capital Contributions).

**Total Net Assets as of November 30, 2023 are \$2.25 million.**

**NON-FINANCIAL ASSETS:**

Non-financial assets are tangible assets that are used in the operations of the Division and are not readily converted to cash.

**Tangible Capital Assets**

Tangible capital assets include land, buildings, equipment and vehicles used in the operations of the Division. These assets are amortized over their estimated useful lives to arrive at a net value of \$159.40 million as of November 30, 2023.

Supported capital activity during the year thus far includes capital modernization at Victoria Park High School through Capital Maintenance and Renewal (CMR) grant funding, and Alberta Infrastructure costs associated with the new elementary school being built in Garry Station in west Lethbridge.

**Inventory of Supplies**

Inventory of supplies represent the warehouse and caretaking supplies and materials on hand to be used in a subsequent fiscal period.

**Prepaid Expenses**

Prepaid expenses represent insurance, licenses, and materials that are for a subsequent fiscal period.

**Total Non-Financial Assets as of November 30, 2023 are \$159.72 million.**



**Site ceremony celebrates beginning of construction  
for Garry Station area K-5 school**

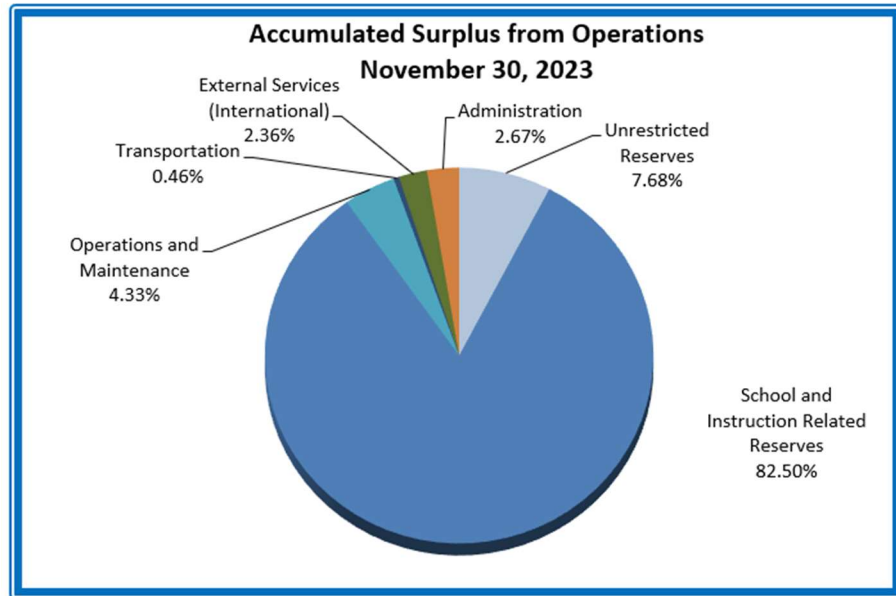
**SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)**

Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta and other external sources.

**Total SDCC as of November 30, 2023 are \$149.89 million**

**ACCUMULATED SURPLUS:**

Accumulated surplus is represented by accumulated surplus from operations which is made up of unrestricted reserves and operating reserves. Also included in accumulated surplus are capital funds which include investment in capital assets and capital reserves. Funds held by the Division, where the principal must be maintained permanently, called endowments, are also included in accumulated surplus.



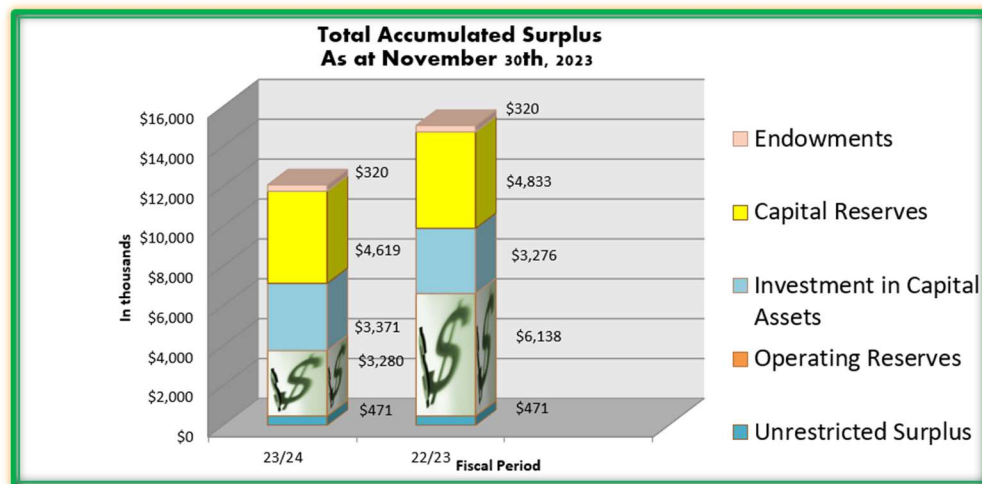
The restricted operating reserves consist of 82.50% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent in the future for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.

At the end of the 2021-2022 year, Lethbridge School Division has an adjusted accumulated surplus from operations (less school generated funds) of 5.29%. Alberta Education has introduced a reserve cap to be implemented by August 31, 2023 requiring the Lethbridge School Division reserves to be at 3.20%. Planning occurred throughout the 2022-2023 school year and the Division has met the target with adjusted accumulated surplus from operations (less school generated funds) at 2.70% at the end of August 31, 2023

In addition to the operating reserves, there are other areas that make up the Division's accumulated surplus. Unrestricted surplus are funds that are not designated for a specific purpose and operating reserves are funds that have been designated for a specific program of the Division.

Investment in capital assets represents the net book value of capital assets that have been paid from Division revenues (board funded capital) and are not supported by the Province or external contributions as well as the net book value of the new asset retirement obligation.

Capital reserves are funds that have been set aside for future replacement of Division assets that are not supported by the Province or external contributions. The Division contributes the budgeted amount of amortization on unsupported assets into the capital reserve fund, as per the approved budget, to fund future asset replacement.



**The total accumulated surplus for the Division which consists of both operating and capital funds is \$12.06 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at November 30, 2023.**

## Operations

### Budget Update as of September 30<sup>th</sup>

The operating budget for the 2023-2024 school year reflects changes to the Division budget as of September 30<sup>th</sup>, 2023, based on the additional information received since the preliminary budget (completed and approved in May 2023).

The Division originally planned on a projected student enrolment of 12,006 students in the preliminary budget. However, the operating budget was updated for the actual enrolment of 12,229 students. This increase in students made the Division eligible for an enrolment growth grant from Alberta Education. As of January 2024, the Division has received approximately \$300,000 in additional enrolment funding. The Division also received \$158,038 of Learning Disruption Grant (BOOST Program – for literacy and numeracy programs). Overall revenue, including use of reserves, in the revised budget increased by \$1.97 million over preliminary budget projections developed in May 2023.



In budget 2023-2024, \$1.99 million of one-time reserves will be utilized for Division and school-based priorities. The use of reserves was increased from the preliminary budget with additional reserves being utilized as the 2022-2023 year-end was completed and reserves balances were known.



**WCHS Presents Mean Girls**

**Lethbridge School Division**  
**STATEMENT OF OPERATIONS**  
For the period ended November 30, 2023

	Budget Information		Forecast	Actual Results	Variances
	Preliminary Budget 2023-2024 (May 2023)	Updated "September 30th" Operating Budget 2023-2024 (Sept 30th 2023)	Forecasted To November 30th	Actual Year Ended November 30th	% Expended Revised Budget
<b>REVENUES</b>					
Government of Alberta	\$131,817,476	\$132,588,568	\$33,027,818	\$32,489,342	24.50%
Federal and Other Government	\$388,944	\$388,944	\$0	\$0	0.00%
Fees	\$5,004,121	\$5,004,121	\$1,324,565	\$584,263	11.68%
Sales and services	\$694,000	\$694,000	\$312,816	\$191,336	27.57%
Investment income	\$587,059	\$590,031	\$147,508	\$144,196	24.44%
Donations and Other Contributions	\$2,520,000	\$2,520,000	\$632,000	\$681,159	27.03%
Other Revenues	\$20,304	\$20,304	\$5,076	\$7,333	36.12%
<b>Total Revenues</b>	<b>\$141,031,904</b>	<b>\$141,805,968</b>	<b>\$35,449,783</b>	<b>\$34,097,629</b>	<b>24.05%</b>
<b>EXPENSES</b>					
Instruction - Pre-K	\$4,567,627	\$4,612,081	\$1,277,313	\$1,163,822	25.23%
Instruction - K to Grade 12	\$111,158,136	\$113,435,603	\$28,888,433	\$28,783,668	25.37%
Operations and Maintenance	\$17,459,256	\$17,459,256	\$4,947,521	\$4,678,352	26.80%
Transportation	\$3,332,560	\$3,332,560	\$986,791	\$1,056,872	31.71%
Administration	\$4,298,885	\$4,298,885	\$1,415,680	\$1,318,426	30.67%
External services [International Services]	\$500,000	\$500,000	\$125,003	\$46,833	9.37%
<b>Total Expenses</b>	<b>\$141,316,464</b>	<b>\$143,638,385</b>	<b>\$37,640,741</b>	<b>\$37,047,973</b>	<b>25.79%</b>
<b>Operating surplus (deficit)</b>	<b>(\$284,560)</b>	<b>(\$1,832,417)</b>	<b>(\$2,190,958)</b>	<b>(\$2,950,344)</b>	
<b>Accumulated Surplus from Operations beginning of Year</b>	<b>\$6,609,760</b>	<b>\$6,609,760</b>	<b>\$6,609,760</b>	<b>\$6,609,760</b>	
Transfers to/from capital reserves, endowments, & capital	\$700,000	\$700,000	\$700,000	\$700,000	
<b>Accumulated Operating Surplus (ASO) at end of period</b>	<b>\$7,025,200</b>	<b>\$5,477,343</b>	<b>\$5,118,802</b>	<b>\$4,359,416</b>	
School Generated Funds included in Accumulated Operating Surplus	(\$2,916,960)	(\$2,916,960)	(\$3,132,927)	(\$3,132,927)	
<b>Adjusted Accumulated Operating Surplus (Adjusted ASO) at end of period</b>	<b>\$4,108,240</b>	<b>\$2,560,383</b>	<b>\$1,985,875</b>	<b>\$1,226,489</b>	
<b>Adjusted ASO as a % of budgeted expenditures (excluding SGF accounts)</b>	<b>2.91%</b>	<b>1.78%</b>	<b>5.28%</b>	<b>3.31%</b>	

### **About The Statement**

The above statement includes four main areas:

- The first area highlighted in **GREEN** is budget Information. The first budget information is the preliminary budget that was approved by the Board of Trustees in May 2023. The second column of budget information is the budget that has been revised after September 30<sup>th</sup> enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year, approximately 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year. The following are some of the significant transactions that impact the forecast:
  - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
  - Insurance premiums, leases, audit fees, and subscription fees and are typically paid in the 1st quarter.
  - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
  - Transportation is based on a 10-month payment period versus a 12-month payment period.
- The third area highlighted in **BLUE** is the actual results for the period.
- The fourth area highlighted in **TAN** is the variance area. This area provides information on the percent received/expended as compared to the September 30<sup>th</sup> operating budget and the percent received/ expended as compared to the updated forecast information.

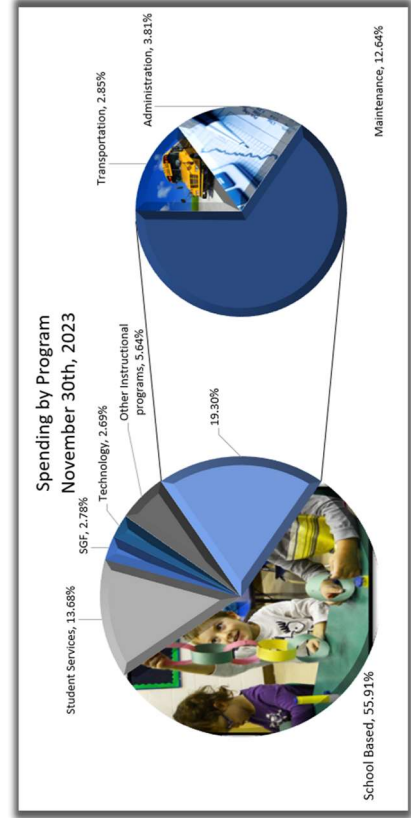
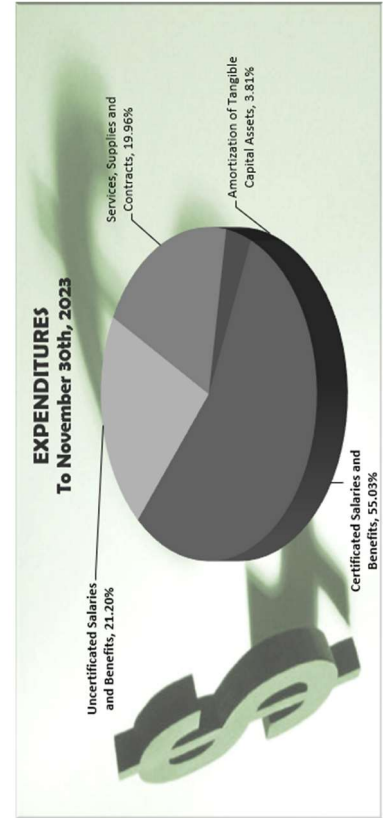
### **OPERATION RESULTS:**

For the three (3) months ended November 30<sup>th</sup>, 2023, \$34.10 million of revenues have been recorded which is 24.05% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$35.45 million would have been received in the reporting period. The actuals are under the forecasted amounts. This is due to fees being under forecasted as all school fees are budgeted for with their potential usage.

Expenditures are \$37.05 million as of November 30<sup>th</sup>, 2023, which is 25.79% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$37.64 million would have been incurred in the reporting period. The actuals were less than forecasted. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 98.5% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division.

**Lethbridge School Division**  
**Schedule of Program Operations**  
For the period ended November 30, 2023

	Instruction (Pre-K)	Instruction (K to Grade 12)	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
<b>UPDATED BUDGET 2023-2043 (September 30th)</b>	\$4,612,081	\$113,435,603	\$17,459,256	\$3,332,560	\$4,238,885	\$500,000	\$143,638,385		
<b>FORECAST - November 30th</b>	\$1,277,313	\$28,888,433	\$4,947,521	\$986,791	\$1,415,680	\$125,003	\$37,640,741		
<b>EXPENSES</b>									
Certificated salaries and benefits	\$592,556	\$19,555,467			\$210,369	\$29,885	\$20,386,079	\$81,779,918	24.93%
Non-Certificated salaries and benefits	\$566,167	\$5,383,882	\$1,285,945	\$32,542	\$568,242	\$5,733	\$7,853,491	\$28,476,226	27.59%
<b>SUB - TOTAL</b>	\$1,158,725	\$24,949,329	\$1,285,945	\$32,542	\$778,611	\$35,418	\$28,241,570	\$110,256,143	26.61%
Services, contracts and supplies	\$5,097	\$3,839,130	\$2,209,986	\$1,024,330	\$504,994	\$11,415	\$7,394,952	\$28,118,379	26.30%
Amortization of capital assets	\$0	\$195,209	\$1,182,421	\$0	\$33,621	\$0	\$1,411,451	\$5,228,863	26.99%
Interest and other finance charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	0.00%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
<b>TOTAL EXPENSES</b>	\$1,163,822	\$28,783,668	\$4,678,352	\$1,056,872	\$1,318,426	\$46,833	\$37,047,973	\$143,638,385	25.79%
<b>Total unexpended funds period to date</b>	\$3,448,259	\$84,651,935	\$12,780,904	\$2,275,688	\$2,980,459	\$453,167	\$106,590,412	\$143,638,385	74.21%
<b>% Expended of Budget</b>	25.23%	25.37%	26.80%	31.71%	30.67%	9.37%	25.79%		
<b>% Expended of Forecast</b>	91.11%	99.64%	94.56%	107.10%	93.13%	37.47%	98.43%		



*Lethbridge School Division*  
**Notes to the Statement of Operations**  
*For the three (3) months ended November 30th, 2023*

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**REVENUES:**

Revenues are reported by type for the Division. For further information on types of revenues please see the Appendices for charts on these functional areas.

**Government of Alberta**

Government of Alberta (Alberta Education) funding represents over 91% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 1<sup>st</sup> quarter, the Division has received 24.5% of the total budget.

**Federal and Other Government**

Represents amounts billed for tuition for students living on the Kainai reserve and funding from providing transportation services to another school division. The First Nations tuition funding is anticipated at the second quarter based on the time of billing.

**Fees**

Reflects fees that are collected for optional programming fees, school generated activity fees, and preschool fees. Based on the forecasts for the 1<sup>st</sup> quarter, the Division has received 11.68% of the total budget.

**Sales and Services**

Sales and services include international students, University of Lethbridge secondment payments and other school generated funds. Based on the forecasts for the 1<sup>st</sup> quarter, the Division has received 27.57% of the total budget.



**Coalbanks Spanish Program hosts Latin Grammy Event**

### **Investment Income**

Investment income includes interest earned on the Division's portfolio investments, which has traditionally been budgeted conservatively. Based on the forecasts for the 1<sup>st</sup> quarter, the Division has received 24.44% of the total budget.

### **Donations and Other Contributions**

Donations and other contributions are revenues that have been received for school generated activities fundraising/donations and donations for the Ready Set Go programs. The Division has received 27.03% of the total budget.

### **Other Revenues**

Other revenues include rentals, gains on disposal of tangible capital assets, and miscellaneous minor revenues. There are rentals of facility space for external programs and operations such as the Southern Alberta Professional Development Consortia and the Boys and Girls Club of Lethbridge. There were no disposals of tangible capital assets in the first quarter of 2023.

**Overall, revenues are comparable to the operating budget as at November 30, 2023  
as 24.05% of the operating budget.**

### **EXPENDITURES:**

Expenditures are reported as a total for each functional area within the Division. For further information on types of expenditures and spending in these functional areas please see the *Schedule of Program Operations* and Appendices for charts on these functional areas.

#### **Instruction – Pre-K**

Instruction – Pre-K, represents expenditures from early education, which includes the early education program (preschool), and the program unit funding (PUF) for early learners requiring specialized supports. ECS expenditures are at 25.23% of the total budget, which are slightly less than the forecasted costs.

#### **Instruction- Kindergarten to 12**

Instruction Kindergarten to Grade 12, represents expenditures from kindergarten to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, Indigenous programming, and Institutional programs. Instructional expenditures are at 25.37% of the total budget. See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

### **Operations and Maintenance**

Operations and maintenance expenditures represent spending on operating and maintaining the Division's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 26.80% of the total budget. Actual costs are slightly under forecasted costs due to the timing of the projects can fluctuate during the year depending on scheduling and availability of products.

### **Transportation**

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses provided by Southland Transportation Ltd. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 31.71% of the total budget. The year-to-date costs are slightly more than forecast (approximately \$73,000), which a portion of this is offset by the Alberta Education fuel contingency grant (the Division has received \$12,000 for this grant as at November 30<sup>th</sup>, 2023). The remainder should be offset once the final adjustment to the transportation grant has been reviewed and approved by Alberta Education.

### **System Administration**

System administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 30.67% of the total budget. Actual costs are under forecasted costs.

### **External Services**

An external service represents costs that are outside regular provincially mandated instruction and operations. The International Services program provides programming to students who attend the Division schools from other countries and pay a tuition fee to attend our schools. Costs include costs of homestay providers, student insurance, student recruitment and administration of the program. External (international) expenditures are at 9.4% of the total budget. This is lower than forecasted due to the timing of when the international students arrive throughout the year.

**Overall, expenditures are comparable to operating budget as at November 30, 2023  
at 25.79% of the operating budget.**



**Lakeview Elementary School Feeds the Bug for the 29<sup>th</sup> Year**

**Lethbridge School Division**  
**Schedule of Instructional (K to Grade 12) Program Expenditures**  
For the period ended November 30, 2023

<b>PROGRAM</b>	Budget	Forecast	Actual Results	Variances
	Updated Budget	Forecasted To	Actual Year Ended	% Expended
	2023-2024 (Sept 30th 2023)	November 30th	30-Nov-23	Updated Budget
<b>School Based Instruction (K-12)</b>	\$74,303,311	\$18,709,324	\$18,663,469	25.12%
<b>Inclusive Learning Supports</b>	\$10,752,492	\$3,357,982	\$3,191,251	29.68%
<b>Shared Instructional Services</b>	\$10,563,077	\$2,824,681	\$2,921,606	27.66%
<b>School Generated Funds Activities</b>	\$7,657,971	\$1,914,493	\$1,030,767	13.46%
<b>Technology</b>	\$2,704,280	\$888,579	\$995,778	36.82%
<b>Institutional Programs</b>	\$1,047,458	\$261,865	\$261,163	24.93%
<b>Division of Instructional Services</b>	\$824,500	\$206,125	\$221,232	26.83%
<b>Indigenous Programming</b>	\$643,865	\$160,966	\$166,075	25.79%
<b>Counselling Program</b>	\$3,351,480	\$837,870	\$839,806	25.06%
<b>Other Instructional Programs</b>	\$1,587,169	\$396,792	\$492,521	31.03%
<b>Total Instructional (K to Grade 12) Program Expenditures</b>	<b>\$113,435,603</b>	<b>\$29,558,677</b>	<b>\$28,783,668</b>	<b>25.37%</b>

**Other Instructional Programs:**

Community Outreach School  
Downtown LA  
High School Off Campus  
Distance Learning Program  
Poverty Committee  
Making Connections  
BOOST Program  
Ready Set Go Program  
Digital Wellness

**Institutional Programs:**

Harbor House School  
CAMP (Lethbridge Regional Hospital School)  
Pitawani School  
Stafford Ridge School (AADAC)

**Inclusive Learning Supports:**

Inclusive Education  
English as an Additional Language



**Plaxton and Fairbairn team up for CBC's Canadian Music Class Challenge 2023**

*Lethbridge School Division*  
**Notes to the Schedule of Instructional (K to Grade 12)**  
**Program Expenditures**  
*For the three (3) months ended November 30th, 2023*

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This statement provides further information about expenditures in programs that are within the Instruction (K to Grade 12) functional area that is shown on the *Statement of Operations* and the *Schedule of Program Operations*.

**School Based Instruction**

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 25.12% of the total budget. See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

**Inclusive Learning Supports**

Inclusive Learning Supports includes expenditures Inclusive Education and English as an Additional Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. The forecasted budget is increased from the standard 25.0% as the educational assistants are paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 29.68% of the total budget which is expected.

**Shared Instructional Services**

Shared Instructional Services includes programs and expenditures that provide support to schools within the Division. Expenditures include administrative allowances, the provision for sick leave, staff professional development, instructional portions of insurance, and the employer share of teacher retirement fund costs that are supported by the Province.

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 2<sup>nd</sup> quarter, as well as insurance premiums are all included in the 1<sup>st</sup> quarter. Shared Instructional Services expenditures are at 27.66% of the total budget.

**School Generated Funds Activities**

School Generated Funds (SGF) activities includes activities at the school level for students that are not of a curricular nature, such as clubs, international travel, groups, athletics, and the arts. These activities are normally funded through user fees, fundraising, and donations. SGF activity expenditures are at 13.46% of the total budget as there are many costs that are still to be incurred during the school year for these related SGF activities.

**Technology**

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 36.82% of the total budget. The costs for licensing programs have increased and are paid for in the first quarter and the forecasts reflect this.

### **Institutional Programs**

Institutional Programs include Harbour House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 24.93% of the total budget.

### **Division of Instructional Services**

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 26.83% of the total budget.

### **Indigenous Education Program**

The Indigenous education program provides ongoing support for First Nations, Metis, and Inuit students in their efforts to obtain an education and provides opportunities for Indigenous students to study and experience their own and other cultures and lifestyles. Indigenous education expenditures are at 25.79% of the total budget.



**Division's Pathways to Reconciliation Project**

### **Counselling Program**

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 24.06% of the total budget.

### **Other Instructional Program**

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, Digital Wellness, New Curriculum Funding and the BOOST program. Other Instructional Program expenditures are at 31.03% of the total budget. The reason for this amount being higher than the other areas is due to the timing and complexities of each program. New curriculum funding had resources and professional learning days in the first quarter which was expected.

**Overall, instructional (K to Grade 12) program expenditures are lower than the forecasted figures at November 30, 2023.**



**Ecole Agnes Davidson students participate in Amazing Race – Numeracy Edition**

**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**

For the period ended November 30, 2023

SCHOOL	Budget	Forecast	Actual Results	Variances	
	Updated Budget 2023-2024 (Sept 30th 2023)	Forecasted To November 30th, 2023	Actual Year Ended November 30th, 2023	% Expended Updated Budget	% Expended Forecast to August 31, 2023
<b>High Schools:</b>					
Lethbridge Collegiate Institute	\$7,344,111	\$1,842,848	\$1,968,755	26.81%	106.83%
Winston Churchill High School	\$5,707,447	\$1,437,092	\$1,490,054	26.11%	103.69%
Chinook High School	\$7,116,324	\$1,789,311	\$1,694,643	23.81%	94.71%
Victoria Park High School	\$2,028,834	\$511,982	\$503,075	24.80%	98.26%
Immanuel Christian Secondary School	\$1,956,222	\$492,533	\$512,159	26.18%	103.98%
<b>Middle Schools:</b>					
GS Lakie Middle School	\$3,076,947	\$776,396	\$777,852	25.28%	100.19%
Wilson Middle School	\$3,946,427	\$988,994	\$981,155	24.86%	99.21%
Gilbert Paterson	\$4,692,643	\$1,181,686	\$1,151,371	24.54%	97.43%
Senator Joyce Fairbairn Middle School	\$3,713,218	\$942,624	\$905,708	24.39%	96.08%
<b>Elementary Schools:</b>					
Senator Buchanan	\$2,118,872	\$533,469	\$538,484	25.41%	100.94%
Immanuel Christian Elementary School	\$1,687,176	\$423,840	\$409,336	24.26%	96.58%
Ecole Agnes Davidson	\$3,290,702	\$829,496	\$807,605	24.54%	97.36%
Fleetwood-Bawden	\$2,114,700	\$533,869	\$524,669	24.81%	98.28%
Galbraith	\$2,206,204	\$559,051	\$539,684	24.46%	96.54%
Lakeview	\$2,354,300	\$593,724	\$616,484	26.19%	103.83%
General Stewart	\$902,798	\$228,706	\$221,976	24.59%	97.06%
Westminster	\$1,420,649	\$357,549	\$350,671	24.68%	98.08%
Lethbridge Christian School	\$1,564,266	\$393,453	\$392,652	25.10%	99.80%
Coalbanks Elementary School	\$3,644,695	\$915,640	\$919,747	25.24%	100.45%
Nicholas Sheran	\$2,574,602	\$649,651	\$647,639	25.15%	99.69%
Park Meadows	\$2,219,540	\$558,110	\$566,665	25.53%	101.53%
Dr. Robert Plaxton	\$2,298,155	\$577,948	\$571,834	24.88%	98.94%
Mike Mountain Horse	\$3,460,999	\$869,461	\$852,568	24.63%	98.06%
Dr. Probe Elementary School	\$2,863,480	\$721,891	\$718,683	25.10%	99.56%
<b>Total School Based Instruction Expenditures</b>	<b>\$74,303,311</b>	<b>\$18,709,324</b>	<b>\$18,663,469</b>	<b>25.12%</b>	<b>99.75%</b>

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**  
For the period ended November 30, 2023

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st 2023	Revenues	Expenses	August 31st 2024	Increase (Decrease)
<b>UPDATED BUDGET 2022-2023 (September 30th)</b>	N/A	\$7,657,971	(\$7,657,971)	N/A	N/A
<b>High Schools:</b>					
Lethbridge Collegiate Institute	\$170,115	\$206,773	(\$218,522)	\$158,366	(\$11,749)
Winston Churchill High School	\$265,358	\$88,456	(\$124,447)	\$229,367	(\$35,991)
Chinook High School	\$199,041	\$129,929	(\$114,163)	\$214,807	\$15,766
Victoria Park High School	\$463,357	\$20,907	(\$734)	\$483,530	\$20,173
Immanuel Christian Secondary School	\$109,870	\$38,014	(\$53,466)	\$94,418	(\$15,452)
<b>Middle Schools:</b>					
GS Lakie Middle School	\$315,552	\$118,606	(\$164,879)	\$269,279	(\$46,273)
Wilson Middle School	\$183,427	\$81,808	(\$28,017)	\$237,218	\$53,791
Gilbert Paterson	\$136,845	\$77,424	(\$38,445)	\$175,824	\$38,979
Senator Joyce Fairbairn Middle School	\$191,272	\$69,630	(\$34,905)	\$225,997	\$34,725
<b>Elementary Schools:</b>					
Senator Buchanan	\$38,075	\$5,759	(\$5,668)	\$38,166	\$91
Immanuel Christian Elementary School	\$23,216	\$0	(\$1,787)	\$21,429	(\$1,787)
Ecole Agnes Davidson	\$120,561	\$11,544	(\$4,183)	\$127,922	\$7,361
Fleetwood-Bawden	\$69,541	\$8,355	(\$9,294)	\$68,602	(\$939)
Galbraith	\$97,155	\$12,481	(\$4,859)	\$104,777	\$7,622
Lakeview	\$71,514	\$19,113	(\$1,662)	\$88,965	\$17,451
General Stewart	\$4,436	\$0	(\$326)	\$4,110	(\$326)
Westminster	\$66,965	\$10,508	(\$3,101)	\$74,372	\$7,407
Lethbridge Christian School	\$47,353	\$7,807	(\$17,778)	\$37,382	(\$9,971)
Coalbanks Elementary School	\$57,954	\$18,825	(\$3,536)	\$73,243	\$15,289
Nicholas Sheran	\$53,382	\$12,383	(\$18,970)	\$46,795	(\$6,587)
Park Meadows	\$35,576	\$27,053	(\$3,676)	\$58,953	\$23,377
Dr. Robert Plaxton	\$25,797	\$17,389	(\$9,703)	\$33,483	\$7,686
Mike Mountain Horse	\$58,557	\$12,926	\$0	\$71,483	\$12,926
Dr. Probe Elementary School	\$112,041	\$102,141	(\$19,743)	\$194,439	\$82,398
<b>School Generated Funds</b>	<b>\$2,916,960</b>	<b>\$1,097,831</b>	<b>(\$881,864)</b>	<b>\$3,132,927</b>	<b>\$215,967</b>
<b>Total SGF investment accounts (GICs)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
<b>Total School Generated Funds</b>	<b>\$2,916,960</b>	<b>\$1,097,831</b>	<b>(\$881,864)</b>	<b>\$3,132,927</b>	<b>\$215,967</b>

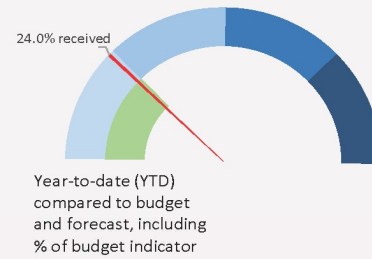


# Lethbridge School Division Summary of Revenues Quarterly Reporting - November 30th, 2023

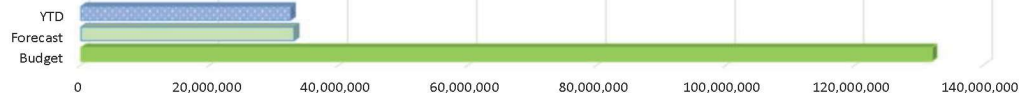
Financial Data as at January 10th

	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	131,951,274	32,987,818	32,444,343	543,476	24.6%
Federal & First Nations	388,944	0	0	0	0.0%
Other School Authorities	40,000	40,000	45,000	(5,000)	112.5%
Fees	5,298,261	1,324,565	584,263	740,302	11.0%
Other Sales & Services	989,150	312,816	191,336	121,479	19.3%
Investment Income	590,031	147,508	144,196	3,312	24.4%
Gifts & Donations	368,000	92,000	125,751	(33,751)	34.2%
Rental of Facilities	20,304	5,076	7,333	(2,257)	36.1%
Fundraising	2,160,000	540,000	555,408	(15,408)	25.7%
Gain on Disposal	0	0	0	0	0.0%
	141,805,964	35,449,783	34,097,631	1,352,152	24.0%

Total Revenue Tachometer:



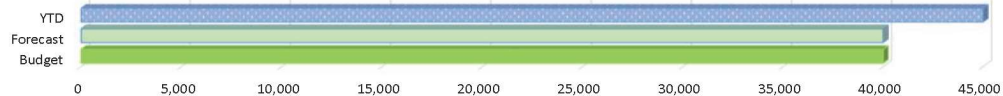
## Government of Alberta



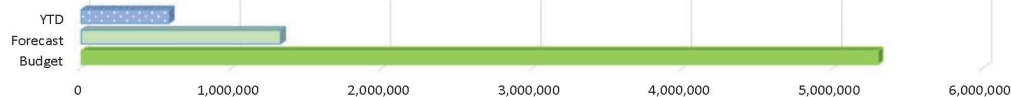
## Federal & First Nations



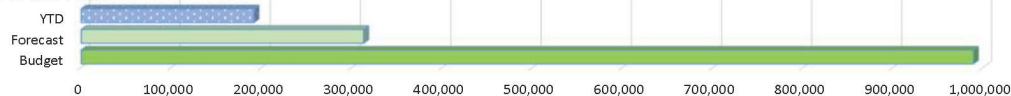
## Other School Authorities



## Fees



## Other Sales & Services



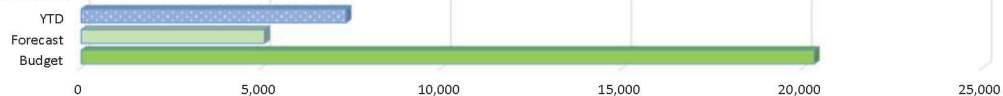
## Investment Income



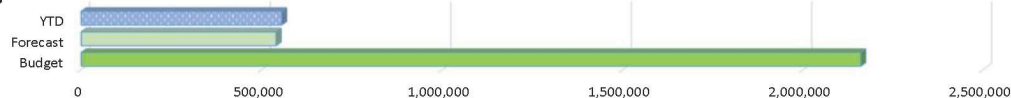
## Gifts & Donations



## Rental of Facilities



## Fundraising



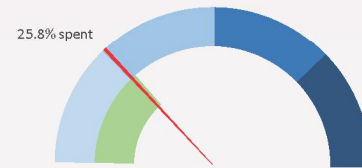


# Lethbridge School Division Summary of Expenses Quarterly Reporting - November 30th, 2023

Financial Data as at January 10th

	Budget	Forecast	YTD	Variance	YTD %
Salaries	89,056,427	22,896,677	22,815,997	80,680	25.6%
Benefits	21,651,967	5,530,518	5,373,963	156,555	24.8%
Professional Development	1,059,987	198,756	138,222	60,534	13.0%
Contracted Services	8,640,319	2,463,749	2,561,840	(98,092)	29.6%
Other Services	2,538,893	1,786,818	1,175,451	611,367	46.3%
Supplies	5,179,010	1,507,259	1,664,844	(157,585)	32.1%
Other Expenditures	1,011,364	252,841	204,762	48,079	20.2%
Capital, Transfer & Projects	14,500,417	3,625,104	3,110,747	514,357	21.5%
	143,638,384	38,261,721	37,045,826	1,215,895	25.8%

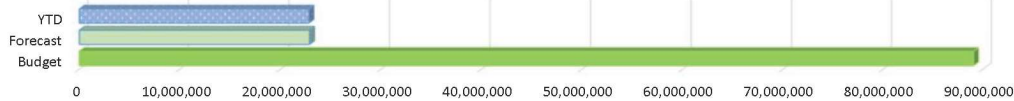
## Total Expense Tachometer:



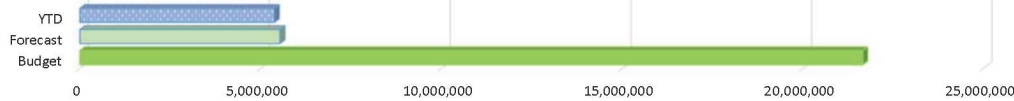
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

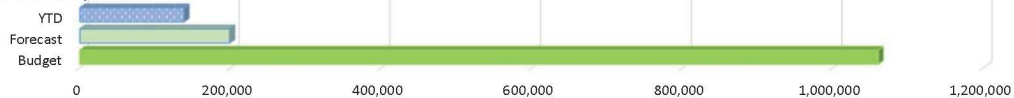
### Salaries



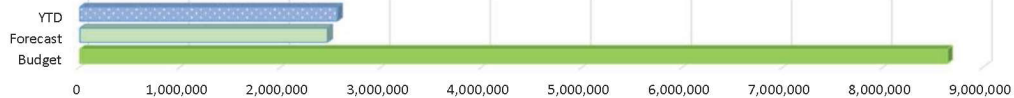
### Benefits



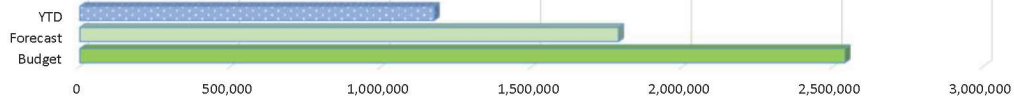
### Professional Development



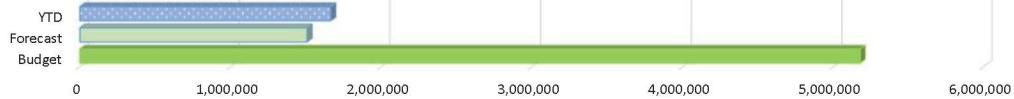
### Contracted Services



### Other Services



### Supplies



### Other Expenditures

