

2025-2026 Budget Proposal



1

Budget Process



According to the PSTA Constitution (2023),

- 11.5 A committee consisting of the president and treasurer shall prepare a preliminary budget with input from all committees. (April 2025)
- 11.6 Upon approval of the preliminary budget, by the executive, the executive shall set the fees for the following school year. (May 7, 2025)
- 11.7 At a representative assembly, the treasurer shall present the proposed budget to the assembly for the approval or amendment. (May 20, 2025)
- 11.8 At a general assembly meeting, the treasurer shall present the budget to the members for approval or amendment. (August 27, 2025)
- 11.9 If the budget is amended, the executive may adjust the fees to reflect the budgetary change.

Executive



Rep
Assembly



General
Assembly

After a proposed budget is approved by the executive, the proposed budget is sent School Staff Representative before it is presented at the Representative Assembly where a motion is presented to approve the proposed budget expenditures and to approve the membership fee.

Notable Changes



Budget Update: Web Services

Last Year (2024–2025):

- Web services—including Google Workspace, MailerLite, and web hosting—were included in the Communications budget line.

This Year (2025–2026):

- These expenses have been moved to a new Administration budget line titled Software & Subscriptions.

3

Proposed Fees for 2025-2026



The proposed budget is based on a review of current and past spending, as well as anticipated expenses for 2025-2026.

We propose a yearly fee of \$195 (\$19.50 per month) per member based on 652 FTE.

4

The FTE for the 2025-2026 budget year may increase due to the addition of the complexity staffing. However, because the implementation of the new agreement has been slow and staffing has also been delayed, it's difficult to estimate the increase in FTE.

Budget Comparison



	2025-2026 Proposed Budget	2024-2025 Approved Budget	2023-2024 Approved Budget	2022-2023 Approved Budget
Projected Revenue	\$127,335.00	\$132,600.00	\$136,315.00	\$123,500.00
Projected Expenditures	-\$162,622.00	-\$152,312.00	-\$163,164.09	-\$152,497.00
Projected Surplus	\$32,752.00	\$35,000.00	\$26,849.09	\$29,382.77
Reserve Fund	10,000.00	10,000.00	\$11,954.47	\$11,200.00
Projected Balance	\$7,465.00	\$25,288.00	\$13,437.40	\$11,585.77
Membership Fee	\$195 (653 FTE)	\$195 (680 FTE)	\$195 (685 FTE)	\$180 (685 FTE)

The projected revenues and expenses are for the upcoming year.
 The PSTA has 2 bank accounts through TCU financial. One of them is a chequing account, and one is a reserve fund.
 The projected surplus is the opening balance in the chequing account on August 1.
 The projected revenues minus projected expenses plus the surplus amount plus the reserve fund amount is the projected balance.

The total FTE may increase due to the 2023-2026 PCBA.

2024-2025 Budget Expenditures



Expense Categories	2025-2026 Proposed Budget	2024-2025 Approved Budget	2023-2024 Approved Budget	2022-2023 Approved Budget
Administration	\$128,830.00	\$116,580.00	\$122,048.09	\$117,809.00
Community Support	\$5,030.00	\$5,030.00	\$5030.00	\$5,030.00
Meeting Expenses	\$6,030.00	\$6,030.00	\$10,030.00	\$9,530.00
Member Services	\$22,732.00	\$24,672.00	\$25,856.00	\$20,128.00
Total Expenditures	\$162,622.00	\$152,312.00	\$162,964.09	\$152,497.00

There are 4 broad categories of expenses. The following slides will go into detail on each of these categories.

Administration



Expense Categories	2025-2026 Proposed	2024-2025 Actuals	2023-2024 Actuals	2022-2023 Actuals
Office Expenses.	\$1,300.00	\$1397.73	\$428.70	\$1,990.95
Office Equipment	\$2,000.00	\$2,000.00	\$337.72	\$745.53
Software and Subscriptions	\$2,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Professional Fees	\$750.00	\$700.00	\$700.00	\$1,144.58
Executive Release Time	\$4000.00	\$1050.45	\$1,267.71	\$2,126.10
Honoraria	\$8,000.00	\$6,600.00	\$7,275.00	\$8,125.00
President's salary	\$110,000.00	\$0 (\$108,334.85)	\$95,185.64	\$95,168.85
President's PD	\$780.00	\$0.00	\$0.00	\$0.00
Total Administration	\$128,830.00	\$11,748.18	\$105,194.77	\$109,301.01

* QuickBooks, Google Workspace, Mailerlite, Election Runner and Webhosting moved to new budget line

Office Expenses: This category provides for the purchase of consumable office supplies such as postage, paper, printer ink, photocopying, etransfers, We have almost entirely moved from cheques to e-transfers.

Office Equipment: Provided in case replacement or repair is needed on the assets in the PSTA office. Based on a 4 year turnover rate. This amount is budgeted to cover repairs.

President Laptop - replaced Sept 2024

Treasurer Laptop - replaced Sept 2024

Secretary Laptop - the PSTA Secretary prefers to use their own laptop so it was not replaced.

Professional Fees: This category provides for the annual review of the PSTA financial records by a professional as well as any accounting support required throughout the year. The amount was increased to reflect possible increase in professional fees.

Software and Subscriptions:

Moved from Office Supplies: QuickBooks (\$960)

Moved from Communications:

Google Workspace (\$300),

MailerLite (\$360),

Domain and Webhosting (\$164),

Election Runner (\$100)

Executive Release: The current LINC Agreement provides the PSTA with 15 substitute days to release Executive and Committee members to carry out PSTA business. These days are utilized at the discretion of the President upon notification of the Director of Education or designate. 15 Executive Release days at \$265 per day.

Honoraria: Base honoraria \$150 plus \$100 for committee chairs, secretary, treasurer, vice-president and president and \$25/meeting attended.

President's Salary: The salaries proposed represents 100% release for a President and related EI and CPP costs.

This fiscal year there will be 2 president salary expenses because the cheque for the 2024-2025 salary will not be cashed until the 2024-2025 fiscal year.

President's Professional Development Fund: The PSTA Executive passed a motion at the May 7, 2024 Executive meeting to provide the PSTA President with the same \$390 schools receive for teachers PD funds for each 1.0 FTE. The PD fund can accumulate two years of funding (\$780) before it is returned to the general revenue.

Bank Fees: This is a new budget line totalling \$100.50 this year.

Community Support



Expense Categories	2025-2026 Proposed	2024-2025 Actuals	2023-2024 Actuals	2022-2023 Actuals
Student Scholarship	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Stirling McDowell Foundation	\$1,030.00	\$1,020.00	\$1,010.00	\$1,020.00
Total Community Support	\$5,030.00	\$5,020.00	\$5,010.00	\$5,020.00

Student Scholarship: The PSTA provides a \$1000 scholarship to 4 Prairie Spirit graduates enrolled in a post-secondary institute.

Stirling McDowell Foundation: The PSTA contributes to the Stirling McDowell Foundation at a rate of \$1.50/FTE rounded to the nearest 10.

Meeting Expenses



Expense Categories	2025-2026 Proposed	2024-2025 Actuals	2023-2024 Actuals	2022-2023 Actuals
Food	\$2,500.00	\$1,842.75	\$1,794.76	\$2,102.83
Travel Expenses	\$3,000.00	\$2,485.08	\$2,714.52	\$2,220.90
Per Day Expense	\$30.00	\$0.00	\$0.00	\$0.00
Liaison Committee	\$500.00	\$0	\$0.00	\$449.95
Total Meeting Expenses	\$6,030.00	\$4,327.83	\$4,509.28	\$4,773.70

Food and Beverage: Food and beverages are provided for both executive and representative assembly meetings. We budget for all executive meetings being held in-person. Actual amounts shown are accurate as of May 8, 2025. There will be one more Representative Assembly and one Executive meeting.

Travel Expenses: Members attending executive meetings, representative assemblies and other committee meetings may apply for travel reimbursed at the rate of \$0.56/km.

Per Day Expense: This category allows for members attending meetings to apply for other expense reimbursements such as parking and childcare to a maximum of \$10 per claim.

Liaison Committee: The PSTA Executive and the PSSD Board of Education meet 2 times per year and each group is responsible for meals for one of the meetings.

Member Services



Expense Categories	2025-2026 Proposed	2024-2025 Actuals	2023-2024 Actuals	2022-2023 Actuals
Communications Committee	\$500.00	\$1,476.40	\$0.00	\$0.00
Gifts	\$400.00	\$0	\$48.84	\$195.36
LINC	\$2,252.00	\$3,160.00	\$926.08	\$0.00
Professional Development	\$15,980.00	\$6,692.97	\$8,697.00	\$4,957.10
STF Councillors	\$100.00	\$70.49	\$46.13	\$414.02
Teacher Recognition and Services	\$3,500.00	\$2,054.99	\$1,828.31	\$3,231.16
Total Member Services Expenses	\$22,732.00	\$13,454.85	\$11,546.36	\$8,832.64

Communications: Google Workspace, MailerLite Election Runner and Webhosting moved to Administration > Software and Subscriptions

Gifts: Gifts are presented to special guests, speakers, and members who serve on the Executive and Standing Committees

LINC: With a tentative agreement ready for members to vote at the end of May, the LINC Committee is not anticipating negotiations expenses for 2025-2026. Budget request for 2 ½ days of release time for implantation and meetings of LINC

Professional Development: Provides funds for the planning and implementation of the General Assembly and the PSSD Adult Learning Advisory Committee.

STF Councillors: Councillors are asked to bring a gift/prize basket to the STF Annual Meeting of Council with a value of \$50-\$100

Teacher Recognition and Services: PSTA provides money to reimburse gifts and celebrations for superannuates. The rate remains \$125 for gifts for each superannuate and \$100 per school per year for hosting a celebration. The cost of this budget is difficult to predict because it is based on the number of teachers retiring but the amount is based on previous year's actual expenses.


Overview Comparison



	2025-2026 Proposed	2024-2025 Actuals	2023-2024 Actuals	2022-2023 Actuals
Total Revenue	\$127,335.00	\$129,568.31	\$136,937.51	\$123,500.00
Total Expenditures	\$162,622.00	\$34,511.86	\$128,270.30	\$152,497.00
Net Revenue	-\$35,287.00	\$95,056.45	\$8,667.21	-\$28,997.00
Surplus (balance in chequing at beginning of fiscal year)	\$32,752.00	\$134,114.00	\$27,706.26	\$29,382.77
Reserve Fund (balance at beginning of fiscal year)	\$10,000.00	\$10,025.05	\$11,964.44	\$11,200.00
Balance in Bank (chequing and reserve end of fiscal year)	\$7,465.00	\$143,534.95	\$144,139.05	\$11,585.77
Member Fee	\$195 (653 FTE)	\$195 (680 FTE)	\$195 (685 FTE)	\$180 (685 FTE)

Fees				
2012-2013	\$223	2019-2020	\$184	
2013-2014	\$215	2020-2021	\$182	
2014-2015	\$193	2021-2022	\$182	
2015-2016	\$209	2022-2023	\$180	
2016-2017	\$183	2023-2024	\$195	
2017-2018	\$170	2024-2025	\$195	
2018-2019	\$170	2025-2026	\$195	

List of fees from previous years.
 Note: 2012-2013 was the first year the PSTA had a full-time release president.

Motion	
<p><i>Be it resolved that the PSTA General Assembly approve the proposed budget expenditures in the 2025-2026 Budget.</i></p> <p><i>Moved by PSTA Representative Assembly.</i></p> <p><i>Seconded by _____.</i></p> <p><i>Discussion:</i></p>	

Motion



Be it resolved that the PSTA General Assembly approve a 2025-2026 membership fee of \$195 (\$19.50 per month), effective August 31, 2025.

Moved by PSTA Representative Assembly.

Seconded by _____.

DISCUSSION

14