

Private School Authority Code: **A.0333**  
School Code: **S.2132**

**BUDGET  
REPORT**  
**for Accredited Funded Private Schools**  
FOR THE YEAR ENDING AUGUST 31, 2025  
[Education Act, Section 29; Private Schools Regulation 127/2022]

**First Steps Elementary Academy**

Name of Private School and Legal Name of Organization Operating the Private School

**403 347 0022**

Telephone and Fax Numbers

**BOARD CHAIRPERSON / PRESIDENT**  
John Mackenzie  
Name  
  
Signature

**HEAD OF SCHOOL / PRINCIPAL**  
Lynne Harris  
Name  
  
Signature

**SECRETARY-TREASURER OR TREASURER**  
Patricia Repas-Barrett  
Name  
  
Signature

Certified an accurate summary of the year's budget approved by the Board of Directors at its meeting held

*June 1, 2024*

ALBERTA EDUCATION, Financial Reporting and Accountability  
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**Color coded cells:**

- |  |  |
|--|--|
|  | blue cells: require the input of data, if applicable to your operation |
|  | dark grey cells: input not possible or applicable - protected          |
|  | clear cells: subtotals & totals - protected                            |
|  | yellow cells: referenced - protected                                   |

and to identify significant business and financial risks facing your school. Note that these brief comments should be consistent with your three year Education Plan submission and focus on anticipated material changes from the current year enrolment, staff, contracts, programs, projects, business and financial risks.

**Budget Highlights and Assumptions:**

**Significant Business and Financial Risks:**

Notes about Budget Summary:  
- Should be in point form.  
- Should NOT be an attachment.

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**BUDGETED STATEMENT OF OPERATIONS**  
 for the Year Ending August 31  
 (in dollars)

	Budget 2024/2025	Projected 2023/2024	ACTUAL 2022/2023 (Note 1)
<b>REVENUES</b>			
Alberta Education (excluding Home Education)	\$194,161	\$129,094	\$0
Alberta Education - Home Education	\$0	\$0	\$0
<b>Total Alberta Education Revenues</b>	<b>\$194,161</b>	<b>\$129,094</b>	<b>\$0</b>
Other Government of Alberta	\$0	\$0	\$0
Federal Government and/or First Nations	\$0	\$0	\$0
Other Alberta school authorities	\$0	\$0	\$0
Instruction fees / Tuition fees	\$316,884	\$122,598	\$0
Non-instructional fees (O&M, Transportation, Admin fees)	\$0	\$19,244	\$0
Other sales and services	\$2,000	\$800	\$0
Interest on investments	\$0	\$0	\$0
Gifts and donations	\$0	\$0	\$0
Amortization of capital allocations (where applicable)	\$0	\$0	\$0
Other (specify): fundraisers	\$4,000	\$1,308	\$0
<b>TOTAL REVENUES</b>	<b>\$517,045</b>	<b>\$273,044</b>	<b>\$0</b>
<b>EXPENSES</b>			
Home Education	\$0	\$0	\$0
Instruction - ECS	\$43,514	\$0	\$0
Instruction - Grades 1 to 12	\$338,980	\$0	\$0
Operations and maintenance	\$13,077	\$0	\$0
Transportation	\$0	\$0	\$0
Board and System Administration	\$0	\$0	\$0
External Services	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$395,571</b>	<b>\$0</b>	<b>\$0</b>
<b>SURPLUS(DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>\$121,474</b>	<b>\$273,044</b>	<b>\$0</b>
	<b>\$121,474</b>		

1. To agree with the Audited Financial Statements (AFS) as submitted to Alberta Education pursuant to Section 29 of the Education Act, Private Schools Regulation 127/2022, Section 20 or as restated.

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**STATEMENT OF OPERATIONS - Segment Disclosure  
for the Year Ending August 31  
(in dollars)**

<b>Budget</b>
<b>2024 / 2025</b>
<b>Alberta Education</b>

<b>REVENUES</b>	
Alberta Education Revenues	\$194,161
<b>TOTAL REVENUES</b>	<b>\$194,161</b>
<b>EXPENSES</b>	
Home Education	\$0
Instruction ECS	
Instruction Grades 1 to 12	\$194,161
Operations and Maintenance	
Transportation	\$0
Board and System Administration	\$0
Other (specify):	\$0
<b>TOTAL EXPENSES</b>	<b>\$194,161</b>
<b>Government of Alberta Funds Balance*</b>	<b>(\$0)</b>

\*Balance represents the difference between revenue received and expenses incurred from Government of Alberta funds. A positive balance represents unspent amounts. This schedule only reports expenditures from the funds received from GOA and therefore the expenses cannot be greater than revenue.

**BUDGETED STATEMENT OF CHANGES IN NET ASSETS**  
for the Year Ending August 31, 2025

(in dollars)

	(1)	(2)	(3)	(4)	(5)		(6)	
					RESTRICTED RESERVES		RESTRICTED CAPITAL RESERVES	
					OPERATING RESERVES	External Services	Grades ECS to 12	External Services
TOTAL NET ASSETS (Columns 2+3+4)	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS (+, -)	TOTAL RESTRICTED NET ASSETS (Columns 5 to 6)	OPERATING RESERVES	External Services	Grades ECS to 12	External Services	
<b>Balances per AFS at August 31, 2023</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>2023 / 2024 Estimated adjustments to:</b>								
Projected surplus/deficit	\$273,044		\$273,044					
Est. Capital asset acquisitions (less financed and/or capital contributions amount)		\$0		\$0				\$0
Est. Donations of non-amortizable assets	\$0	\$0						
Est. Amortization of capital assets (expense) *		\$0						
Est. Amortization of capital allocations (revenue) ** (where applicable)		\$0						
Est. net book value of the disposal of capital assets		\$0		\$0				\$0
Est. Debt principal payments ***		\$0						
Est. Reserve transfers	\$0	\$0		\$0				\$0
Other Est. transfers (specify):	\$0	\$0		\$0				\$0
<b>Estimated Balances at August 31, 2024</b>	\$273,044	\$0	\$273,044	\$0	\$0	\$0	\$0	\$0
<b>2024 / 2025 Estimates for:</b>								
Budgeted Surplus/deficit) of revenues over expenses	\$121,474		\$121,474					
Est. Capital asset acquisitions (less financed and/or capital contributions amount)		\$15,000	(\$15,000)	\$0				\$0
Est. Donations of non-amortizable assets	\$0	\$0						
Est. Amortization of capital assets (expense) *		\$0						
Est. Amortization of capital allocations (revenue) ** (where applicable)		\$0						
Est. net book value of the disposal of capital assets		\$0		\$0				\$0
Est. Debt principal payments ***		\$0						
Est. Reserve transfers	\$0	\$0		\$0				\$0
Other Est. transfers (specify):	\$0	\$0		\$0				\$0
<b>Estimated Balances for August 31, 2025</b>	\$394,518	\$15,000	\$379,518	\$0	\$0	\$0	\$0	\$0
	\$394,518							

**Notes:**

- \* Amortization of Capital Assets expense decreases the Investment in Capital Assets and increases Unrestricted Net Assets.
- \*\* Amortization of Capital Allocations revenue increases the Investment in Capital Assets and decreases Unrestricted Net Assets.
- \*\*\* Principal payments increase Investment in Capital Assets and decrease Unrestricted Net Assets as the outstanding capital debt is paid down.



**SCHEDULE A**  
**ALLOCATION OF REVENUES AND EXPENSES TO PROGRAMS**  
for the Year Ended August 31, 2025

Private School Authority Code:  
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0

REVENUES	TOTAL	Instruction			Transportation	Board and System Administration	External Services
		Home Education and Shared Responsibility	Early Childhood Services (ECS)	Instruction (Grades 1 to 12)			
Alberta Education allocations							
(1) ECS Base Instruction	\$45,445		\$45,445				
(2) Grades 1 to 12 Base Instruction (including Distance Education Primary and Non-Primary, Summer School)	\$118,157			\$118,157			
(3) Home Education and Shared Responsibility	\$0	\$0					
(4) Program Supports and Services	\$2,772		\$1,848	\$924			
(5) Operations and Maintenance Grant	\$19,607				\$18,607		
(6) Transportation Grant	\$0				\$0		
(7) System Administration	\$8,180				\$0	\$8,180	
(8) Other - Alberta Education	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL ALBERTA EDUCATION ALLOCATIONS</b>	<b>\$194,161</b>	<b>\$0</b>	<b>\$47,293</b>	<b>\$119,081</b>	<b>\$0</b>	<b>\$8,180</b>	
(9) Other Government of Alberta	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(10) Federal Government and/or First Nations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(11) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(12) Instructional fees / tuition fees	\$516,884	\$0	\$109,144	\$207,740			\$0
(13) Non-instructional fees (O&M, Transport, Admin, etc.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(14) Other sales and services	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$0
(15) Interest on investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(16) Gifts and donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(17) Amortization of capital allocations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(18) Other (specify)	\$4,000	\$0	\$1,000	\$3,000	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$517,045</b>	<b>\$0</b>	<b>\$157,437</b>	<b>\$331,821</b>	<b>\$0</b>	<b>\$8,180</b>	<b>\$0</b>
<b>EXPENSES</b>							
(19) Certificated salaries	\$278,010	\$0	\$43,514	\$234,496			\$0
(20) Certificated benefits	\$0	\$0	\$0	\$0			\$0
(21) Non-certificated salaries and wages	\$25,589	\$0	\$0	\$25,589	\$0		\$0
(22) Non-certificated benefits	\$0	\$0	\$0	\$0	\$0		\$0
<b>SUB-TOTAL</b>	<b>\$303,599</b>	<b>\$0</b>	<b>\$43,514</b>	<b>\$260,085</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
(23) Services, contracts & supplies - other than Consulting fees / Management fees, and leases excluding home education	\$0	\$0	\$0				\$0
(24) Consulting / Management Fees	\$0	\$0	\$0	\$0	\$0		\$0
(25) Leases - Building	\$66,895	\$0	\$0	\$66,895	\$0		\$0
(26) Leases - Other	\$12,000	\$0	\$0	\$12,000	\$0		\$0
(27) Payments to parents - Home Education	\$0	\$0	\$0				\$0
<b>Capital and debt services</b>							
(28) Amortization of capital assets from restricted funds	\$0	\$0	\$0	\$0	\$0		\$0
(29) Amortization of capital assets from unrestricted funds	\$0	\$0	\$0	\$0	\$0		\$0
(30) Interest on capital debt	\$0	\$0	\$0	\$0	\$0		\$0
(31) Other interest charges	\$0	\$0	\$0	\$0	\$0		\$0
(32) Losses (gains) on disposal of capital assets	\$0	\$0	\$0	\$0	\$0		\$0
(33) Other (specify): R&M - Office-class supplies	\$13,077	\$0	\$0	\$13,077	\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$395,571</b>	<b>\$0</b>	<b>\$43,514</b>	<b>\$338,980</b>	<b>\$13,077</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus(deficit) of revenues over expenses</b>	<b>\$121,474</b>	<b>\$0</b>	<b>\$113,923</b>	<b>-\$7,160</b>	<b>\$6,530</b>	<b>\$8,180</b>	<b>\$0</b>

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**SCHEDULE B to the BR  
 STUDENT STATISTICS (Head Count)**

	Budgeted Enrolment 2024/2025	Projected Enrolment 2023/2024	Actual Enrolment 2022/2023
<b>Eligible Funded Grades 1 to 12 Students:</b>			
Grades 1 to 9	26.00	16.00	-
Grades 10 to 12	-	-	-
<b>Total Eligible funded Grades 1 to 12 Students</b>	<b>26.00</b>	<b>16.00</b>	<b>-</b>
<b>Heritage Language School</b>	-	-	-
<b>Home Education Kindergarten</b>	-	-	-
<b>Home Education and Shared Responsibility</b>	-	-	-
<b>Distance /Online Education (Home Education)</b>	-	-	-
<b>Ineligible (non-funded) Students:</b>			
First Nations	-	-	-
Other	-	-	-
<b>Total (non-funded) Students</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OF THE TOTAL ELIGIBLE FUNDED GRADES 1 TO 12 STUDENTS:</b>			
<b>Distance Education (Primary Registration):</b>			
Grades 1 to 9 (Full Program)	-	-	-
Grades 10 to 12	-	-	-
<b>Distance Education Non-Primary Registration</b>	-	-	-
<b>Summer School</b>	-	-	-
<b>Severe Disabilities</b>	1.00	-	-
<b>DSEPS</b>	-	-	-
<b>First Nations, Metis, and Inuit</b>	-	-	-
<b>English as an Additional Language</b>	2.00	-	-
<b>Transportation</b>	-	-	-
<b>ECS</b>			
Total Eligible Funded ECS Children (Base Instruction)	14.00	10.00	-
Enter Regular ECS Program Hours only	1,040.00	1,056.00	-
<b>Total Ineligible (non-funded) ECS Children</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OF THE TOTAL ELIGIBLE FUNDED ECS CHILDREN:</b>			
<b>Program Unit (PU):</b>			
<b>Code (41 to 46)</b>			
Half Day (Minimum of 300 hours, 400 hours, 475 hours)	-	-	-
Full Day (Minimum of 800 Hours)	-	-	-
<b>Code 47</b>			
Half Day (Minimum of 300 hours, 400 hours, 475 hours)	-	-	-
Full Day (Minimum of 800 Hours)	-	-	-
<b>PU Moderate Language Delay</b>			
<b>Code 48 (Minimum of 300 hours, 400 hours, 475 hours)</b>	-	-	-
<b>Mild/Moderate Disabilities/Delays, Gifted and Talented</b>	-	-	-
<b>English as an Additional Language (EAL)</b>	-	-	-
<b>Transportation</b>	-	-	-

**SCHEDULE C to the BR  
STAFFING STATISTICS  
FULL TIME EQUIVALENT (FTE) PERSONNEL**

	Budgeted 2024/2025	Projected 2023/2024	Actual 2022/2023	
<b>CERTIFICATED STAFF</b>				
School based	5.00	5.00	0.00	Teacher certification required for performing functions at the school level.
Non-School based		0.00	0.00	Teacher certification required for performing functions at the system/central office level.
Home education program	0.00	0.00	0.00	Teacher certification required to conduct at least 2 evaluations of the progress of the home education student.
<b>Total Certificated Staff FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>FTE for personnel possessing a valid Alberta teaching certificate or equivalency.</b>
<b>NON-CERTIFICATED STAFF</b>				
Instructional (excluding Educational Assistants)	1.00	1.00	0.00	Personnel providing instruction support for schools under "Instruction" program areas other than Educational Assistants.
Instructional Educational Assistants	1.00	0.00	0.00	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction.
Non-instructional	0.00	0.00	0.00	Personnel in Transportation, Board & System Admin, O&M areas.
Home education program	0.00	0.00	0.00	Personnel performing functions for home education program.
External services	0.00	0.00	0.00	Personnel provided to external services for example: preschool
<b>Total Non-Certificated Staff FTE</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.</b>
<b>CONTRACTS</b>				
School based (certificated teachers)	5.00	4.00	0.00	Teacher certification required for performing functions at the school level.
Non-School based (certificated)	0.00	0.00	0.00	Teacher certification required for performing functions at the system/central office level.
Home education (certificated teachers)	0.00	0.00	0.00	Teacher certification required to conduct at least 2 evaluations of the progress of the home education student.
Non-certificated Staff	0.00	0.00	0.00	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Educational Assistants	1.00	0.00	0.00	Contracted personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction.
External services	1.00	0.00	0.00	Contracted personnel provided to external services for example: preschool
<b>Total Contracted FTE</b>	<b>7.00</b>	<b>4.00</b>	<b>0.00</b>	