

**ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION**  
**Proposed 2021 Balanced Budget**

REVENUE	Item	Most Recent Audit	2020	YTD	2021 Balanced
		2019 (Actual)	Budget		
	Membership Assessments	859,625	875,583	875,583	857,672
	Investment Income	15,630	10,000	10,000	10,000
	Tenant Inducement		17,609	17,609	12,578
	<b>TOTAL REVENUE:</b>	<b>\$875,255</b>	<b>\$903,192</b>	<b>\$903,192</b>	<b>\$880,250</b>

EXPENSES	Item	Most Recent Audit	2020	YTD	2021 Balanced
OFFICE		2019 (Actual)	Budget		
	Equipment Maintenance	3,325	3,400	202.58	3,400
	Equipment Rental	5,534	5,534	5,534	5,534
	Library/Subscription/Memberships	462	250	250	250
	Facility Rent & Maintenance	63,621	65,609	65,609	64,078
	Office Supplies/Postage/Bank Charges	7,984	8,000	8,000	8,000
	Telephone/Website/Email	6,237	5,750	5,750	6,435
	Amortization	7,158	0	0	0
	<b>Total Office Expenses:</b>	<b>\$94,321</b>	<b>\$88,543</b>	<b>\$85,346</b>	<b>\$87,697</b>

EXPENSES	Item	Most Recent Audit	2020	YTD	2021 Balanced
ADMINISTRATIVE		2019 (Actual)	Budget		
	Audit	8,713	8,098	8,098	8,098
	CCSTA Membership	38,703	40,401	40,401	41,154
	General Legal	46,217	50,000	37,444.49	50,000
	Insurance	6,111	6,600	6,600	6,730
	<b>Total Administrative Expenses:</b>	<b>\$99,744</b>	<b>\$105,099</b>	<b>\$92,543</b>	<b>\$105,982</b>

<b>BOARD OF DIRECTORS</b>	<b>Item</b>	<b>Most Recent Audit</b>	<b>2020</b>	<b>YTD</b>	<b>2021 Balanced</b>
		<b>2019 (Actual)</b>	<b>Budget</b>		
	Directors' Travel	61,432	60,000	20,198.77	50,000
	Zone 7 & GrACE Representatives	11,075	7,500	7,500.00	5,300
	Officers' Honoraria	7,107	7,214	7,214.00	7,214
	Per Diems	13,941	32,535	20,203.25	32,557
	<b>Total BOD Expenses</b>	<b>\$93,555</b>	<b>\$107,249</b>	<b>\$55,116</b>	<b>\$95,071</b>

<b>HUMAN RESOURCES</b>	<b>Item</b>	<b>Most Recent Audit</b>	<b>2020</b>	<b>YTD</b>	<b>2021 Balanced</b>
		<b>2019 (Actual)</b>	<b>Budget</b>		
	Salaries & Contracted Services	436,851	456,000	296,866.77	456,000
	Casual Staffing	0	10,000	0	10,000
	Benefits (CPP, EI, ASEBP, WCB, LAPP)	61,499	58,000	45,000.00	60,000
	Staff Professional Development	1,286	2,000	1,000	2,000
	Executive Director & Staff Travel	13,480	20,500	5,809.18	19,000
	<b>Total HR Expenses:</b>	<b>\$513,116</b>	<b>\$546,500</b>	<b>\$342,867</b>	<b>\$547,000</b>

<b>ASSOCIATION GOALS</b>	<b>Item</b>	<b>Most Recent Audit</b>	<b>2020</b>	<b>YTD</b>	<b>2021 Balanced</b>
		<b>2019 (Actual)</b>	<b>Budget</b>		
	Advocacy / Communications	110,277	43,000	7,582.05	32,000
	Governance	16,094	12,301	5,125.00	12,000
	<b>Total Associaion Goals Expenses</b>	<b>\$126,371</b>	<b>\$55,301</b>	<b>\$12,707</b>	<b>\$44,000</b>

<b>RESERVES</b>	Internally Restricted Reserve-Equipment	0	500	500	
	Allocation				
	<b>Total Reserves:</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

<b>TOTALS</b>		<b>\$927,107</b>	<b>\$903,192</b>	<b>\$589,079</b>	<b>\$880,250</b>
Surplus (Deficit) Revenue over Expenses		-\$51,852	\$0	\$314,113	\$0

The balanced Budget of \$880,250 is based on a 2% reduction in membership fees.

There is a potential for operational cost savings in the 2021 year as operational changes are implemented and evaluated

The following areas have potential savings which will be evaluated in the 2021 fiscal year to determine if they are sustainable areas for cost reduction:

Equipment Maintenance	\$1,500	
Equipment Rental	\$2,029	
Telephone/Website/Email	\$2,000	
Directors' Travel	\$20,000	
Salaries & Contracted Services	\$86,000	Reduction of Staff and Contract Fees
Benefits (CPP, EI, ASEBP, WCB, LAPP)	\$10,000	Reduction based on Staff reduction
Executive Director & Staff Travel	\$5,000	
Total Contingency	\$126,529	

Reserves	Audited 2019 Statement	YTD
	\$600,767.00	\$597,524.00