



**Budget 2013-2014**  
(Approved June 3, 2013)

# Alberta School Boards Association Budget 2013-2014

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## The ASBA Board of Directors



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President



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Vice-President



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**Helen Clease**  
Zone 5 Director



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Zone 6 Director

# Alberta School Boards Association

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Note: The Budget document begins at page 20 to match the page numbering in the Budget and Bylaw Bulletin.

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# Alberta School Boards Association

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### **Budget Considerations**

There are a number of factors taken into consideration when preparing the budget for the Association.

- ▶ The budget must be balanced
- ▶ Reasonable increases in membership fees
- ▶ Appropriate increases in other fees (registrations, fee for service rates)
- ▶ Sustaining a level of service previously approved by the membership
- ▶ Sustaining active involvement in committee and task force work (e.g. education transformation, community engagement, action on inclusion, political advocacy, wrap around services, collaborative practices, student health and wellbeing, student centered learning, student achievement, English as a second language, early learning, First Nation, Métis and Inuit education, technology)
- ▶ Development of new services
- ▶ Trustee development for the year
- ▶ Current cost of required expenses: annual lease, insurance, memberships, telecommunications
- ▶ Appropriate compensation levels and working conditions for staff
- ▶ Appropriate compensation levels for trustees serving on the ASBA Board of Directors, committees and task forces
- ▶ Appropriate expense reimbursement for trustees and staff working on Association business (e.g. setting of the annual mileage rate)
- ▶ Work on Association policy
- ▶ ASBA mandate and strategic priorities

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### **Budget Assumptions**

- ▶ The budget will be balanced.
- ▶ Reasonable increases will be proposed for membership fees, fee for service rates and registration fees based on the projection of costs for the 2013-2014 year. If necessary, there can be a transfer from the building or operating reserve to balance the budget and meet projected expense levels. Options for fee increases and transfers from the building surplus will be a part of the March budget discussions.
- ▶ Past experience and the annual all in consumer price index for Alberta at December 2012 (CPI increase at November 2012 = .6%) will be used to project expenses. However, to minimize the increase on fees charged back to school boards expenses will be reviewed in detail to identify any potential savings.
- ▶ The annual lease rate is \$20/sq ft. ASBA has a ten year lease agreement at the current location which began on April 15, 2010 and ends on April 14, 2020. Lease rates are \$20/sq ft for the first five years and \$22/sq ft for the last five years. Parking is \$230/stall/month subject to market changes. Building operating costs are projected to be \$14.99/sq ft (based on actuals plus 1.5% at January 1, 2013).
- ▶ Interest revenue will be based on current rates.
- ▶ Staffing levels will remain the same through 2013-2014. (*Following approval of the budget assumptions, a legal position was eliminated, an admin position was moved to .7FTE and a staff officer position was moved to .6FTE*).

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### **Budget Assumptions continued:**

- ▶ The proposed increase for staff salaries will be based on economic indicators (forecasted to be between 3.3% and 3.5%). Benefit costs will increase by the % increase in salaries plus an additional projected rate increase of 1%. Pension rates will increase to 11.39% up to the YMPE (Yearly Maximum Pensionable Earnings – CPP Max) and 15.84% above the YMPE. In 2013, the YMPE is \$51,100. The contribution rate for the Registered SiPP will remain at 5%. *(Following approval of the budget assumptions, salaries were frozen for staff for the 2013-2014 period. There is no grid system at ASBA so salary increases are 0%. ASEBP benefit costs are based on preliminary rate information at February 2013).*
- ▶ The proposed increase for the per diem rate will be based on the same economic rate increase used for staff salaries (currently the per diem rate is \$166 and with a 3.3% increase will move to \$171.50). *(Following approval of the budget assumptions, the per diem rate was frozen for the 2013-2014 period).*
- ▶ There will be no proposed increase to the honorarium rates for the position of Vice-President (currently \$10,350) and President (currently \$20,700).
- ▶ The current mileage rate of .53/km (the approved CRA rate at January 2012) will remain unchanged.
- ▶ Current memberships (NSBA, Law Society of Alberta, Canadian Bar Association, Certified Management Accountants, North American Association of Educational Negotiators, Chamber of Commerce, Canadian Education Society, etc) will be renewed. Membership in CSBA will be renewed for the period April 1, 2013 to March 31, 2014 and April 1, 2014 to March 31, 2015.

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### **Budget Assumptions continued:**

- ▶ Insurance is adequate and will be renewed at current levels. Current insurance coverage includes employed lawyers liability, general liability, property, bond and crime, group accident and directors and officers.
- ▶ As 2013 is an election year, dollars will be allocated for various initiatives related to the election like increasing the awareness of locally elected school board trustees.
- ▶ There will be no direct recovery of travel type expenses from school districts using fee for service. Where possible, video conferencing will continue to be used to provide services to school boards.

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### **Member Input**

An integral part of the budget and strategic plan development processes is gathering school boards' input. In response to the Board of Directors' commitment to gathering enhanced data on the views of member boards on the Association's strategic plan, a survey was sent to school boards in December 2012 asking them to rank the existing priorities and to identify any additional priorities each board felt should be included in the 2013-2016 ASBA strategic plan.

For the 2013-2016 strategic planning session, the Association received 20 surveys back from school boards. The ASBA Board of Directors considered this input at their strategic planning session in January and items included in the strategic plan are incorporated into the budget using available resources (people and dollars).

From the input received back from member boards, there was strong continued support for current strategic priorities. Some boards also identified additional priorities they believed were important including:

- ▶ Providing direction and leadership in advocating for second language learning.
- ▶ Focus on equity: With Alberta's growing population and changing demographics in our schools, the ASBA can play a leadership and advocacy role in recognizing the unique needs of our diverse student population. It is important that funding levels are adequate to support the unique needs of our immigrant students. Focus on equity also ties in with anti-bullying and anti-discrimination efforts to ensure everyone's human rights are upheld in Alberta school environments.
- ▶ Reintroduce priority A6 from a previous ASBA strategic plan – leadership and support are provided to school boards to facilitate the sharing and implementation of best practices relative to second language learning including English.

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### **Strategic Priorities**

Strategic priorities describe the most important priorities that ASBA must accomplish in order to succeed at a point in time. Strategic priorities focus the resources of the ASBA on its Mandate and “Doing the Right Things, Well, at the Right Time”.

The strategic priorities from the 2013-2016 Strategic Plan are included below for your information.

**Strategic Priority A:** ASBA provides leadership through its support of school boards to continuously improve and facilitate their development of inclusive, personalized learning environments for the success of all students.

**Strategic Priority B:** ASBA provides leadership and support to assist school boards in implementing effective, evolving governance practices that are proactive, responsive and accountable to students and communities.

**Strategic Priority C:** ASBA provides leadership in advocating on behalf of school boards and supports boards in building their capacity to communicate and advocate effectively.

**Strategic Priority D:** ASBA provides leadership and support to school boards to lead and implement transformation of public education in Alberta informed by legislation and the vision of Inspiring Education.

For a more detailed look at the ASBA Strategic Plan go to [www.asba.ab.ca](http://www.asba.ab.ca).

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### **The 2013-2014 Budget**

Budget assumptions are presented to the ASBA Board of Directors in January for their consideration and approval. Based on the final budget assumptions approved by the Board, a draft budget with various options is prepared and presented to the Board in March. Initial budget assumptions may be changed in an effort to balance the budget and are approved by the Board in March. The Board reviews budget alternatives, makes decisions on a number of options and approves a draft budget that is presented to the membership at Zones and the Spring General Meeting. The membership votes on the draft budget at the Spring General Meeting in June.

The ASBA Board of Directors has approved the attached draft budget for presentation to the membership.

The 2013-2014 budget is \$273,221 (5%) lower than last year. The Board of Directors supported a budget option which held fees to 2012-2013 levels recognizing the very tough year school boards will face in 2013-2014. Expenses were thoroughly reviewed and where possible have been held to 2011-2012 or 2012-2013 levels or reduced. All association activities will be reviewed in 2013-2014 to determine areas where costs can be cut to meet the reduced 2013-2014 budget.

Dollars in the 2013-2014 budget continue to provide resources necessary to sustain current service levels for: legal, labour, educational and communication services; trustee development; insurance programs; and pension programs. Task force and committee work will be reviewed to ensure the highest priority work is being done and in the most efficient way. Meeting and travel costs will continue to be reviewed in an effort to trim expenses in all areas and to meet budget expectations. Resources will also be used to carry out initiatives identified in the 2013-2016 strategic plan, scheduled to begin in 2013-2014.

ASBA's work over the next year will be focused on:

- inclusive education environments
- First Nations, Métis and Inuit student success and wellbeing
- student health and wellbeing
- second language learning
- rural education symposium initiatives
- transformation

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- School board governance including examining governance practices which facilitate transformation of the education system
- community engagement

Activities will include: conducting research where necessary; developing policy advice for school boards; establishing task forces; supporting the development and implementation of task force action plans; compiling best practices; providing opportunities for showcasing and sharing best practices; and providing professional development and networking opportunities to support the work of school boards.

In all Association work, developing strong partnerships continues to be important in carrying out initiatives in the strategic plan and will be particularly important in the areas of inclusive education, First Nations, Métis and Inuit student success and wellbeing, student health and wellbeing and, generally, in all advocacy work.

Effective advocacy is always identified as a top priority by school boards and continues to be a top priority in the 2013-2016 strategic plan. ASBA will continue to provide direction and support to ASBA Zones in furthering advocacy priorities. In addition, ASBA will develop appropriate advocacy responses to Education Regulation and policy proposals, and will support school boards in communicating with the public and the Government of Alberta the need for predictable, sustained and long term operational and capital funding that addresses the current realities of school boards.

In 2013-2014, ASBA will establish a labour relations task force with the objective of actively participating in discussions on the Education Professions and Occupations Act and subsequent regulations and policies. ASBA will also continue to support school boards and their senior administrators with respect to labour relations.

Holding all fees to 2012-2013 levels, the 2013-2014 budget is \$5.6 million, \$273 thousand lower than 2012-2013 with dollars allocated for services to boards, task force and committee work, trustee development and initiatives in the strategic plan that can be addressed within the budget. This is a deficit budget with \$82,184 being transferred from the building reserve to balance.

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	2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
<b>Revenue</b>			
Membership Fees	\$ 2,993,302	\$ 2,993,302	\$ 2,892,079
Service Revenue (FFS, ASEBP)	1,811,295	2,024,495	1,890,070
Other Revenue (Grant, Interest, Misc)	134,954	159,841	354,109
Trustee Development - Reg/Grants	593,975	640,225	678,015
Transfer from Building Reserve	82,184	71,068	-
<b>Total Operating Revenue</b>	<b>\$ 5,615,710</b>	<b>\$ 5,888,931</b>	<b>\$ 5,814,273</b>
<b>Expenditures</b>			
Member Services	\$ 2,361,304	\$ 2,529,729	\$ 2,539,621
Executive, Corporate & Communication Services	1,792,615	1,797,809	1,836,303
Governance	447,991	506,594	441,094
Rental/Office Costs	525,871	538,108	504,961
Trustee Development Costs	387,929	416,691	393,007
Depreciation	100,000	100,000	63,346
<b>Total Operating Expenditures</b>	<b>\$ 5,615,710</b>	<b>\$ 5,888,931</b>	<b>\$ 5,778,332</b>
<b>Total Budget Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,941</b>

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## Budget 2013-2014

	2013/2014	2012/2013	2011/2012
	Budget	Budget	Actual
<b>Revenue</b>			
1 Membership Fees	\$ 2,993,302	\$ 2,993,302	\$ 2,892,079
2 Fee for Service Revenue	1,773,200	1,986,400	1,851,975
3 Interest Income	54,204	57,840	86,686
4 ASEBP	38,095	38,095	38,095
5 Trustee Development - Reg/Grants	593,975	640,225	678,015
6 Trustee Development Grant	63,750	85,000	85,000
7 General Grant Revenue	-	-	166,000
8 Miscellaneous Revenue	17,000	17,000	16,423
9 Transfer from Reserves	82,184	71,068	-
<b>Total Revenue</b>	<b>\$ 5,615,710</b>	<b>\$ 5,888,931</b>	<b>\$ 5,814,273</b>

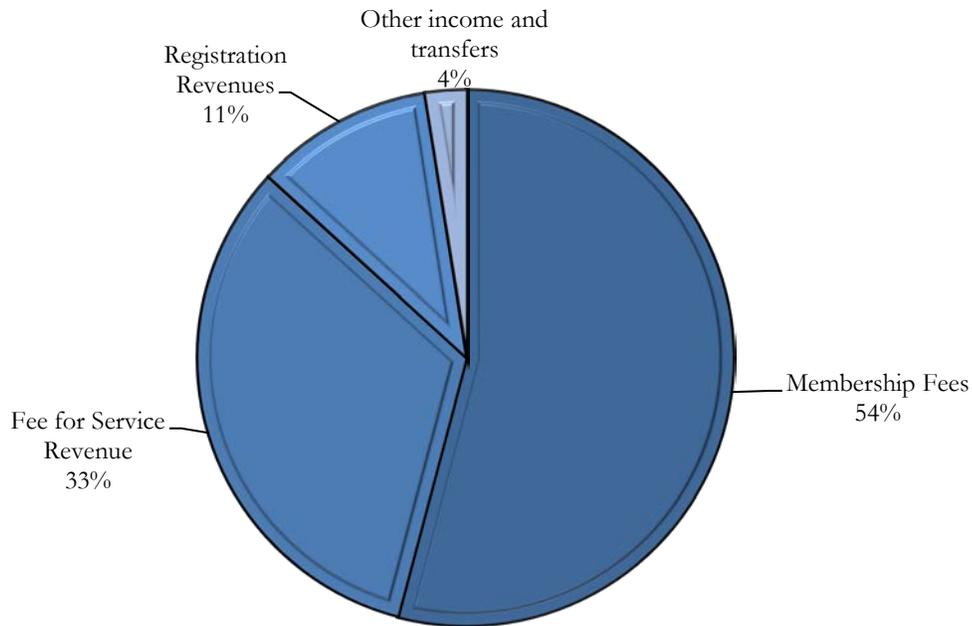
### Notes:

- 1 Proposed 0% increase in membership fees = No change from 2012-2013
- 2 Approximately 7,616 hrs (2011-2012 actual - 7935 hrs, 2012-2013 budget - 8416 hrs) @ \$250/hr for Legal Services, \$210/hr for Educational Services and \$200/hr for Labour and Communication Services (no changes from 2012-13). One legal position has been removed from budget.  
Total decrease in Fee for Service = \$213,200
- 3 Interest income calculated at 2013 expected rates of return. Some longer term investments are coming due and will be renewed at a lower rate. Decrease = \$3636.
- 4 ASEBP - no change
- 5 No change in registration fees for FGM and SGM. This year there will be a Trustee Orientation Workshop and 2 other workshops to be developed. The Leadership Conference has been cancelled for the 2013-2014 period. Attendance has been decreased to actuals. Decrease in revenue = \$46,250
- 6 The trustee development grant will be reduced by 25% or \$21,250.
- 7 No grants projected
- 8 Miscellaneous revenue - small contingency plus subscription revenue
- 9 Transfer from building reserve
- 10 The rate of interest on overdue accounts will be assessed at 2%/mth.  
**Note: Overall budget decrease = 5% (\$273,221)**

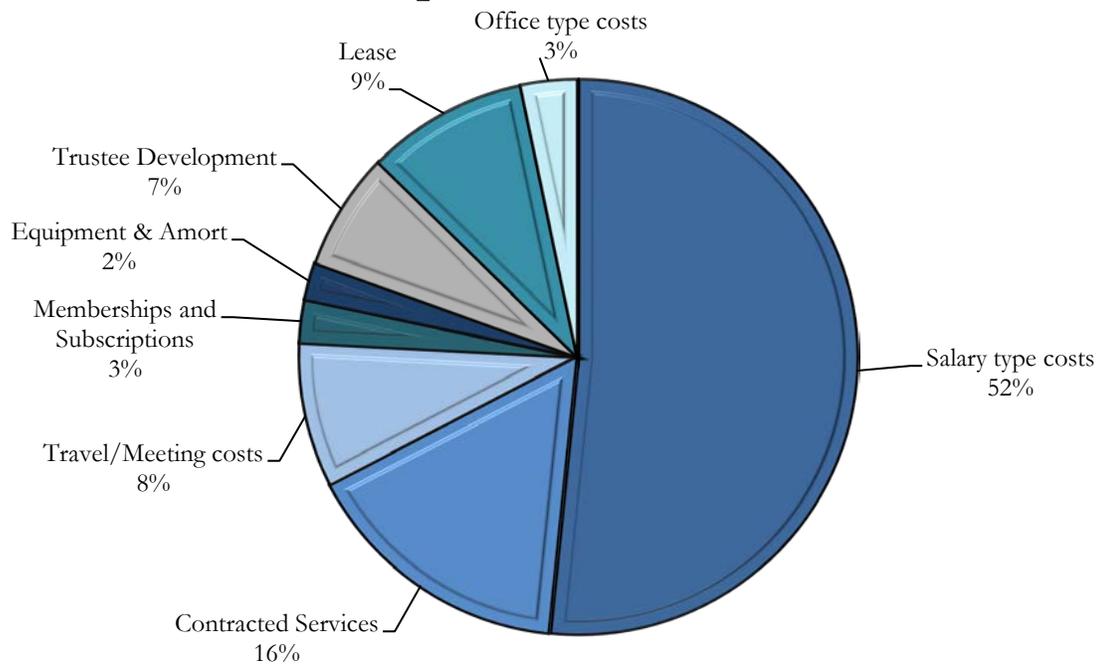
# Alberta School Boards Association Budget 2013-2014

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## Revenue Distribution



## Expense Distribution



# Alberta School Boards Association

## Budget 2013-2014

	2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
<b>Member Services</b>			
Total Salaries	\$ 1,299,974	\$ 1,595,829	\$ 1,324,214
Benefits	263,736	303,798	215,067
Casual Labour	51,000	51,000	50,225
Insurance	30,681	30,681	33,273
Contracted Services	475,046	330,456	680,417
Travel	98,980	82,542	98,980
Meals & Accommodation	58,791	46,374	58,791
Conferences	13,500	15,000	3,604
Staff Development	1,500	1,500	6,607
Catering	2,000	2,000	4,609
Memberships	18,038	20,934	16,792
Library & Subscriptions	44,808	43,115	44,992
Insurance Partnerships	1,000	2,500	662
Legal Action Costs	1,000	2,500	225
Miscellaneous	1,250	1,500	1,163
<b>Total Expenditures</b>	<b>\$ 2,361,304</b>	<b>\$ 2,529,729</b>	<b>\$ 2,539,621</b>

### Notes for Member Services

Services to individual boards include:

◆ Legal Services	◆ Governance frameworks
◆ Labour relations and human resources	◆ Executive searches
◆ Emergency planning and pandemic	◆ Superintendent and board evaluations
◆ Policy development and reviews	◆ Strategic planning, strategic planning during fiscal restraint
◆ Organizational, functional reviews	◆ Student assessment

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### **Notes for Member Services continued:**

Educational Consultants also provide workshops on various topics at your board including, but not limited to, board orientation, practical governance tools, the role of the board and superintendent, etc.

Fee for service revenue generated in 2011-2012: \$1,851,975 (73% of department costs)

- ◆ Legal (FFS = \$1,240,000 – 4960 hrs)
- ◆ Labour (FFS = \$229,200 – 1146 hrs)
- ◆ Educational Services (FFS = \$368,055 – 1755 hrs)
- ◆ Communications (FFS = \$14,720 – 74 hrs)

Member Services also provides services to the Association for the benefit of all boards including:

- ◆ Executing Association policy/directives for action and reporting outcomes
- ◆ The development and implementation of strategic initiatives (based on strategic priorities set by the ASBA Board of Directors)
- ◆ Strategic plan reporting (tracking completion of strategic initiatives)
- ◆ Research on and analysis of educational issues and challenges (e.g. collaborative practices in action, student assessment, student health and wellbeing, developing a framework for collaboration and shared governance, developing a framework for facilitation of caring, respectful and safe learning environments, early literacy/numeracy, high school completion, funding shortfalls in Alberta's public education system, Alberta's school building deficit, school fees and fundraising, trustee certification)
- ◆ Developing a framework document for Governance as Leadership
- ◆ Policy process
- ◆ Presenting at workshops, issue forums and seminars
- ◆ Exploring new member services
- ◆ Legal newsletter
- ◆ Legal education for educators and school trustees
- ◆ Trustee development
- ◆ Tripartite

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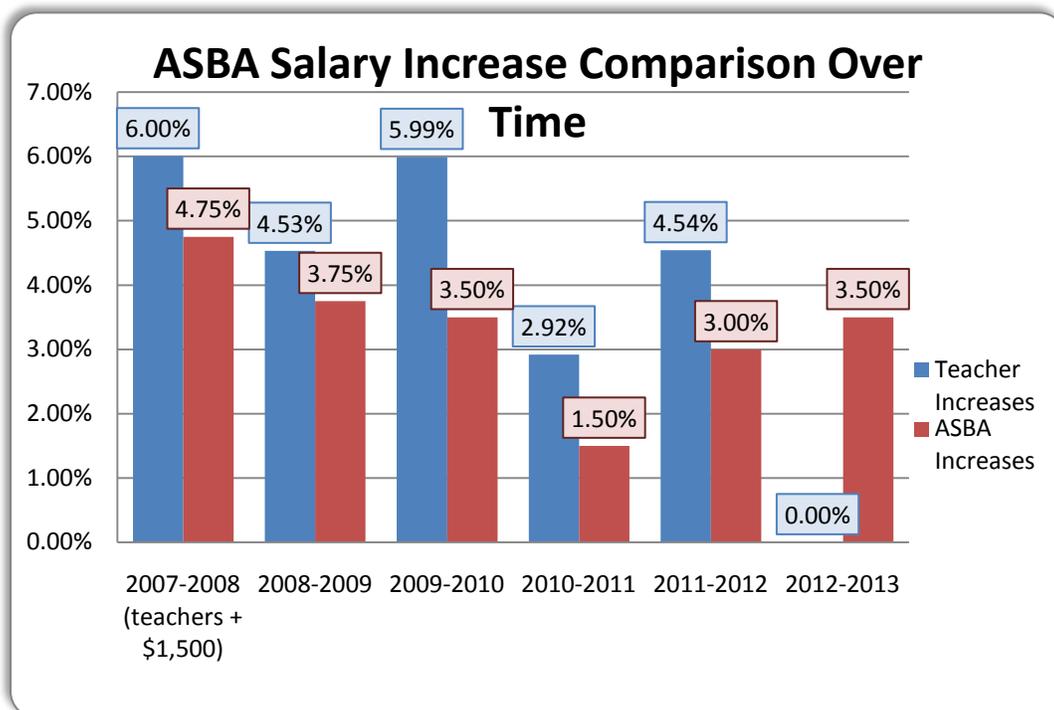
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## Notes for Member Services continued:

Overall, the 2013-2014 budget for Member Services is \$168,425 (6.7%) lower than 2012-2013.

### Factors contributing to changes in the Member Services budget include:

- ♦ Salaries and benefits have decreased by \$335,917 (17.68%) this year over last year's budget. One legal position was eliminated in the 2013-2014 budget, a legal assistant position was moved to .7FTE and the costs for a labour negotiator were moved to contracted services because this position is being filled on a contracted service basis. Salaries are frozen in the 2013-2014 budget. A salary grid system is not used at ASBA so there are no increases projected for salaries in 2013-2014. LAPP will increase as contribution rates increase in January 2014 to 11.39% up to the YMPE and 15.84% over the YMPE. ASEBP benefit costs are projected to decrease due to rate decreases published by ASEBP (2013-2014 rates – 2nd reading).



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### **Notes for Member Services continued:**

Staffing levels - positions included in 2013-2014 budget (12.2 FTE):

- ◆ 5 lawyers
- ◆ 1 director – Educational Services (Contracted Services)
- ◆ 2 negotiators/special initiatives (ie: strategic plan initiatives, advocacy priorities)/human resource specialists
- ◆ 1 policy and research analyst
- ◆ 1.7fte legal secretaries
- ◆ 1 administrative assistant
- ◆ ~.5fte labour analyst (continued as a part-time, casual position)

Contracted services are used by the Association to meet the demand for educational and labour services and are contracted on an as needed basis. Contracted services are also used for completing strategic planning initiatives, research, grant, committee and task force work. Contracted service expenses increased by \$144,590. These changes are a result of salary costs for a negotiator position being moved to contracted services from salaries because these services are now filled on a contracted service basis plus a 2.5% increase based on an analysis of actual costs from 2011-2013. Contracted service costs are outlined over several years below:

2010-2011 actual = \$517,444

2011-2012 actual = \$680,417

2012-2013 budget = \$330,456

2013-2014 budget = \$475,046

Contracted service expenses incurred in the provision of educational and labour services through contracted services are covered by fee for service or grant revenue.

There is no increase projected for casual labour expenses. The labour analyst position is currently filled on a casual basis and dollars allocated for this work will be capped at \$51,000.

Other costs were increased by \$22,902 or 1.0%.

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### **Notes for Member Services continued:**

Employer contribution rates for LAPP will be 10.43% (2013) and 11.39% (2014) of salary up to the YMPE and 14.47% (2012) and 15.84% (2014) over the YMPE up to the maximum salary cap. ASEBP benefit costs are projected to decrease based on rate decreases published by ASEBP in February 2013. A 2% increase has been projected for CPP and EI rates and maximum salary levels.

ASBA will continue to use the services of the Edmonton law firm, Reynolds Mirth Richards & Farmer LLP, to complement the services provided by our excellent legal team improving overall turn-around time on school board requests for legal services.

Library and subscription costs were increased to reflect actual costs for purchasing these resources. Actual costs for 2011-2012 were \$44,992. Subscription costs were increased (\$1,693) to reflect actual costs from 2012-2013 plus a 1% increase for inflation and a 5% contractual increase for Quicklaw. Subscription and library expenses include legal publications from Quicklaw, Carswell, Lexis Nexis, Provincial Treasurer, Education Law Association, Legal Education Society, CAPSLE, the Arnet Report, Specialty Technical and various other educational/legal resources.

Insurance partnerships are costs incurred by ASBA to administer and govern the insurance and pension programs including the registered Supplemental Integrated Pension Plan (SiPP), the Alberta School Boards Insurance Exchange (ASBIE), the Alberta School Employee Benefit Plan (ASEBP) and the ASBA home and auto program. Direct costs have been reduced to \$1,000 (a \$1,500 reduction) in the 2013-2014 budget. Costs are largely paid by the programs themselves so a smaller budget for items like additional travel, meeting rooms and catering is all that is required.

Insurance costs are for the purchase of the employed lawyer's liability policy. Insurance costs are projected to remain the same as the 2012-2013 budget.

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### **Notes for Member Services continued:**

Travel, meals and accommodation are costs incurred in the provision of labour and educational services across the province. Travel costs are also incurred for work on governance, committees, task forces, strategic planning, general meetings, conferences, workshops, strategic initiatives and grant initiatives. Travel, meal and accommodation costs have increased because of the additional travel being done in the provision of all of the above activities. 2011-2012 amounts were used to project expenses in 2013-2014 resulting in an increase of \$28,855. As 2011-2012 actual costs were used and the mileage rate increased in 2012-2013 from .49/km to .53/km there will have to be a review of all travel to identify possible savings in an effort to meet the 2013-2014 budget projections. The mileage rate in 2013-2014 will remain at .53/km. The Association will continue to make use of the video conference capabilities to reduce travel costs wherever possible.

Memberships have decreased by \$2,896 as a legal position was eliminated from the budget. The Association pays for memberships to the Law Society of Alberta (5 lawyers), the Canadian Bar Association (5 lawyers), North American Association of Educational Negotiators, Canadian Education Association, AAMD&C, Alberta Chamber of Commerce, and Education Law Association.

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	2013/2014	2012/2013	2011/2012
	Budget	Budget	Actual
<b>Executive, Corporate and Communication Services</b>			
Total Salaries	\$ 893,314	\$ 926,785	\$ 928,999
Benefits	225,674	215,696	280,104
Casual Labour	6,178	6,341	3,881
Contracted Services	371,209	353,809	360,632
Graphic Design	-	1,500	-
Writers	-	1,000	-
Publications Production	1,652	1,926	1,652
Travel	43,607	46,582	41,715
Meals & Accommodation	35,770	35,458	37,238
Conferences	10,000	10,000	6,161
Memberships	7,706	7,599	4,409
Promotional Materials	1,250	1,000	3,769
Bank & Interest Charges	5,680	5,680	3,347
Miscellaneous	11,519	11,482	8,535
Printing	500	500	-
Postage	4,700	5,200	3,774
Courier & Delivery	4,011	6,889	2,095
Telephone	50,954	50,281	50,649
Staff Development	3,500	3,500	285
Equipment Costs	20,458	18,010	13,493
Stationery Supplies	40,976	41,992	39,389
Subscriptions	10,743	13,491	8,536
Meeting Supplies/Catering	8,250	8,250	9,708
Election Materials	10,000	-	-
Staff Planning/Functions	17,410	17,410	20,802
Insurance	7,554	7,425	7,130
<b>Total Expenditures</b>	<b>\$ 1,792,615</b>	<b>\$ 1,797,808</b>	<b>\$ 1,836,303</b>

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### **Notes for Executive, Corporate and Communication Services**

Executive, Corporate and Communication Services include:

- ◆ Executive Director responsibilities (See Strategic Plan, Governance Policies: Role of Executive Director)
- ◆ Support for the President, Vice President and Board of Directors
- ◆ Development and implementation of strategic initiatives (based on strategic priorities set by the Board of Directors)
- ◆ Executing policies/directives for action and reporting outcomes
- ◆ Government relations
- ◆ Advocacy (Examples: developing appropriate advocacy responses to Education Regulation and policy proposals, First Nations, Métis and Inuit student success and well being, and communicating the need for predictable, sustained and long term operational and capital funding that addresses the realities of school boards)
- ◆ Tripartite
- ◆ Relationships and partnerships
- ◆ The communications function
- ◆ The annual report
- ◆ Legal newsletter
- ◆ Legal conferences
- ◆ ASBA website - see [www.asba.ab.ca](http://www.asba.ab.ca) - has up-to-date research and information
- ◆ Trustee development (annual meetings, conferences, workshops, seminars)
- ◆ General meeting preparation and administration
- ◆ Policy advisory
- ◆ Communications now
- ◆ Issue monitoring and action
- ◆ Key message development
- ◆ Media relations
- ◆ Public relations, community engagement
- ◆ Communication services
- ◆ Member surveys
- ◆ Hot news
- ◆ Increasing trustee awareness

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### **Notes for Executive, Corporate and Communication Services continued:**

- ◆ Exploring new member services
- ◆ Development and communication of budget
- ◆ Human resources, accounting and internal computer services
- ◆ Administration relating to zone chair and board chair meetings
- ◆ Administration relating to the strategic planning session
- ◆ Matters relating to CSBA
- ◆ Identifying, developing and managing cooperative insurance and pension programs to benefit school boards. Insurance, pension and benefit programs include ASBIE, the ASBA home and auto program, SiPP and ASEBP.
  - ▶ The Alberta School Boards Insurance Exchange (ASBIE) – an insurance program tailored to meet the needs of school boards.
  - ▶ The Registered Supplemental Integrated Pension Plan (SiPP) – a supplemental pension plan option for senior jurisdictional employees.
  - ▶ The Alberta School Employee Benefit Plan (ASEBP) – an employee benefit program specifically designed to meet the health benefit needs of Alberta's education sector.
  - ▶ The ASBA Home and Auto Program - through a partnership with TD Insurance Meloche Monnex, the ASBA offers trustees and school board staff a preferred rate on home and auto insurance.

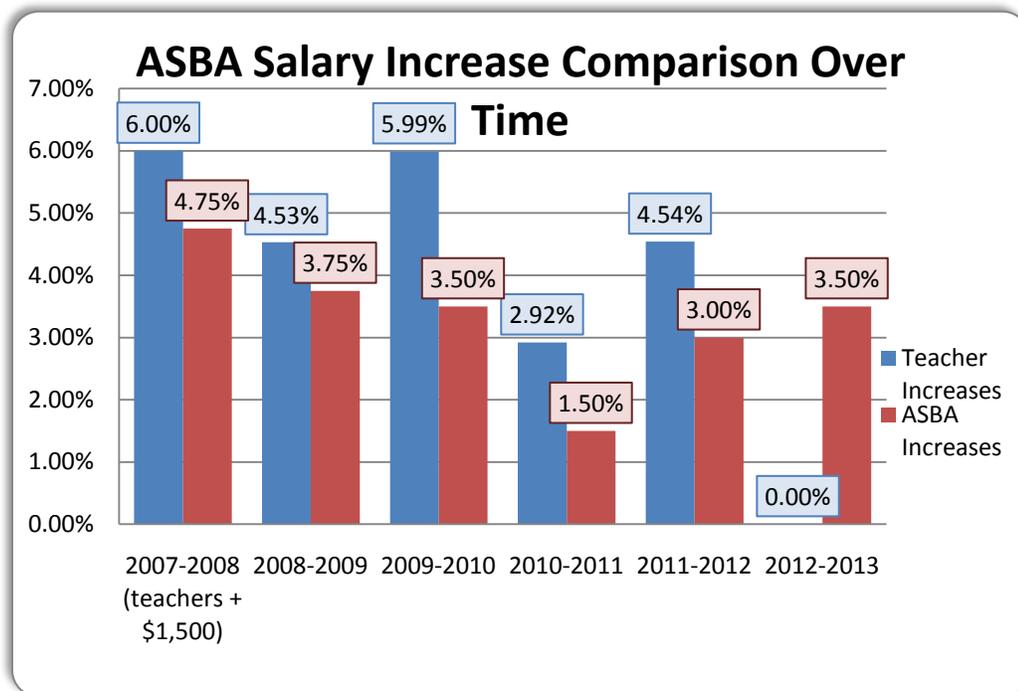
# Alberta School Boards Association Budget 2013-2014

## Notes for Executive, Corporate and Communication Services continued:

The 2013-2014 budget for these services has decreased by \$5,193.

## Changes in the Executive, Corporate and Communication Services budget include:

- ♦ Salary costs have decreased by \$33,471 (4%) this year over last year's budget. One staff officer position was moved to .6 FTE effective September 1, 2013. Salaries have been frozen for the 2013-2014 period. ASBA does not follow a grid system so there are no salary increases projected for 2013-2014. At the Executive Director's request, his salary has also been frozen for next year.



- ♦ Employer contribution rates for LAPP will be 10.43% (2013) and 11.39% (2014) of salary up to the YMPE and 14.47% (2012) and 15.84% (2014) over the YMPE up to the maximum salary cap.
- ♦ Executive Director participation in the Registered SiPP (\$6,900), Non Registered SERP current and past service cost plus net actuarial loss on accrued benefit obligation (\$35,000).
- ♦ Projected increase in contracted service costs of \$17,400 (5%). Increases are from increased computer services (hours), accounting and audit fees.

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for Executive, Corporate and Communication Services continued:**

- ◆ All other costs have been reviewed and increased or decreased to a cumulative total of \$1065. Association staff continue to look for efficiencies to reduce office costs.

Positions included in the 2013-2014 budget (~8.5 FTE):

### **Executive Director**

- ◆ Executive Director – 2013-2014 Salary = \$230,761.

### **ASBA Compensation Policy – Executive Director**

“The ASBA Board believes the ASBA should have the ability to attract and retain an Executive Director with the background and relevant experience necessary to perform the duties associated with the expectations of the membership.

Therefore the board believes the Executive Director should be fairly compensated according to the nonprofit sector. Fair compensation will be determined in the following manner:

- a) An independent consultant will be retained by the Board of Directors to provide comparators. This will be done at a minimum of every three years.
- b) There will be a minimum of 10 comparators to be determined by the board and/or a committee of the board.
- c) At market survey time the Executive Director compensation shall fall within the 50<sup>th</sup>-60<sup>th</sup> percentile of the comparators total cash compensation depending on relevant experience and performance.
- d) Annual compensation increases between market surveys will be a combination of a 3% annual increase based on satisfactory performance and the economic indicator of the Alberta Average Weekly Earning Index.”

*The Board recognizes that salary is determined through negotiations but will use this policy as the direction for the negotiations.*

### **Other Positions:**

- ◆ ~2.5 Directors (Corporate Services (.60FTE), Finance and Administrative Services(.90 FTE), Communications)
- ◆ 1 Receptionist and Administrative Assistant
- ◆ 1 Executive Administrative Assistant
- ◆ ~2 Administrative Assistants (1 admin asst is at .9285FTE)
- ◆ 1 Policy Coordinator/Administrative

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for Executive, Corporate and Communication Services continued:**

Casual labour costs cover key positions (e.g. receptionist) for vacation/sick time and additional administrative help.

Insurance costs cover the directors and officers liability policy and property and general liability insurance (ASBIE). These are projected to increase slightly by \$129.

Travel, meals and accommodations are costs incurred to travel to zone meetings, member board meetings, general meetings, CSBA and NSBA and have been decreased by \$2,663. The mileage rate will remain at .53/km (recommended rate published by the Canada Revenue Agency in January 2012). All travel will be reviewed in an effort to meet the 2013-2014 budget expectations.

Equipment costs are annual costs for in-house photocopiers, fax machines, printers, network repairs. These have been projected using actual costs from 2012-2013 and have been increased by \$2,448.

Staff function costs relate to the staff planning/staff meetings/other staff related office costs. These costs were held to 2012-2013 budgeted levels for 2013-2014.

Conference of choice benefit for staff officers has been frozen for an additional year (savings = \$24,000). There is an amount allocated to conferences to send staff to courses, conferences or events that will increase area expertise (Legal seminars, pension courses) or as a representative of the ASBA.

Miscellaneous expense is a combined allocation from four departments (Communications, Finance, Executive Office and Corporate Services). These costs have been increased slightly (\$37) using 2012-2013 actuals. Examples of costs included in miscellaneous expenses are: dish soap, carpet cleaning, replacement of glasses and dishes, small donations, etc.

Subscription costs include Yellow Pages, First Reference, Washington State School Directors' Association (communication materials), Prairie Media, The Armet Report, MSL Publishing, newspapers

Election costs - \$10,000 has been included in the 2013-2014 budget to cover the costs of various initiatives for the 2013 trustee elections.

# Alberta School Boards Association

## Budget 2013-2014

		2013/2014		2012/2013		2011/2012
		Budget		Budget		Actual
<b>Governance</b>						
CPP Costs	\$	8,000	\$	8,000	\$	4,816
Per Diem		89,655		92,970		79,748
Honoraria - Vice President		10,350		10,350		12,075
Contracted Services		29,000		50,000		33,803
Insurance		1,795		1,350		1,407
Travel		75,898		80,799		68,673
Meals & Accommodation		40,451		48,646		66,229
Conferences (Registration costs)		20,000		20,000		5,738
Conference of Choice (Registration costs)		-		10,000		-
Equipment Rental		2,500		4,100		1,567
CSBA/NSBA Membership		57,259		57,259		58,779
Catering		20,000		25,000		23,627
Meeting Rooms		1,250		1,250		-
Promotional Material		-		-		-
Telecommunications		-		-		1,612
Office Supplies		-		-		63
Miscellaneous		1,000		1,000		1,557
<b>Total Expenditures</b>	<b>\$</b>	<b>357,158</b>	<b>\$</b>	<b>410,724</b>	<b>\$</b>	<b>359,694</b>
<b>President</b>						
Per Diem	\$	25,132	\$	25,522	\$	19,200
Honoraria		20,700		20,700		17,250
Travel		20,624		21,124		23,040
Meals & Accommodation		17,827		18,427		17,527
Telecommunications		250		250		24
Memberships		-		3,547		1,433
Miscellaneous		300		300		76
Conferences		6,000		6,000		2,850
<b>Total Expenditures</b>	<b>\$</b>	<b>90,833</b>	<b>\$</b>	<b>95,870</b>	<b>\$</b>	<b>81,400</b>
<b>Total Expenditures - Governance</b>	<b>\$</b>	<b>447,991</b>	<b>\$</b>	<b>506,594</b>	<b>\$</b>	<b>441,094</b>

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for Governance**

Governance includes Board of Director's meetings, executive and policy committee meetings, strategic planning, leadership retreat (suspended) and the Executive Director's compensation and evaluation. Governance also includes compensation for representation on internal task forces or external committees and attendance at zone and board chair meetings. These costs are included in per diems.

#### Governance activities include:

- ◆ Strategic planning – leadership in the development and promotion of strategic priorities
- ◆ Policy process (PDAC)
- ◆ Advocacy – Examples include developing appropriate advocacy responses to Education Regulation and policy proposals, First Nations, Métis and Inuit student success and well being, and communicating the need for predictable, sustained and long term operational and capital funding that addresses the realities of school boards.
- ◆ Board roles and task forces (budget, policy (PDAC), political advocacy, school board funding task force, executive director compensation and evaluation, fiscal accountability, ASEBP, school board to school board relationships, wrap around services task force, transformation initiative (including governance), First Nations, Métis and Inuit partnership, school board-municipal government relationships and partnerships, “Action on Inclusion”, education trends, community engagement, ASBA relationship building with non-teaching staff, second language learners, Alberta student wellness initiative and early learning initiative)
- ◆ Board chair/zone meetings/CSBA
- ◆ Committee representation (e.g. Curriculum Policy Advisory Committee (CPAC), Action on Curriculum Working Groups, Inclusive Education Environments Advisory, Alberta high school credentialing requirements review, diploma exams, workforce planning advisory, Society for Safe and Caring Schools and Communities, children and poverty, etc.)
- ◆ Communication (media/public/member) – President
- ◆ Organizational environment (e.g. political advocacy and governance)
- ◆ Relationships
- ◆ Election
- ◆ Community engagement and trustee awareness
- ◆ Budget

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for Governance continued:**

#### The ASBA Board of Directors:

- ◆ The ASBA Board is made up of six Zone Directors (1, 2/3, 2/3, 4, 5, 6) and four Metro Directors (Edmonton Public, Edmonton Catholic, Calgary Public, Calgary Catholic) and a President and Vice President (elected every 18 months by member boards at a general meeting).

Costs in governance are \$58,603 (11.6%) lower than in the 2012-2013 budget.

#### Honorariums:

- ◆ President - \$20,700 (no change) – last increase was 2009-2010
- ◆ Vice President - \$10,350 (no change) – last increase was 2009-2010

Per Diems – The per diem rate will remain at \$166 (daily rate paid to attend ASBA board meetings, task force meetings, and some committee meetings). Per diem costs were decreased from 2012-2013 levels by \$3705 (3%). The Leadership Retreat has been cancelled for the 2013-2014 period reducing per diems, travel and catering costs by \$32,000. The Board of Directors will have a meeting in August 2014 to complete the Executive Director and Board evaluations. In addition to this, the Board of Directors will continue to meet 7 times per year but will increase the length of each meeting. No additional dollars were allocated for this. Per diems are also paid to trustees participating in committee or task force work for ASBA. All activities will be reviewed to ensure costs meet budget expectations.

The Board recognized that per diem levels may be behind other organizations and will eventually need to be increased but this was not the year to recommend any increases in any compensation.

The strategic planning session is included in the budget in 2013-2014 (Cost ~ \$41,000). The Board of Directors agreed this was important work for the Association from the review of where we have been (what's been accomplished) to where we need to go and helps build relationships and facilitate teamwork. Also, given all the changes occurring in education today, the board felt that this work allows the Association to respond quickly in a very rapidly changing environment.

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for Governance continued:**

An annual membership survey will be conducted using an online survey method and the cost in 2013-2014 budget has been reduced by \$11,000 to \$2,000 to purchase the online services.

Travel, meal and accommodation costs have been decreased by \$14,196. The mileage rate will remain at \$0.53/km (recommended rate published by the Canada Revenue Agency in January 2012). The Board will continue to meet 7 times per year plus an additional meeting in August to conduct the Executive Director and Board evaluations. Costs are lower because the Board decided to suspend the Leadership Retreat for the 2013-2014 in an effort to reduce costs. There will be a review of all activities that generate travel costs in an effort to meet 2013-2014 budget expectations. Video and telephone conferencing will be used whenever possible.

Conference costs are for those Board of Director members who are entitled to go to either CSBA or NSBA and remain in the budget at 2012-2013 levels.

Conference of Choice benefits are suspended for the 2013-2014 year in an effort to reduce costs. Conference of choice is made available to those Directors who are not eligible to attend the CSBA or NSBA conference in 2013-2014 and is fixed at \$2,000 including conference, travel and per diem costs. Suspending the conference of choice benefit saves \$10,000.

#### Established Rates (subject to the ASBA travel and expense guidelines):

- ◆ Travel - \$0.53/km (follows the recommended rate published by the Canada Revenue Agency in January 2012)
- ◆ Meals - \$10/meal or by receipt (must be reasonable)
- ◆ Accommodation - by receipt

Catering costs have been decreased (\$5,000) again because the Leadership Retreat has been suspended for 2013-2014. The remaining dollars are for the cost of catering Board of Director's meetings, strategic planning, and ASBA task force meetings.

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for Governance continued:**

Equipment Rental costs have been reduced by \$1,600 also because the Leadership Retreat has been cancelled for 2013-2014. This is the cost of projectors, screens and other equipment needed for various meetings held at hotels like the strategic planning session.

Insurance – Group Accident and Life Insurance (Board of Directors only). This has been increased (\$445) to reflect 2011-2012 actuals.

# Alberta School Boards Association

## Budget 2013-2014

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	2013/2014	2012/2013	2011/2012
	Budget	Budget	Actual
<b>Rental/Office Costs</b>			
Office Rent	\$ 634,907	\$ 620,094	\$ 567,619
Rental Recovery	(109,035)	(81,986)	(62,658)
<b>Total Expenditures</b>	<b>\$ 525,871</b>	<b>\$ 538,108</b>	<b>\$ 504,961</b>
<b>General Meeting and Function Costs</b>			
Fall General Meeting	\$ 169,991	\$ 171,597	\$ 150,793
Spring General Meeting	129,788	134,894	97,649
Trustee Development	88,150	110,200	144,565
<b>Total Expenditures</b>	<b>\$ 387,929</b>	<b>\$ 416,691</b>	<b>\$ 393,007</b>

### Notes for Rental/Office Costs

The building budget is \$12,237 lower than 2012-2013. The projected rate for 2013-2014 is \$14.99 per square foot (increased 1.5% from actuals). Monthly lease rates are fixed for five years and are \$20 per square foot. The rental recovery represents space leased to our educational partners at cost allowing us to recover a portion of our annual lease costs.

#### Lease Details:

- ◆ Square footage leased - 15,759
- ◆ Per square foot rental rate (rates are at the lower end of market rates for Edmonton and area):
  - ◆ From April 2010 to April 2015 - \$20 per square foot
  - ◆ From April 2015 to April 2020 - \$22 per square foot
- ◆ Estimated operating costs/property taxes per square foot - \$14.99 per square foot (up 1.5%)
- ◆ Storage - \$156.25 per month

# Alberta School Boards Association

## Budget 2013-2014

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### **Notes for General Meeting and Function Costs**

Expenses are reduced in the 2013-2014 budget (\$28,762) because the Leadership Retreat/Conference was cancelled for the 2013-2014 period. For the last two years, the Leadership Retreat has been offered in a small conference format but will not be offered in 2014. For the 2013-2014 year, functions included in the budget are FGM, SGM, Trustee Orientation Workshop and two legal workshops. Registration fees have been held to 2012-2013 levels.

The budget for general meeting and function costs includes:

- ◆ Keynote speakers
- ◆ Contracted services (brochure development, facilitators, parliamentarian)
- ◆ Room rental
- ◆ Equipment rental
- ◆ Catering costs (meals, coffee breaks, refreshments)
- ◆ External program costs
- ◆ External printing costs
- ◆ Travel, meals and accommodations for speakers and facilitators
- ◆ Honorariums

There are a number of internal costs which are not allocated to self supporting functions in the budget but are contained elsewhere in the budget including internal staff resources. Association staff are responsible for event planning which involves arranging the venue, meals, speakers, facilitators, bands, special events, travel arrangements, materials, trustee packages, brochures, nametags, awards, registrations, surveys, invoicing and payment processing. The cost of photocopying and supplies are also included elsewhere in the budget. Lastly, regularly we rely on the immense skills and talents of our internal staff resources and ask them to prepare and present sessions at conferences and workshops (legal, educational services, communications).

# Alberta School Boards Association

## Membership Fees

September 1, 2013 to August 31, 2014

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Zone	Jurisdiction	Total Students*	Membership Fees
23	Aspen View Regional Division #19	2,950	\$26,692
4	Battle River Regional Division #31	6,275	\$44,696
23	Black Gold Regional Division #18	9,205	\$58,978
23	Buffalo Trail PS Regional Division #28	4,308	\$35,101
5	Calgary RCSSD #1	48,952	\$153,664
5	Calgary Board of Education	106,828	\$239,079
5	Canadian Rockies R.D. #12	2,082	\$20,980
4	Chinook's Edge School Division #73	10,750	\$66,510
5	Christ the Redeemer Catholic S.R.D. #3	9,101	\$58,466
4	Clearview School Division #71	2,424	\$23,233
23	East Central Alberta CSSRD #16	2,612	\$24,468
23	East Central Francophone Ed. Region #3	683	\$11,722
23	Edmonton Catholic Separate School District #7	35,220	\$123,543
23	Edmonton School District #7	83,891	\$205,535
23	Elk Island Catholic Separate RD #41	5,778	\$42,268
23	Elk Island Public Schools R.D. #14	16,360	\$82,167
23	Evergreen CSRD #2	3,745	\$31,928
5	Foothills School Division #38	7,598	\$51,138
23	Fort McMurray RCSSD #32	5,199	\$39,445
23	Fort McMurray Public School District #2833	5,328	\$40,074
1	Fort Vermilion School Division #52	3,290	\$28,929
5	Golden Hills School Division #75	6,394	\$45,274
1	Grande Prairie RCSSD #28	3,962	\$33,354
1	Grande Prairie Public School District #2357	7,530	\$50,809
23	Grande Yellowhead Public School Division #77	4,869	\$37,836
6	Grasslands Regional Division #6	3,605	\$31,006
23	Greater N. Central Francophone Ed. Region #2	2,710	\$25,112
23	Greater St. Albert Catholic R.D. #29	6,149	\$44,082
5	Gr. Southern Francophone Public Ed. Region No. 4	1,582	\$17,689
5	Gr. Southern Franc. Sep. Catholic Ed. Region No. 4	953	\$13,550
1	High Prairie School Division #48	3,204	\$28,366
1	Holy Family Catholic Regional Division #37	2,210	\$21,821
6	Holy Spirit RCSR #4	4,505	\$36,067
6	Horizon School Division #67	3,529	\$30,502
23	Lakeland RCSSD #150	1,930	\$19,978
6	Lethbridge School District #51	9,044	\$58,188

# Alberta School Boards Association

## Membership Fees

September 1, 2013 to August 31, 2014

Zone	Jurisdiction	Total Students*	Membership Fees
23	Living Waters CRD #42	1,724	\$18,625
6	Livingstone Range School Division #68	3,630	\$31,167
23	Lloydminster Public S.D. #99	2,342	\$22,691
23	Lloydminster RCSSD #89	2,099	\$21,090
6	Medicine Hat CSRD #20	2,604	\$24,417
6	Medicine Hat School District #76	6,907	\$47,774
23	Northern Gateway Regional Division #10	4,997	\$38,465
23	Northern Lights School Division #69	5,749	\$42,129
1	Northland School Division #61	2,764	\$25,470
1	Northwest Francophone Ed. Region #1	443	\$9,967
6	Palliser Regional Division #26	7,132	\$48,871
23	Parkland School Division #70	9,826	\$62,005
1	Peace River School Division #10	3,169	\$28,132
1	Peace Wapiti School Division #76	5,556	\$41,186
23	Pembina Hills Regional Division #7	5,605	\$41,427
5	Prairie Land Regional Division #25	1,446	\$16,790
6	Prairie Rose School Division #8	3,584	\$30,867
4	Red Deer Catholic Regional Division #39	7,442	\$50,378
4	Red Deer Public Schools	10,237	\$64,009
5	Rocky View School Division #41	18,478	\$86,810
23	St. Albert PSSD #6	6,851	\$47,497
23	St. Paul Education Regional Division #1	4,069	\$33,939
23	St. Thomas Aquinas RCSRD #38	3,271	\$28,805
23	Sturgeon School Division #24	4,702	\$37,025
6	Westwind School Division #74	4,260	\$34,867
4	Wetaskiwin Regional Division #11	3,904	\$32,973
4	Wild Rose School Division #66	5,092	\$38,926
4	Wolf Creek School Division #72	7,251	\$49,449
23	Yellowknife Education District #1	1,853	\$19,474
23	Yellowknife Catholic Schools	1,299	\$15,825
	Totals	583,041	\$2,993,302

\*Note: Student totals were compiled from a report on Student Population for the 2012/2013 school year published by Alberta Education. Student registration information is as of Dec 15, 2012. These will be updated with the most current available information as per bylaw #10.

# ASBA Budget: Frequently Asked Questions

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**Question:** What factors are considered when setting the budget?

**Answer:** There are a number of factors taken into consideration when preparing the budget for the association:

- ◆ strategic priorities identified in the strategic plan. What can we accomplish with the resources (dollars, people) we have? Is there anything critically important that we need to fund that will add additional dollars to the budget?
- ◆ work on association policy
- ◆ the budget is balanced
- ◆ budget assumptions approved by Board
- ◆ reasonable increases in membership and other fees
- ◆ sustaining a level of service previously approved by the membership
- ◆ sustaining an active involvement in committee and task force work (ie: School Board Governance, transformation, Inclusive Education Environments, responding to the Education Act, community engagement, high school completion, transportation, infrastructure, First Nations, Métis and Inuit partnership, second language learning, early learning, Safe and Caring Schools, student health and wellness, school board funding, education trends, wrap around services, municipal government partnerships)
- ◆ trustee development for the year

How is ASBA governed?

Who sets ASBA policy?

School boards set the policies that guide the work of the association and the ASBA Board of Directors in its decision-making. Generally, school boards make decisions about association policy at the Fall General Meeting. Policy may also be discussed at the Spring General Meeting. The association's governance handbook is posted on the ASBA website at <http://www.asba.ab.ca/policies/policies-bylaws.asp>.

Because general meetings occur only twice a year, school boards have authorized the ASBA Board of Directors to direct the business and affairs of the association with the exception of the following decision which rests exclusively with school boards attending a general meeting:

- ◆ Electing the president and vice-president
- ◆ Setting the association's annual budget
- ◆ Assessing membership fees
- ◆ Amending bylaws and requesting amendments to the constitution
- ◆ Setting policies

Between general meetings, the ASBA Board of Directors may adopt interim policy positions; however these are subject to ratification by school boards at the next general meeting.

# ASBA Budget: Frequently Asked Questions

- ◆ current expense levels for items like our lease, insurance, memberships, subscriptions, telecommunications, etc.
- ◆ appropriate compensation levels and working conditions for staff
- ◆ appropriate compensation levels for trustees serving on the ASBA Board of Directors, committees and task forces
- ◆ appropriate expense reimbursement for trustees and staff working on association business (ie: setting of mileage rate)

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**Question:** What is the status of the Association's reserves?

**Answer:** The association reserves are reported annually in the audited financial statements which are posted on the ASBA website. Interest income earned on association reserves is used to balance the annual budget and reduces fees to members. Last year, association reserves earned \$86,686 in interest.

Reserves at August 31, 2012 totaled \$3,385,365.

This is comprised of 2 reserve funds set up by the Board of Directors:

- ◆ the building reserve fund (\$600,000). This fund is being used, on an as needed basis, to address the increase in rental costs to the association from the increase in rates. It is being used to balance the 2012-2013 and 2013-2014 budget. The current board does not wish to deplete this fund completely but would like to leave a fund for future boards when the new lease expires so that there are options available at that time.
- ◆ the capital asset replacement reserve fund (\$653,332). This reserve is

Who governs the ASBA?

A 12 member board of directors governs the association made up of:

- ◆ President – elected by the entire membership (one vote per full member board in attendance)
- ◆ Vice-President – elected by the entire membership (one vote per full member board in attendance)
- ◆ Six zone directors – elected by the Zone
- ◆ Four metro board representatives – elected by each metro board (Calgary Catholic, Calgary Public, Edmonton Catholic, Edmonton Public)
- ◆ The President, the Vice-President, the Zone directors and the Metro directors are elected for terms of approximately 18 months and are eligible for re-election for one successive term of approximately 18 months

# ASBA Budget: Frequently Asked Questions

replenished each year by the amortization expense (the annual expense from depreciating assets) in an effort to always have the available funds to replace those assets when they are fully amortized (used up). The fund is used to purchase capital assets like phone systems, computer equipment, computer software, network equipment, projectors, video conferencing equipment, printers, photocopiers, furniture or leasehold improvements. Many of the ASBA's computers are nearing end of life and will be replaced in 2013-2014.

and, the capital fund (\$147,785) and operating fund (\$1,984,248). The capital fund is not a cash reserve but the net book value of our capital assets.

The operating fund currently has approximately 4 months of operating expenses. The operating fund is used to sustain cash flow until we receive membership fees in late October, early November; for fee for service costs until we collect receivables; to pay for conference costs before we receive registration fees; as a contingency fund in case there is an event which requires a cash outflow like the tripartite negotiations, board chair meetings or the arbitrated settlement; and as a wind down fund in the event it is necessary.

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**Question:** Do we make a profit on events?

**Answer:** Association policy is that all events must make a profit. Association events are expected to produce revenue that is in turn used for other association initiatives. However, when we account for the allocation of internal resources (ie: staff time) we break even or have a small surplus on association events. In the budget, direct expenses are allocated to functions like the cost of catering and contracted services (facilitator and speaker costs). There are a number of internal costs

What services are available through the ASBA?

Through the ASBA, school boards may...

1. Hire, on a fee for service basis, ASBA lawyers, labour relations, educational and communication consultants for help with complex local issues.

2012-2013 fee for service rates:

Communications \$200/hr

Education Services \$210/hr

Labour Services \$200/hr

Legal Services \$250/hr

2. Join employee benefit, insurance and pension plans developed to respond to the unique needs of an educational setting

The Alberta School Employee Benefit Plan

The Alberta School Boards' Insurance Exchange

The Supplemental integrated Pension Plan

3. Receive specialized research and information to help them do their work locally
4. Learn from and network with school trustees
5. Access various trustee development opportunities
6. Subscribe to the school law newsletter – a newsletter written for the education community and discusses timely legal news in plain language for educators.

# ASBA Budget: Frequently Asked Questions

which are not allocated to self supporting functions in the budget but are contained elsewhere in the budget including internal staff resources. Association staff are responsible for event planning which involves arranging a venue, meals, speakers, facilitators, bands, special events, travel arrangements, materials, trustee packages, brochures, nametags, awards, registrations, surveys, invoicing and payment processing. The cost of photocopying and supplies are also included elsewhere in the budget. Lastly, regularly we rely on the immense skills and talents of our internal staff resources and ask them to prepare and present sessions at our conferences and workshops (legal, educational services, communications).

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**Question:** When does our current lease expire, what is the current lease rate and what are current market rates?

**Answer:** The current lease expires in April 2020. Following a thorough review of the available rental and building options and costs, the Board of Directors voted to renew the lease in April 2010 at the current location for ten years at \$20 per square foot for the first five years and \$22 per square foot for the last five years. The negotiated rates are at the lower end of market rates for Edmonton and area. Current operating and property costs are an additional \$14.99 per square foot.

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**Question:** When calculating membership fees, where do the student enrolment numbers come from?

**Answer:** Alberta Education releases a report each year on Student Population by Grade, School and Authority – <http://education.alberta.ca/department/stats/students.aspx>

In the membership fee calculation, student enrolments are taken from the most current report.

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What about the financial health of the Association?

On December 7th, **Douglas Kroetsch**, a partner with Collins Barrow Edmonton LLP, presented the ASBA's 2011-2012 audited financial statements to the ASBA Board of Directors.

Collins Barrow gave the ASBA a clean audit report. Kroetsch told the board that the ASBA is in a healthy position – it is carrying no debt and ended the year with an overall surplus of \$35,942. This is made up of an operating surplus of \$9,312 (operating revenues totaled \$5.109 million and operating expenditures totaled \$5.100 million); a surplus from self supporting functions of \$3,290 and a surplus from other revenue and expenses of \$23,340. The association's assets, liabilities and fund balances totaled \$4.697 million. The ASBA audited financial statements are available at [www.asba.ab.ca](http://www.asba.ab.ca).

## **SGM 2013 – June 2-4**

Lighting HeArts on Fire  
the Arts in education

Celebrating what the Arts bring to students, schools and communities. John Mahon, Executive Director of the Edmonton Arts Council – and clarinetist – will open the conference with words and music. Todd Babiak, former journalist, author, raconteur and father, will speak to the power of story-telling for school boards and education. And school boards will showcase Arts programs that are making a difference for their students.

# ASBA Budget: Frequently Asked Questions

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**Question:** How does the membership get input into the budget?

**Answer:** Each year in November school boards are asked for their input into the ASBA strategic plan. In January, the Board of Directors has their strategic planning session and this input becomes a part of the strategic planning process for the association. Resources in the budget are then allocated to the initiatives included in the strategic plan.

Resources are also directed to carrying out association policy – the work done by the membership at general meetings.

At the Spring General Meeting, the membership approves the overall association budget and the membership fee increase for the year.

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**Question:** Who approves the draft budget that is presented to the membership at the Spring General Meeting?

**Answer:** The ASBA Board of Directors approves budget assumptions in January or February. From these, the ASBA administration prepares a draft budget with various options. This is presented to the Board of Directors for their consideration in March. The Board of Directors reviews the draft budget, discusses and approves various scenarios, and lastly approves a draft budget they believe would be acceptable to the membership.

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**Question:** When is the budget distributed to the members?

**Answer:** The draft budget is sent out 60 days prior to the Spring General Meeting in the Budget and Bylaw Bulletin. Also, budget presentations are made to each of the zones prior to the Spring General Meeting.

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## **Get the community involved in public education**

Enhancing school boards' connections with their local communities is a strategic focus for the ASBA. Resources are available on the ASBA website at

[http://www.asba.ab.ca/files/pdf/comm\\_engage\\_report12.pdf](http://www.asba.ab.ca/files/pdf/comm_engage_report12.pdf)

## **Policy advisories**

The ASBA prepares policy advisories on issues for members to use as guidelines as they develop or revise existing policies. These advisories are not policies in themselves, but rather include points that boards may wish to consider in drafting policies to fit their own particular circumstances.

On the ASBA website are policy advisories for Anaphylaxis, School fees and fundraising at <http://www.asba.ab.ca/services/developing-policy.asp>

**Research** - The ASBA conducts quantitative and qualitative research about emerging issues in education and topics of interest to school boards. Research reports are on the ASBA website at: <http://www.asba.ab.ca/perspectives/research-papers.asp>

## **Get a preferred rate on home and auto insurance**

Through a partnership with TD Meloche Monnex, the ASBA is offering trustees and school board staff a preferred rate on home and auto insurance. To get a free quote call 1.866.366.6668 or visit the ASBA website at:

<http://www.asba.ab.ca/services/insurance.asp#home>

# Alberta School Boards Association

## Appendix B: Membership Fee Formula

Each member board shall pay a basic fee (BF) in the amount of \$6,727.50 plus a fee on a per student basis (PSF) to the Association. The fee shall be calculated as follows:

$$\text{Member Board Fee} = \text{Fee on a Per Student Basis} + \text{Basic Fee}$$

The fee on a per student basis (PSF) is calculated by using the aggregate total of weighted enrolments (WE) of all member boards as the denominator in the formula. Once the PSF has been calculated, it is applied to the weighted enrolment figures on a board by board basis to arrive at the per student component of the annual membership fee. The basic fee is added in to arrive at the total Member Board Fee (MBF).

The calculations are made as follows:

1. Calculate weighted enrolment (WE) for each member board.

$$\text{WE} = [(C1 \times S1) + (C2 \times S2) + (C3 \times S3) + (C4 \times S4) + (C5 \times S5)]$$

2. Add together the WEs of each member board to arrive at the aggregate weighted enrolment (AGWE).

$$\text{AGWE} = \text{WE1} + \text{WE2} + \text{WE3} \dots \text{WE}_n$$

3. Use the AGWE as the denominator in the following formula to arrive at the Per Student Fee (PSF).

$$\text{PSF} = \frac{\text{MAF} - (\text{MB} \times \text{BF})}{\text{AGWE}}$$

4. The PSF is then applied to the following formula to determine the Member Board Fee on an individual basis.

$$\text{MBF} = (\text{PSF} \times \text{WE}) + \text{BF}$$

(continued)

# Alberta School Boards Association

## Appendix B: Membership Fee Formula Abbreviations

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BF	Basic Fee (\$6,727.50)
PSF	Per Student Fee
MB	Number of Member Boards
MAF	Total Membership Annual Fees (Budget line item)
MBF	Individual Member Board Fee
WE	Weighted Enrolment
AGWE	Aggregate Total of Weighted Enrolments (all member boards)
C1	Per student weight (1.0000) for the first 750 students
C2	Per student weight (.9000) for 751 to 4,000 students
C3	Per student weight (.6666) for 4,001 to 12,000 students
C4	Per student weight (.3000) for 12,001 to 50,000 students
C5	Per student weight (.2000) for any students in excess of 50,000
S1	Number of students in first category (to 750)
S2	Number of students in second category (751 - 4,000)
S3	Number of students in third category (4,001 - 12,000)
S4	Number of students in fourth category (12,001 - 50,000)
S5	Number of students in fifth category (in excess of 50,000)