

The public education system faces many challenges and opportunities. To assist **school jurisdictions** to meet these challenges and opportunities, a funding allocation model has been developed that provides greater flexibility to achieve the desired outcomes. The renewed Funding Framework provides a means to allocate funds to **school jurisdictions** to provide a quality education reflecting the needs of students and society. It is an allocation system that distributes funds equitably, provides maximum flexibility to accommodate local decision-making and requires public accountability for the use of resources and the results achieved.

This Manual explains how the funding is made available to **school authorities** and how it can be obtained. The information in this Manual is not intended as a substitute for the Provincial statutes, or regulations or for specific instructions, or explanatory material issued by various branches of Alberta Learning.

The *Funding Manual for School Authorities* is released by Alberta Learning for the use of central office administrators, school administrators and other parties involved in the funding of Early Childhood Services(ECS) to grade 12 education. It will assist **school jurisdictions, Francophone regional authorities, charter schools, private ECS operators and funded private schools** in accessing funding from Alberta Learning.

Section Format

The formats for each section of the manual describing the funding that is available to **school authorities** are as follows:

PART 1: School Jurisdictions

ALLOCATION FORMULA: states the formula used to determine the amount of funding.

ALLOCATION CRITERIA: describes the criteria under which the funding is provided.

PROCEDURES, DOCUMENTATION AND REPORTING: what procedures/documents/reporting that **school jurisdictions** must follow/maintain/provide in order to access funding.

ADDITIONAL INFORMATION: other information useful to **school jurisdictions**.

REFERENCES: other documents that should be used in conjunction with this Funding Manual.

PARTS 2 – 7: School Authorities

PURPOSE: a short statement describing the intent of the funding.

CONDITIONS: the conditions under which the funding is provided.

REQUIREMENTS: what school authorities must do to receive funding.

CONSIDERATIONS: other information useful to school authorities

REFERENCES: other documents that should be used in conjunction with the Funding Manual.

Information Required for Funding

Some funding is provided on the basis of student information that **school authorities** have reported directly to the Information Services Branch. Some funding may also be dependent upon **school authorities** submitting a form to School Finance. All forms referred to in the Manual can be found in the FORMS section of the Manual.

Glossary of Terms

The Glossary of Terms outlines the definitions of terms used in the Manual. Each term is printed in **bold face type** throughout the Manual and has a specific meaning for funding purposes.

Identification of Content Changes

Users are encouraged to familiarize themselves with this document in its entirety. Changes are identified in each section with the terms “New” and “Revised”. A list of major changes is provided in the accompanying document: *Summary of Significant Changes for 2004-2005*.

Updated CONTACT ALBERTA LEARNING FOR ASSISTANCE

While Alberta Learning has made every effort to make the Manual clear and understandable, **school authorities** may require further information. To contact Alberta Learning, please refer to the following list of contacts. For calls outside of Edmonton, dial 310-0000 then dial the area code and number of the contact.

BRANCH	CONTACT	PHONE #
School Finance	Wayne Braun	780-422-0312
	Kenneth Poon	780-422-1098
	Mark Lalumiere	780-422-6550
	Jeff Willan	780-427-2055
	Dick Meanwell	780-422-0311
School Reporting	Dale Fulford	780-427-2055
Budget and Fiscal Analysis	Gene Williams	780-427-2055
Updated Special Programs	Valerie Keates	780-422-6326
	Lorraine Stewart	780-427-5419
	Ron Taylor (Calgary)	403-297-5021
Information Services (IS)	Help Desk	780-427-1111
Field Services		
Zone 1	Terry Wendel	780-427-5394
Zone 2 and 3	Michael Walter	780-427-9296
Zone 4	Loraine Steele	780-427-5381
Updated Zone 5	David Woloshyn	780-415-9312
Updated Zone 6	Doug McDavid	780-427-5377
School Improvement	Dianna Millard	780-427-7882
Aboriginal Services	Morris Manyfingers	780-415-9300
French Language Services	Debby Johnston	780-427-2940
Updated Governance and Program Delivery	Rick Hayes	780-427-7235
Alberta Children and Youth Initiative	Sandi Roberts	780-422-9423
	Pat Cox	780-427-1199
Updated Curriculum	Merla Bolender	780-427-2984
	Jennifer Bushrod (ESL)	780-422-0624

BRANCH	CONTACT	PHONE #
Alberta Infrastructure - Learning Facilities Branch		
NORTH –	Guy Smith	780-422-7459
CENTRAL –	Doug Ramsey	780-422-0623
SOUTH –	Mike Irving	403-297-4563
Updated Policy, Finance, and Information Services	Tony Gnanasihamany	780-427-2167

The individuals named above may be contacted by e-mail by typing their first name, (.) dot, last name followed by @gov.ab.ca, (e.g., Wayne.Braun@gov.ab.ca).

The 2004-2005 Funding Manual for School Authorities is available for viewing and printing on Alberta Learning's website at <http://www.learning.gov.ab.ca/funding/FundingManual/>

Funding application forms should be submitted to the School Finance Branch at:

Alberta Learning
School Finance Branch
8th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta
T5J 4L5

FAX# 780-427-2147

Updated DOCUMENTS:

*Funding Manual for School
Authorities 2004 – 2005*

– available from the Alberta Learning website –
<http://www.learning.gov.ab.ca/funding/FundingManual/>

*Guide to Education ECS to
Grade 12 (2004)*

– available from the Alberta Learning website –
www.learning.gov.ab.ca
Click on Kindergarten to Grade 12, then under
Legislation, Regulations and Policies.

*Guide to School Authority
(School Board, Charter School,
Private School) Planning and
Results Reporting*

– available from the Alberta Learning website –
www.learning.gov.ab.ca
Click on Kindergarten to Grade 12, then on,
Information for Administrators select Planning
Resources for School Jurisdictions.

*Advisory Manual on Early
Childhood Service for
Incorporated Non-Profit Societies
and Private Schools*

– available from the Alberta Learning website –
www.learning.gov.ab.ca
Contact: Zone Branches – see Contacts for
Assistance section of the Introduction.

*Policy, Regulations and Forms
Manual*

– available from Alberta Learning website –
www.learning.gov.ab.ca
To access the Manual,
click on Kindergarten to Grade 12 Education then
click on Legislation, Regulation and Policies.

*Private Schools Reference
Manual
(2003)*

– available from the Alberta Learning website –
www.learning.gov.ab.ca

Charter School Handbook

– contact: Special Programs Branch
(780) 422-6326

Kindergarten Program Statement

– contact: Curriculum Branch
(780) 427-2984
(780) 422-0624 Jenny Bushrod

*ECS Program Unit Funding.
A Handbook for ECS Operators*

– contact: Special Programs Branch
(780) 422-6326

*Student Health Partnership
Service Plan Guidelines for
2004/2005*

– contact: Alberta Children and Youth Initiative
(780) 422-9423

- School Capital Funding Manual* – available on the Alberta Infrastructure website –
[http://www.infras.gov.ab.ca/content/doctype383/production/school capital manual 2002-03.pdf](http://www.infras.gov.ab.ca/content/doctype383/production/school%20capital%20manual%202002-03.pdf)
– contact: Alberta Infrastructure
Learning Facilities Branch
(780) 427-7924
- Standards for Special Education, Amended 2004* – contact: Special Programs Branch
(780) 422-6326
- First Nations, Métis, and Inuit Education Program Guide* – contact: Aboriginal Services Branch
(780) 415-9300
- Handbook for the Identification and Review of Students with Severe Disabilities* – available on the Alberta Learning website
http://www.learning.gov.ab.ca/k_12/specialneeds/identificationhandbook.pdf
- Special Education Definitions 2002/2003* – available on the Alberta Learning website
http://www.learning.gov.ab.ca/k_12/specialneeds/specialed_def.pdf

For copies of “Alberta Statutes” referenced in this manual, contact:

Queen’s Printer Bookstore
Main Floor, Park Plaza
10611 – 98 Avenue
Edmonton, Alberta
T5K 2P7
(780) 427-4952

OR

Queen’s Printer Bookstore
John J. Bowlen Building
602 – 6207 7th Avenue S.W.
Calgary, Alberta
T2P 0Y8
(403) 297-6251

OR

For on-line access to the Statutes use <<http://www.qp.gov.ab.ca>>

For out of town calls, please dial (310-0000) to be connected toll free to any of the above numbers.

General terms and conditions related to funding are listed below. The Manual user should become familiar with these and ensure that they are met.

1. Unless otherwise specified, funding is for the current school year using the payment schedule and funding rates indicated in Part 7.
2. The **Minister** may determine the funding amount and the method by which that amount is determined. This determination may include a reduction in funding where a strike or lockout leads to cessation of services by teachers or other employees of a **school authority**.
- Updated 3. Funding is provided to **school authorities** with the expectation that the **school authority** will offer the program or service that the funding is provided for. It is also expected that **school authorities** will comply with all relevant government legislation, policy, regulations, and standards when applying for funding. **School authorities** are accountable to meet the learning needs of all their students, for the results achieved and for the use of resources.
4. **School authorities** are expected to:
 - Updated a) meet the conditions and requirements outlined in this manual. Failure to do so may result in a reduction or denial of funding.
 - b) meet the provisions under Sections 39(1) and 47 of the *School Act*, by
 - i. ensuring that courses of study or education programs prescribed or authorized by the Minister are followed;
 - ii. ensuring that the amount of instructional time prescribed by the Minister is made available to a child or student in a school year;
 - iii. ensuring that only those instructional materials authorized or approved by the Minister are used in schools;
 - iv. ensuring that, subject to the right of a board to provide religious instruction, a course, an educational program, or instructional material that has been prohibited by order of the Minister, are not used in schools;
 - v. ensuring that goals and standards applicable to the provision of education are met; and
 - vi. providing access to special education programming for students in need of special education.
 - c) meet the applicable requirements of the *Government Accountability Act* and the *Financial Administration Act*.
5. The documents listed in this manual in the Introduction under “References and Where to Find Them” should be used by **school authorities** as companion documents to the Funding Manual for School Authorities and should not be used exclusive of one another.

6. **School authorities** applying for funding shall keep on file the documents and invoices required to support their claim for each type of program funding described in this Manual, and the following information:
- Revised**
- a) an eligible enrolment count as of September 30 of the current school year or if September 30 is not a **school** day, the enrolment count for the next **school** day following September 30;
 - b) copies of current **educational service agreements** or **transportation agreements**;
 - c) a record of the daily attendance of each enrolled student and also for high school students, a copy of the timetable for each student; and
 - d) a list of **schools**, teachers and administrators involved in each program.
7. Alberta Learning reserves the right to request and review documentation to substantiate data submitted that determines funding allocations and that assists in conducting financial and other reviews. These reviews may be conducted off-site or on-site in a **school authority**.
8. An adjustment may be made in a payment or a penalty may be levied when a review or audit by Alberta Learning indicates that:
- a) a **school authority** has received funding to which it was not entitled;
 - b) a **school authority** has not received funding to which it is entitled.
9. Payments in January, and subsequent payments shall be withheld from **private ECS operators** and **funded private schools** if the Audited Financial Statements or the Budget Report have not been completed in accordance with the respective Guidelines and submitted to the School Reporting Branch by the due date. When both forms have been submitted and determined to be acceptable, payments will be released.
- Revised**
10. Payments may be withheld from **school jurisdictions** and **funded private schools** that are late in submitting: the Audited Financial Statements, Budget Report, School Board Three-Year Education Plan, Annual Education Results Report (AERR), or any other information requested or required by the **Minister** by the dates specified in the *School Act* and by Alberta Learning. Payments will be re-instated after Alberta Learning receives the required information.
11. **School authorities** must develop, keep current, and implement applicable written policies and procedures that are consistent with policies in sections 1 and 2 of the Policy, Regulations and Forms Manual.

12. **ECS operators** who have received funding from Alberta Learning to provide an **ECS program** and have decided to cease operation may be required to return a portion of their accumulated operating surplus to the Minister of Finance.
13. The **Minister** may fund a **school jurisdiction**, other person, or organization for purposes related to the education of **children** in **Early Childhood Services Programs**, or students in **school** programs that are in addition to the funding provisions of this Manual.
14. All borrowings for capital expenditures by a **school jurisdiction**, and all borrowings for operating expenses by a **school jurisdiction** to the extent they exceed the account receivable balance as shown in the most recent audited financial statements, require the prior approval of the **Minister**. Section 183(1) & 183(2), *School Act*

A budgeted annual deficit for an upcoming school year is acceptable if, and only if, sufficient accumulated operating surplus is available to cover the planned shortfall without impairing the long-term financial health of the **school jurisdiction**. A **school jurisdiction** failing to submit an acceptable budget will be expected to work with Alberta Learning to achieve expected financial results, and may be subject to an inquiry under Section 41 of the *School Act* and to the appointment of an official trustee under Section 42 to conduct the affairs of the **school jurisdiction**.

A **school jurisdiction** incurring an accumulated operating deficit is expected to work with Alberta Learning to achieve expected financial results and may be subject to an inquiry under Section 41 of the *School Act* and to the appointment of an official trustee under Section 42 to conduct the affairs of the **school jurisdiction**.

