

**AUDITED
FINANCIAL STATEMENTS
and Supporting Schedules
FOR THE YEAR ENDED AUGUST 31, 2003**
[School Act, Sections 147(2)(a), 148, 151(1) and 276]

Red Deer Public School District No.104

Name of School Jurisdiction

4747-53rd Street, Red Deer , Alberta T4N 2E6

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SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTINGThe financial statements and supporting schedules Red Deer Public School District No.104

(Name of School Jurisdiction)

presented to Alberta Learning have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements and schedules, including notes, have been prepared in accordance with generally accepted accounting principles and Ministerial requirements for Alberta school jurisdictions.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong budgetary system of control.

Board of Trustees Responsibility

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the financial statements with management in detail and the Board approved the financial statements for release.

External Auditors

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors have full and free access to school jurisdiction records.

Declaration of Management and Board Chairman

To the best of our knowledge and belief, these financial statements and supporting schedules reflect, in all material respects, the financial position and results of operations and cash flows for the year in accordance with generally accepted accounting principles and Ministerial requirements for Alberta school jurisdictions.

BOARD CHAIRMAN**Mrs. C. Jefferies**

Name

"Original Signed By"

Signature

SUPERINTENDENT**Mr. D. Falk**

Name

"Original Signed By"

Signature

SECRETARY TREASURER OR TREASURER**Mrs. D Beck**

Name

"Original Signed By"

Signature

26-Nov-03

Board-approved Release Date

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AUDITORS' REPORT

To the Board of Trustees
Red Deer Public School District No. 104

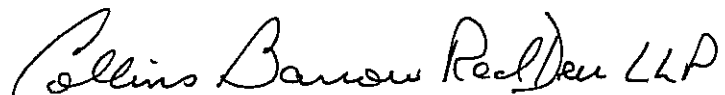
We have audited the statement of financial position of the **Red Deer Public School District No. 104** as at **August 31, 2003** and the statements of revenues and expenses, cash flows, changes in net assets and capital allocations for the year then ended. These financial statements are the responsibility of the school jurisdiction's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the school jurisdiction as at August 31, 2003 and the results of its operations, changes in cash flows, net assets and capital allocations for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in Schedules A through G is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Red Deer, Alberta
November 7, 2003



Chartered Accountants

STATEMENT OF FINANCIAL POSITION
as at August 31

(in dollars)

	2003	2002
ASSETS		
Current assets		
Cash and temporary investments	\$27,708,577	\$29,803,642
Accounts receivable (net after allowances)	\$3,477,575	\$3,763,237
Prepaid expenses	\$224,966	\$266,998
Other current assets	\$271,188	\$263,867
Total current assets	\$31,682,306	\$34,097,744
School generated assets	\$1,371,965	\$1,395,124
Trust assets	\$347,570	\$414,892
Long term accounts receivable	\$0	\$0
Capital assets		
Land	\$1,416,015	\$1,416,015
Buildings	\$75,115,815	
Less: accumulated amortization	(\$31,916,636)	\$43,199,179
Equipment	\$8,586,734	
Less: accumulated amortization	(\$6,553,617)	\$2,033,117
Vehicles	\$1,181,265	
Less: accumulated amortization	(\$764,935)	\$416,330
Total capital assets	\$47,064,641	\$43,400,007
TOTAL ASSETS	\$80,466,482	\$79,307,767
LIABILITIES		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,587,864	\$2,943,322
Deferred revenue	\$1,228,170	\$1,631,208
Deferred capital allocations	\$22,138,632	\$25,466,578
Current portion of all long term debt	\$2,176,186	\$2,185,186
Total current liabilities	\$30,130,852	\$32,226,294
School generated liabilities	\$1,371,965	\$1,395,124
Trust liabilities	\$347,570	\$414,892
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$18,413,468	\$20,598,654
Less: Current portion of supported debt	(\$2,176,186)	(\$2,185,186)
Unsupported: Debentures and Capital Loans	\$0	\$0
Capital Leases	\$0	\$0
Mortgages	\$0	\$0
Less: Current portion of unsupported debt	\$0	\$0
Unamortized capital allocations	\$22,925,020	\$16,725,431
Total long term liabilities	\$40,881,837	\$36,948,915
TOTAL LIABILITIES	\$71,012,689	\$69,175,209
NET ASSETS		
Unrestricted net assets	\$523,713	\$1,365,102
Operating Reserves	\$3,111,629	\$2,619,186
Accumulated Operating Surplus (Deficit)	\$3,635,342	\$3,984,288
Investment in capital assets	\$5,726,151	\$6,075,921
Capital Reserves	\$92,300	\$72,350
Total Capital Funds	\$5,818,451	\$6,148,271
Total net assets	\$9,453,793	\$10,132,559
TOTAL LIABILITIES AND NET ASSETS	\$80,466,482	\$79,307,768

Note: Input "(Restated)" in 2002 column heading where comparatives are not taken from the finalized 2001-2002 Audited Financial Statements.

STATEMENT OF REVENUES AND EXPENSES
for the Year Ended August 31
(in dollars)

	Actual 2003	Budget 2003	Actual 2002
REVENUES			
Alberta Learning	\$54,368,169	\$54,120,767	\$54,471,836
Alberta Infrastructure	\$6,375,861	\$6,083,773	\$3,276,860
Alberta Finance	\$1,830,775	\$2,166,098	\$2,042,900
Other Government of Alberta	\$462,376	\$569,822	\$432,664
Federal Government and/or First Nations	\$2,609	\$76,380	\$9,007
Other Alberta school authorities	\$127,613	\$47,741	\$145,909
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities (excluding supplementary requisitions)	\$24,677	\$0	\$5,214
Instruction resource fees	\$1,031,373	\$283,640	\$1,029,208
Transportation fees	\$293,808	\$316,900	\$252,671
Other sales and services	\$1,065,944	\$736,999	\$1,098,223
Investment income	\$256,548	\$460,000	\$224,492
Gifts and donations	\$73,872	\$0	\$69,293
Rentals of facilities	\$70,262	\$43,000	\$67,659
Net school generated funds	\$154,180	\$300,000	\$197,363
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$2,380,460	\$2,749,710	\$2,444,442
Total Revenues	\$68,518,527	\$67,954,830	\$65,767,741
EXPENSES			
Certificated salaries	\$35,075,452	\$34,949,560	\$33,467,451
Certificated benefits	\$4,831,801	\$4,701,177	\$4,431,580
Uncertificated salaries and wages	\$10,738,576	\$9,419,943	\$9,748,360
Uncertificated benefits	\$1,533,294	\$1,452,581	\$1,529,509
Services, contracts and supplies	\$11,950,637	\$11,487,495	\$10,608,856
Net school generated funds	\$154,180	\$300,000	\$197,363
Capital and debt services			
Amortization of capital assets			
Supported	\$2,380,460	\$2,749,710	\$2,444,442
Unsupported	\$694,466	\$728,266	\$622,356
Total Amortization of capital assets	\$3,074,926	\$3,477,976	\$3,066,798
Interest on capital debt			
Supported	\$1,830,775	\$2,166,098	\$2,042,900
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$1,830,775	\$2,166,098	\$2,042,900
Other interest charges	\$7,652	\$0	\$8,201
Losses on disposal of capital assets	\$0	\$0	\$0
Total Expenses	\$69,197,293	\$67,954,830	\$65,101,018
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE FUNDING ALLOCATED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM			
	(\$678,766)	\$0	\$666,723
Block BQRP revenue used for capital purposes	\$0	\$0	\$0
Block MOD revenue used for capital purposes	\$0	\$0	\$0
1999 One-time grant revenue used for capital purposes	\$0	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	(\$678,766)	\$0	\$666,723

Note: Input "(Restated)" in Budget 2003 and/or Actuals 2002 column headings where comparatives are not taken from the respective finalized 2002-2003 Budget Report and/or finalized 2001-2002 Audited Financial Statements.

STATEMENT OF CASH FLOWS
for the Year Ended August 31

(in dollars)

	2003	2002
CASH FLOWS FROM:		
A. OPERATIONS		
Surplus (deficit) of revenues over expenses for the year	(\$678,766)	\$666,723
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$2,380,460)	(\$2,444,442)
Total amortization expense	\$3,074,926	\$3,066,798
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	\$285,662	(\$708,496)
Prepays and other current assets	\$34,711	(\$1,767)
Payables and accrued liabilities	\$1,644,542	\$530,171
Deferred revenue	(\$403,038)	\$427,700
Employee future benefit expense (recovery)	\$0	(\$162,952)
Other (describe)	\$0	\$0
Total sources (uses) of cash from Operations	\$1,577,577	\$1,373,735
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$6,149,847)	(\$3,058,335)
Equipment	(\$539,849)	(\$467,853)
Vehicles	(\$49,862)	(\$89,539)
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Investing activities	(\$6,739,559)	(\$3,615,727)
C. FINANCING ACTIVITIES		
Capital allocations received	\$3,066,917	\$16,018,159
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$2,185,186)	(\$2,185,186)
Add back: supported portion	\$2,185,186	\$2,185,186
Other (describe)	\$0	\$0
Total sources (uses) from Financing activities	\$3,066,917	\$16,018,159
Net sources (uses) of cash equivalents* during year	(\$2,095,065)	\$13,776,167
Cash Equivalents at the beginning of the year	\$29,803,642	\$16,027,475
Cash Equivalents at the end of the year	\$27,708,577	\$29,803,642

Notes: Cash equivalents consist of cash and temporary investments net of bank indebtedness.
Input "(Restated)" in 2002 column heading where not taken from the finalized 2001-2002 Audited Financial Statements.

STATEMENT OF CHANGES IN NET ASSETS
for the Year Ended August 31, 2003
(in dollars)

School Jurisdiction Code: 3070

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
	TOTAL NET ASSETS (Columns 2+3+4)	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL RESTRICTED NET ASSETS Columns 5 to 15	RESTRICTED NET ASSETS										
					School Based		Alberta Infrastructure			Board & System Admin.		Transportation		External Services	
					Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported O & M Operating Reserves	Supported School Capital Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves
Balance at August 31, 2002	\$10,132,559	\$6,075,921	\$1,365,102	\$2,691,536	\$1,494,403	\$0	\$279,627	\$0	\$24,350	\$580,996	\$0	\$264,160	\$48,000	\$0	\$0
Prior period adjustments (describe)															
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted Balance, Aug.31, 2002	\$10,132,559	\$6,075,921	\$1,365,102	\$2,691,536	\$1,494,403	\$0	\$279,627	\$0	\$24,350	\$580,996	\$0	\$264,160	\$48,000	\$0	\$0
Surplus(def) of revenue over expenses	(\$678,766)		(\$678,766)												
Block BQRP funded capital transactions		\$0	\$0												
Block MOD funded capital transactions		\$0	\$0												
Board funded capital transactions		\$344,696	(\$344,696)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0													
Amortization of capital assets		(\$3,074,926)	\$3,074,926												
Amortization of capital allocations		\$2,380,460	(\$2,380,460)												
Disposal of unsupported capital assets	\$0	\$0	\$0	\$0		\$0			\$0		\$0		\$0		\$0
Disposal of supported capital assets	\$0	\$0	\$0			\$0			\$0		\$0		\$0		\$0
Debt principal payments (unsupported)		\$0	\$0												
Net transfers to operating reserves			(\$580,179)	\$580,179	\$28,181		\$0			\$214,434		\$337,564		\$0	
Net transfers from operating reserves			\$87,736	(\$87,736)	\$0		(\$87,736)			\$0		\$0		\$0	
Net transfers to capital reserves			(\$19,950)	\$19,950		\$0			\$250		\$5,700		\$14,000		\$0
Net transfers from capital reserves			\$0	\$0		\$0			\$0		\$0		\$0		\$0
Balance at August 31, 2003	\$9,453,793	\$5,726,151	\$523,713	\$3,203,929	\$1,522,584	\$0	\$191,891	\$0	\$24,600	\$795,430	\$5,700	\$601,724	\$62,000	\$0	\$0

**STATEMENT OF CAPITAL ALLOCATIONS
(SUPPORTED CAPITAL FINANCING ONLY)
for the Year Ended August 31, 2003
(in dollars)**

	Deferred Capital Allocations	Unamortized Capital Allocations
Balance at August 31, 2002	\$25,466,578	\$16,725,431
Prior period adjustment	\$0	
Adjusted balance, August 31, 2002	\$25,466,578	\$16,725,431
Add:		
Capital allocations from:		
AB Infrastructure - New/Modernization Projects	\$2,302,971	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
Interest earned on provincial government capital allocations	\$763,946	
Other capital grants and donations	\$0	
Proceeds on disposal of supported capital assets	\$0	
Insurance proceeds	\$0	
Donated capital assets (depreciable, at Fair Market Value)		\$0
Transferred in capital assets (depreciable, at Net Book Value)		\$0
Current Year Debenture Principal Repayment		\$2,185,186
Expended capital allocations - current year	(\$6,394,863)	\$6,394,863
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$0
Capital allocations amortized to revenue		\$2,380,460
Balance at August 31, 2003	\$22,138,632	\$22,925,020

Note: Input "(Restated)" beside Balance at August 31, 2002 where not taken from the finalized 2001-2002 Audited Financial Statements.

RED DEER PUBLIC SCHOOL DISTRICT NO. 104

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2003

1. AUTHORITY AND PURPOSE

The Red Deer Public School District No. 104 delivers education programs under the authority of the School Act, Chapter S-3, Statutes of Alberta, January 1, 2002.

The jurisdiction receives block allocations for instruction and support under Regulation 72/95. The regulation limits funding and expenses for administration. It permits the jurisdiction, within specified limits, to reallocate funding between instruction and support blocks.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles and accounting policies consistent with those prescribed by Alberta Learning for Alberta school jurisdictions which require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenses during the reporting period. Actual results could differ from those estimates.

The accounting policies used in these financial statements are as follows:

Revenue Recognition

Revenue is recognized as follows:

Instruction and support allocations are recognized in the year to which they are related.

Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Capital allocations are recorded as deferred contributions until the amount is invested in capital assets. Amounts invested representing funded capital assets are then transferred to unamortized capital contributions. Unamortized deferred capital contributions are recognized as earned revenue in the periods in which the related amortization expense of the funded capital asset is recorded. The related portion of amortization expense and the deferred capital contributions revenue are matched to indicate that the related amortization expense has been funded.

Unrestricted contributions are recognized as revenue when received or receivable. Contributions in-kind are recorded at fair market value when reasonably determinable.

Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with. Endowment funds which are to be retained as net assets are recorded as direct increases in trust assets and liabilities.

Inventories

Inventories are valued at the lower of cost and net realizable value.

School Generated Funds

Funds generated from school based activities are included as assets, liabilities, revenues and expenses of the School District as per Section 60 of the School Act because they come under the control and responsibility of the school principal and are for school activities. These funds are collected and retained at the school for expenditures paid at the school level.

Investments

Investments are stated at cost.

RED DEER PUBLIC SCHOOL DISTRICT NO. 104

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2003

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Prepaid Expenses

Certain expenditures incurred and paid before the close of the school year are for specific school supplies, which will be consumed subsequent to the year-end and are accordingly recorded as prepaid expenses. Certain insurance expenses fall into this category.

Capital Assets

Capital assets are recorded at cost and amortized over their estimated useful lives on a straight line basis at the following rates:

Buildings	2.5% to 10%
Equipment	10% and 20%
Vehicles	10% and 20%

Only costs in excess of \$5,000 are capitalized.

Vacation Pay

Vacation pay is recorded in the period in which the employee earns the benefit.

Operating and Capital Reserves

Reserves are established at the discretion of the Board of Trustees of the jurisdiction to set aside funds for operating and for future capital expenditures. Such reserves are appropriations of accumulated surplus.

Contributed Services

Volunteers assist schools operated by the School District in carrying out certain activities. Because of the difficulty in determining fair value and the fact such assistance is not otherwise purchased, contributed services are not recognized in the financial statements.

Pensions

Pension costs included in these statements comprise the cost of the employer contributions for current service employees during the year.

The current service and past service costs of the Alberta Teacher Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers Pension Plan Act, the Red Deer Public School Division #104 does not make pension contributions for certificated staff.

The school board participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contributions of \$523,146 (2002 - \$474,759) for the year ended August 31, 2003.

At December 31, 2002, the Local Authorities Pension Plan reported an actuarial deficiency of \$444,980,000 (2001 surplus of \$634,960,000).

Employee Future Benefits

The jurisdiction accrues its obligations under employee future benefit plans and expenses the related costs. There is no financial impact on the jurisdiction at this time.

RED DEER PUBLIC SCHOOL DISTRICT NO. 104

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2003

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial Instruments

The jurisdiction's financial instruments consist of cash, receivables, accounts payable and accrued liabilities.

It is management's opinion that the company is not exposed to significant price, credit, liquidity or cash flow risks arising from these financial instruments except as follows:

The school jurisdiction is exposed to credit risk as it grants credit to its customers/parents in the normal course of business. To mitigate this risk the jurisdiction regularly reviews its accounts receivable list. Credit risk is the risk that the jurisdiction will incur a financial loss because a customer/parent has failed to discharge an obligation.

The school jurisdiction is exposed to interest rate price risk long-term debt bears interest at fixed rates. This risk is mitigated as the long-term debt is fully supported by Alberta Finance. Interest rate price risk is the risk that interest rates will decrease over the term of the obligation resulting in the company repaying its debt at a higher interest rate than if it had entered into a floating interest rate agreement.

The jurisdiction has invested surplus funds in accordance with Section 60 of the School Act and Section 5 of the Trustees Act.

3. INVESTMENTS

The investments consist of guaranteed investment certificates bearing interest at rates ranging from 2.25% to 4.25% with maturity dates ranging from September 7, 2003 to September 7, 2004.

4. ACCOUNTS RECEIVABLE

	2003	2002
Province of Alberta	\$ 2,174,971	\$ 2,247,056
Federal Government	359,917	203,693
Alberta Municipalities	44,339	-
Other Alberta School Jurisdictions	30,418	282,237
Other	867,930	1,030,251
	<u>\$ 3,477,575</u>	<u>\$ 3,763,237</u>

5. TRUST ASSETS

	2003	2002
Deferred salary leave plan	\$ 303,383	\$ 362,315
Deferred salary retirement plan	44,187	52,577
	<u>\$ 347,570</u>	<u>\$ 414,892</u>

RED DEER PUBLIC SCHOOL DISTRICT NO. 104

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2003

6. BANK INDEBTEDNESS

The School District maintains a revolving credit facility with an authorized limit of \$4,000,000 bearing interest at prime less 1/2%. Collateral is provided by a general assignment of book debts.

7. ACCOUNTS PAYABLE

	2003	2002
Province of Alberta	\$ 597,926	\$ 1,171,889
Federal Government	831,685	5,661
Alberta Municipalities	425	31,336
Other Alberta School Jurisdictions	14,736	238,933
Other trade payables and accrued liabilities	3,143,092	1,495,503
	<u>\$ 4,587,864</u>	<u>\$ 2,943,322</u>

8. DEFERRED REVENUE

	2003	2002
One-time grant funding	\$ 476,403	\$ 116,035
Building quality and restoration projects	-	687,194
External programs	394,503	566,340
Other	357,264	261,639
	<u>\$ 1,228,170</u>	<u>\$ 1,631,208</u>

9. LONG-TERM DEBT

	2003	2002
<u>Supported debentures</u> with initial term of 20 years maturing 2003 to 2015, with interest rates varying between 7 1/2% and 12% repayable in annual instalments of principal and interest. The debenture debt is fully supported by Alberta Finance.	\$ 18,413,468	\$ 20,598,654
<u>Less amount due within one year</u>	2,176,186	2,185,186
	<u>\$ 16,237,282</u>	<u>\$ 18,413,468</u>

The current portion of long-term debt consists entirely of amounts payable by Alberta Finance on supported debt; therefore, the working capital (current assets minus current liabilities) is understated by this amount.

RED DEER PUBLIC SCHOOL DISTRICT NO. 104

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2003

9. LONG-TERM DEBT (continued)

Principal repayments estimated for the next five years are as follows:

2004	\$ 2,176,186
2005	2,176,186
2006	2,126,089
2007	1,942,774
2008	1,741,349
Subsequent	8,250,884
	\$ 18,413,468

10. RESERVES

Reserves represent funds appropriated from accumulated surplus for future capital expenditures and future operating expenses. The reserves are established and expended in accordance with terms and conditions established by the Board of Trustees.

11. ALLOCATIONS FROM PROVINCE OF ALBERTA (Related Third Party Transactions)

	2003 Actual	2003 Budget	2002 Actual
Alberta Learning	\$ 54,368,169	\$ 54,120,767	\$ 56,927,527
Alberta Infrastructure	6,375,861	6,083,793	728,541
Alberta Finance	1,830,775	2,166,098	2,042,900
Other Government of Alberta	462,376	569,822	432,664
	\$ 63,037,181	\$ 62,940,460	\$ 60,131,632

12. SCHOOL GENERATED FUNDS

	2003	2002
Balance, beginning of year	\$ 1,395,124	\$ 1,375,786
Source of school generated funds		
Total for the year	1,945,931	2,199,679
Related cost recoveries	(1,789,606)	(1,904,128)
Capitalized at the district level	(25,304)	(78,850)
Application of net school generated funds		
Net school generated funds expended	(154,179)	(197,363)
	\$ 1,371,965	\$ 1,395,124

RED DEER PUBLIC SCHOOL DISTRICT NO. 104

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2003

13. CONTINGENCIES

Contingent asset – the jurisdiction is a member of Urban Schools Insurance Consortium. A portion of the premiums paid each year represents equity contributions to the insurance fund. These payments have been recorded as expenditures in the financial statements as the value of equity is subject to liability claims and is not an asset that the jurisdiction can liquidate.

14. COMMITMENTS

In the current year, The Red Deer Public School District received \$1,830,625 for the Lindsay Thurber Comprehensive High School modernization project. In the previous year, grants amounting to \$1,645,567 and \$13,038,964 were received for the Mattie McCullough School and modernization of Lindsay Thurber Comprehensive High School, respectively.

As at August 31, 2003 \$4,550,261, \$197,186 and \$1,264,372 has been spent on the Mattie McCullough School project, the Westpark Elementary project, and the Lindsay Thurber modernization project respectively. The only project outstanding at the end of the year is the Lindsay Thurber modernization project and the total estimated cost for the project is \$20,973,000.

15. ECONOMIC DEPENDENCE

The Red Deer Public School Division's primary source of income is from the Alberta Government. The Division's ability to continue viable operations is dependent on this funding.

16. BUDGET

The 2002/2003 budget was approved by the Board of Trustees on June 12, 2002. It is presented for informative purposes only and has not been audited.

17. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by the Board of Trustees on November 26, 2003.

**SCHEDULE A to the AFS
ALLOCATION OF REVENUES AND EXPENSES TO PROGRAMS - 2002-200:**

School Jurisdiction Code: 3070

REVENUES	TOTAL	Early Childhood Services	Total Instruction (Grades 1 to 12)	Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Administration			External Services
						Board Governance	System Administration	Total Board & System Admin.	
Alberta Learning allocations									
(1) Instruction block	\$46,403,281	\$1,923,370	\$44,479,911						
(2) Support block	\$4,296,647				\$2,139,015			\$2,157,632	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	\$0
(4) Alberta Initiative for School Improvement (AISI)	\$1,152,535	\$0	\$1,152,535						
(5) Student Health Initiative (SHI)	\$240,798	\$0	\$240,798						\$0
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$2,115,000	\$28,283	\$2,062,297					\$24,420	\$0
(8) Regional P.D. Consortium (6 boards only)	\$159,908								\$159,908
(9) Regional Assessment Services (4 boards only)	\$0								\$0
(10) Other Alberta Learning revenues	\$0	\$0	\$0		\$0			\$0	\$0
(11) Total Alberta Learning Revenue	\$54,368,169	\$1,951,653	\$47,935,541		\$0	\$2,139,015		\$2,182,052	\$159,908
Alberta Infrastructure									
(12) Expensed Block Mod, Block BQRP support	\$769,690	\$0	\$0	\$769,690					
(13) Operations & Maintenance support	\$5,596,560			\$5,596,560					
(14) Operations & Maintenance support (One-Time)	\$9,611			\$9,611					
(15) Total Alberta Infrastructure Revenue	\$6,375,861	\$0	\$0	\$6,375,861					
Alberta Finance	\$1,830,775			\$1,830,775	\$0			\$0	\$0
(17) Other - Government of Alberta	\$462,376	\$0	\$103,436	\$0	\$0			\$0	\$388,940
(18) Federal Government and/or First Nations	\$2,609	\$0	\$2,609	\$0	\$0			\$0	\$0
(19) Other Alberta school authorities	\$127,613	\$0	\$57,613	\$0	\$0			\$0	\$70,000
(20) Out of province authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(21) Alberta municipalities (excl. supplementary requisitions)	\$24,677	\$0	\$0	\$0	\$0			\$0	\$24,677
(22) Instruction resource fees	\$1,031,373	\$18,327	\$1,013,046						
(23) Transportation fees	\$293,808				\$293,808				
(24) Other sales and services	\$1,065,944	\$0	\$948,730	\$0	\$0			\$0	\$117,214
(25) Investment income	\$256,548	\$0	\$246,286	\$0	\$0			\$10,262	\$0
(26) Gifts and donations	\$73,872	\$0	\$73,872	\$0	\$0				\$0
(27) Rentals of facilities	\$70,262		\$67,690	\$0	\$0			\$2,572	\$0
(28) Net school generated funds	\$154,180		\$154,180					\$0	
(29) Gains on disposal of capital assets	\$0		\$0		\$0			\$0	\$0
(30) Amortization of capital allocations	\$2,380,460		\$0	\$2,380,460	\$0				\$0
(31) TOTAL REVENUES	\$68,518,527	\$1,969,980	\$50,603,003	\$10,587,096	\$2,432,823			\$2,194,886	\$730,739
EXPENSES									
(32) Certificated salaries	\$35,075,452	\$857,111	\$33,767,803				\$449,952	\$449,952	\$586
(33) Certificated benefits	\$4,831,801	\$51,060	\$4,711,350				\$69,287	\$69,287	\$104
(34) Uncertificated salaries and wages	\$10,738,576	\$364,069	\$6,808,486	\$2,373,006	\$43,031	\$83,407	\$622,115	\$705,522	\$444,462
(35) Uncertificated benefits	\$1,533,294	\$21,688	\$873,101	\$442,086	\$8,536	\$26,384	\$82,257	\$108,641	\$79,242
(36) SUB - TOTAL	\$52,179,123	\$1,293,928	\$46,160,740	\$2,815,092	\$51,567	\$109,791	\$1,223,611	\$1,333,402	\$524,394
(37) Services, contracts & supplies	\$11,950,637	\$178,678	\$5,348,487	\$3,574,798	\$2,024,473	\$17,566	\$600,290	\$617,856	\$206,345
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$154,180		\$154,180						
Capital and debt services									
Amortization of capital assets									
(40) Supported	\$2,380,460	\$0	\$0	\$2,380,460	\$0		\$0	\$0	\$0
(41) Unsupported	\$694,466	\$0	\$589,378	\$73,457	\$5,219	\$0	\$26,412	\$26,412	\$0
(42) Total Amortization	\$3,074,926	\$0	\$589,378	\$2,453,917	\$5,219	\$0	\$26,412	\$26,412	\$0
Interest on capital debt									
(43) Supported	\$1,830,775	\$0	\$0	\$1,830,775	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$7,652	\$0	\$4,870	\$0	\$0		\$2,782	\$2,782	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(47) TOTAL EXPENSES	\$69,197,293	\$1,472,606	\$52,257,655	\$10,674,582	\$2,081,259	\$127,357	\$1,853,095	\$1,980,452	\$730,739
(48) Surplus(deficit) Before Funding Allocated for Capital Purposes	(\$678,766)	\$497,374	(\$1,654,652)	(\$87,486)	\$351,564			\$214,434	\$0
Applicable student numbers/FTE equivalent	9,202.5	587	8,907.0	9,200.5	4,027			9,202.5	
AVERAGE PROGRAM COSTS per student	\$7,519	\$2,509	\$5,867	\$1,160	\$517			\$215	

**SCHEDULE B1 to the AFS
INSTRUCTION Grades 1 to 12 Program 2002-2003 Expenses**

EXPENSES	INSTRUCTION (Grades 1 to 12)							
	All Student Instruction	School Admin. & Instruction Support	System Instruction Support	Mildly & Moderately Disabled and Gifted & Talented	Severely Disabled	Alberta Initiative for School Improvement	Student Health Initiative	Total Instruction (Grades 1 to 12)
Certificated salaries	\$27,284,804	\$2,692,260	\$0	\$1,313,407	\$1,425,719	\$1,051,613	\$0	\$33,767,803
Certificated benefits	\$3,881,578	\$221,904	\$0	\$244,110	\$262,835	\$100,923	\$0	\$4,711,350
Uncertificated salaries and wages	\$1,577,987	\$2,167,558	\$0	\$837,464	\$2,050,628	\$0	\$174,849	\$6,808,486
Uncertificated benefits	\$224,487	\$98,829	\$0	\$155,651	\$378,038	\$0	\$16,096	\$873,101
SUB - TOTAL REMUNERATION	\$32,968,856	\$5,180,551	\$0	\$2,550,632	\$4,117,220	\$1,152,536	\$190,945	\$46,160,740
Services, contracts & supplies	\$4,705,611	\$0	\$0	\$324,793	\$268,230	\$0	\$49,853	\$5,348,487
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$154,180							\$154,180
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$589,378	\$0	\$0					\$589,378
Total Amortization	\$589,378	\$0	\$0					\$589,378
Interest on capital debt								
Supported	\$0	\$0						\$0
Unsupported	\$0	\$0						\$0
Other interest charges	\$4,870	\$0						\$4,870
Losses on disposal of capital assets	\$0	\$0						\$0
TOTAL EXPENSES	\$38,422,895	\$5,180,551	\$0	\$2,875,425	\$4,385,450	\$1,152,536	\$240,798	\$52,257,655
FTE Certificated				23.7	14.4			
FTE Uncertificated				22.2	77.1			

**SCHEDULE B2 to the AFS
INSTRUCTION Grades 1 to 12 Program 2002-2003 Details**

	AB LEARNING INSTRUCTION BLOCK REVENUE	ALBERTA LEARNING OTHER REVENUE	NON-ALBERTA LEARNING REVENUE	INSTRUCTION BLOCK REALLOCATION	TOTAL REVENUE	TOTAL EXPENSES	NET
Basic Instruction	\$38,855,962	\$3,455,630	\$1,498,755	\$0	\$43,810,347	\$39,726,661	\$4,083,686
School Admin & Instruction Support Expenses						\$5,180,551	(\$5,180,551)
System Instruction Support Expenses						\$0	\$0
Total Basic Instruction	\$38,855,962	\$3,455,630	\$1,498,755	\$0	\$43,810,347	\$44,907,212	(\$1,096,865)
Sub-Programs & Initiatives							
Severely Disabled	\$3,944,214		\$0		\$3,944,214	\$4,385,450	(\$441,236)
English as a Second Language	\$43,414				\$43,414	\$62,671	(\$19,257)
Enhanced Opportunities	\$192,000				\$192,000	\$192,000	\$0
First Nations, Metis, and Inuit Education	\$106,756		\$155,661		\$262,417	\$271,754	(\$9,337)
Institutional Programs	\$570,804				\$570,804	\$570,804	\$0
Sparsity & Distance	\$0				\$0		\$0
Growth & Density	\$22,105				\$22,105		\$22,105
Teacher Assistants Program	\$163,310				\$163,310	\$166,367	(\$3,057)
Early Literacy Initiative (K-2)	\$311,866				\$311,866	\$418,036	(\$106,170)
Learning Resources Credit & Resources for the Classroom	\$170,832	\$0	\$1,013,046		\$1,183,878	\$1,183,878	\$0
Technology Integration	\$0		\$0		\$0	\$0	\$0
French Language Program & Francisation (all jurisdictions)	\$96,406		\$0		\$96,406	\$96,406	\$0
Home Education	\$2,242		\$0		\$2,242	\$3,077	(\$835)
Total Sub-Programs & Initiatives	\$5,623,949		\$1,168,707		\$6,792,656	\$7,350,442	(\$557,786)
INSTRUCTION, GRADES 1-12 (plus Early Lit. ECS)	\$44,479,911	\$3,455,630	\$2,667,462	\$0	\$50,603,003	\$52,257,655	(\$1,654,652)

**SCHEDULE C to the AFS
SUMMARY OF REVENUE TRANSFERS
BETWEEN ALBERTA LEARNING BLOCK ALLOCATIONS - 2002-2003**

	Early Childhood Services	Instruction (Grades 1 to 12)	Operations and Maintenance	Transportation	Board and System Administration	External Services
Alberta Learning block allocations - Schedule A (Lines 1 & 2)	\$1,923,370	\$44,479,911		\$2,139,015	\$2,157,632	
Reallocations permitted by the "Funding for School Authorities" manual						
From Instruction block to External Services		\$0				\$0
From ECS component of Instruction block to Transportation (part of the 2% maximum) (Note)	\$0			\$0		
From all or part of maximum 2% of Instruction block to Transportation		\$0		\$0		
Calculation: 2% of \$46,403,281 = \$928,066 \$0						
From Instruction block (Growth & Density component) to Transportation		\$0		\$0		
Reallocations directed by the board of trustees						
From Transportation block to Instruction		\$0		\$0		
From Board and System Administration block to:						
(1) Transportation				\$0	\$0	
(2) Instruction		\$0			\$0	
From within the Instruction block and its components:						
(1) Instruction to: Early childhood services (ECS)	\$0	\$0				
(2) ECS to: Instruction	\$0	\$0				
AMOUNTS REFLECTED ON SCHEDULE A (Line 3)	\$0	\$0		\$0	\$0	\$0

Note: Incremental ECS costs for transportation should normally be recorded as a cost recovery on Schedule A rather than as a revenue transfer on this schedule.

**SCHEDULE D to the AFS
CALCULATION OF MAXIMUM ELIGIBLE EXPENSE LIMITS FOR
BOARD (GOVERNANCE) AND SYSTEM ADMINISTRATION 2002-2003**

STEP 1	
Determine the total eligible revenue which is used as the BASE TOTAL to calculate the maximum eligible expense limits for Board and System Administration	
Total Revenues (Schedule A):	
Instruction Block - Grades ECS -12 (excluding technology integration)	\$46,403,281
Support Block - Transportation	\$2,139,015
SUBTOTAL	\$48,542,296
Other Revenues	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$5,596,560
Teacher Salary Enhancement	\$2,115,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$462,376
Federal government/First Nations	\$2,609
Other Alberta school authorities	\$127,613
Out of province local authorities	\$0
Alberta municipalities	\$24,677
Other sales and services	\$1,065,944
Interest on investments	\$256,548
Rentals of facilities	\$70,262
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$2,380,460
School generated funds (Schedule E)	\$1,945,931
BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMITS	\$62,590,276
STEP 2	
Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and ov = 4%	4.00%
If "Total Net Enrolled Students" are 2,000 and le = 6%	
The Maximum Expense Limit for Board and System Administration is based on an arithmetical proration for the TOTAL FTE count for grades 1 -12, net of Home Education AND Adult students, between 2,000 to 6,000 at .0005 per FTE. EXAMPLE: 4,500 FTE count grades 1-12 = 6,000 - 4,500 = 1,500 X .0005 = .75% plus 4% = maximum expense limit of 4.75%. Note: Calculation unnecessary if Total FTE is 6,000 or more, and 2,000 & less.	
STEP 3	
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 2) x Base Total (Step 1)	\$2,503,611
Considerations for Charter Schools and Francophone Boards:	
If Charter School, enter 50,000	0
If Francophone Board, enter 330,000	0
(If none of these considerations apply, leave the above cells blank)	
MAXIMUM EXPENSE LIMIT	\$2,503,611
STEP 4	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$1,980,452
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$214,434
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES	\$2,194,886
Maximum Expense Limit for Board & System Administration (Step 3)	\$2,503,611
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT	-\$308,725

**SCHEDULE E to the AFS
SOURCE & APPLICATION OF SCHOOL GENERATED FUNDS (SGF) - 2002-2003**

Unexpended SGF - Opening Balance August 31, 2002 (Note 1)	\$1,395,124
Source of School Generated Funds:	
Total School Generated Funds for the year (Note 2)	\$1,945,931
Less: SGF - related cost recoveries (Note 3)	\$1,789,606
- capitalized at the District level (Note 4)	\$25,304
Net Total	\$131,021
Plus: Donations Received (Note 5)	\$0
Equals: Net Additions to SGF	\$131,021
Net SGF Available for discretionary spending	\$1,526,145
Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39	
Net expended SGF for discretionary purposes (Note 6)	\$154,180
Unexpended SGF - Closing Balance August 31, 2003	\$1,371,965
<p>Note 1 Input "(Restated)" beside Balance at August 31, 2002 where not taken from the finalized 2001-2002 Audited Financial Statements.</p> <p>Note 2 Excludes fees collected pursuant to Section 60(2)(j) of the School Act (e.g. instruction materials and technology fees determined by board policy or resolution). This is the amount used to calculate the administrative cap. See Schedule E.</p> <p>Note 3 These are the expenses (a) incurred in generating SGF (e.g. fundraising expenses, printing of tickets, payment to DJ at school dance; cost of goods sold for school cafeteria/servery; staffing and supplies for a dinner; raffle prizes; supplies for a car wash; book fair purchases; meals for lunch program), or (b) collected and disbursed for the benefit of individual students (e.g. cost of field trips for student activities not leading to CEU's). Monies collected for CEU-related activities are not SGF. They are recorded as instruction resource fees.</p> <p>Note 4 All capital items purchased with SGF should be purchased through the District office. As with related cost recoveries, they are not included in the net SGF amounts and should be subtracted out of gross SGF.</p> <p>Note 5 Donations are restricted to cash; gifts in kind are treated as board assets, not SGF. Amounts are net of related expenses.</p> <p>Note 6 Only SGF expended for discretionary purposes are recorded as revenue and expense; unexpended funds are carried forward on the balance sheet to the succeeding year. Any capital items purchased with SGF should be treated in a similar manner as a SGF-related cost recovery and subtracted out of gross SGF.</p>	

**SCHEDULE F to the AFS
Operations and Maintenance Program 2002-2003 Expenses**

EXPENSES	Custodial	Maintenance	Utilities and Telecommunications	Expensed Mod/BQRP & Portable Relocations	Facility Planning & Operations Administration	SUB-TOTAL Operations & Maintenance	Supported Capital & Debt Services	TOTAL Operations and Maintenance
Uncertificated salaries and wages	\$1,656,485	\$536,647	\$0	\$0	\$179,874	\$2,373,006		\$2,373,006
Uncertificated benefits	\$308,600	\$99,976	\$0	\$0	\$33,510	\$442,086		\$442,086
Sub-total Remuneration	\$1,965,085	\$636,623	\$0	\$0	\$213,384	\$2,815,092		\$2,815,092
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Supplies	\$159,645	\$677,418	\$24,870	\$769,690	\$14,649	\$1,646,272		\$1,646,272
Electricity			\$978,464			\$978,464		\$978,464
Natural Gas/Heating Fuel			\$761,555			\$761,555		\$761,555
Sewer and Water			\$81,104			\$81,104		\$81,104
Telecommunications			\$41,113			\$41,113		\$41,113
Insurance					\$66,290	\$66,290		\$66,290
Amortization of capital assets								
Supported							\$2,380,460	\$2,380,460
Unsupported						\$73,457		\$73,457
Total Amortization						\$73,457	\$2,380,460	\$2,453,917
Interest on capital debt								
Supported							\$1,830,775	\$1,830,775
Unsupported						\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$2,124,730	\$1,314,041	\$1,887,106	\$769,690	\$294,323	\$6,463,347	\$4,211,235	\$10,674,582
SQUARE METRES								
School Buildings								102,767.5
Non School Buildings								3,252.0

Notes:

- Custodial:** All expenses related to activities undertaken to keep the school environment clean and safe.
- Maintenance:** All expenses associated with the repair, replacement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components.
- Utilities & Telecommunications:** All expenses related to electricity, natural gas and other heating fuels, sewer and water and all forms of telecommunications.
- Expensed Block Mod/BQRP & Portable Relocations:** All expenses associated with non-capital activities related to Block Modernization, Building Quality Restoration Program and portable relocations.
- Facility Planning & Operations Maintenance:** All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees and contractors, administration of capital projects (including new schools, BQRP, block modernization and portable relocations), administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.
- Supported Capital & Debt Services:** All expenses related to supported capital assets amortization and interest on supported capital debt.

SCHEDULE G1 to the AFS
DISCLOSURE OF SALARIES AND BENEFITS (SECTION 148.1 OF THE SCHOOL ACT)
COMPLETION INFORMATION

(1)	Salary and benefits consist of and agree with the amounts properly recorded in the school jurisdiction's payroll records and related object codes for salaries, wages and benefits.
(2)	Remuneration includes regular base salaries, certificated school-based employee allowances outlined in collective agreements, overtime, honoraria, deferred salary leave accruals, lump sum payments EXCEPTING TERMINATION BENEFITS (See #10A below), any other direct cash remuneration EXCEPTING PERFORMANCE PAY (See #10 below).
(3)	Certificated salaries include the aggregate of all payments for certificated staff regardless of the length, nature or definition of the employment agreement. The number of full time equivalent (FTE) staff should be measured as at September 30.
(4)	Uncertificated salaries and wages should be measured in terms of the number of FTE staff employed as at September 30.
(5)	Salary and benefits information should be the aggregate amount covering the same fiscal period as the audited financial statements.
(6)	Salary must include deferred salary accruals.
(7)	Salary includes only payments for services subject to an employer-employee relationship.
(8)	Benefits include the employer's share of all employee benefits and contributions or payments made on behalf of employees including retirement pensions, Canada pension plan (CPP), employment insurance (EI), health care, dental coverage, vision coverage, out of country medical benefits, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans.
(9)	Allowances include all monies paid to an employee as miscellaneous negotiated allowances. This category will include car or travel allowances, isolation allowances, relocation expenses, sabbaticals, special leave with pay, financial and retirement planning services, and club memberships. CERTIFICATED SCHOOL-BASED EMPLOYEE ALLOWANCES , as outlined in collective agreements, are included in Remuneration - NOT Allowances.
(10)	Performance Bonuses include those monies paid to employees of the school authority that are tied to the achievement of some specified goal or objective.
(10A)	Other includes termination benefits ((severance pay, retiring allowances (ERIP's), sick leave and other settlement costs due to loss of employment).
(11)	Expenses will include the reimbursements of travel, subsistence, moving costs, conference fees, etc., paid by the employee or on his/her behalf in performing the responsibilities of employment.
(12)	The superintendent's position disclosure is in terms of one individual who is the Chief Executive Officer. Benefits for the superintendent do not include Alberta Learning contributions to the Teachers Retirement Fund pension plan.
(13)	The secretary-treasurer's position disclosure is in terms of one individual who is the Chief Financial Officer. If the board has not appointed one person to act as secretary-treasurer, then the disclosure is in terms of separate individuals appointed to the Board Treasurer and Board Secretary positions. Benefits for the secretary-treasurer include the Local Authorities Pension Plan contributions.
(13)	A position should include salary, benefits and allowances earned and expenses accrued by an individual who officially acted in a position while it was vacant or was appointed to the position. If a position was vacant and no one acted in the position, the position should not be disclosed.
(14)	Benefits and allowances need not include an amount for automobile, housing or other benefits for which a value cannot be reasonably estimated.
(15)	If a position is occupied by more than one individual during a year, each of those individual's specific expenses and salary, benefits and allowances earned by each of the individuals in the position need be disclosed separately.