

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

**Medicine Hat Catholic Separate Regional Division No. 20**

Name of School Jurisdiction

**1251 - 1 Avenue S.W., Medicine Hat, AB, T1A 8B4**

Mailing Address

**403-527-2292 403-529-0917**

Telephone and Fax Numbers

**SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The financial statements and supporting schedules Medicine Hat Catholic Separate Regional Division No. 20

(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**

**Michael Tivadar**

Name

**"Original Signed By"**

Signature

**SUPERINTENDENT**

**Dr. Guy Tetrault**

Name

**"Original Signed By"**

Signature

**SECRETARY TREASURER OR TREASURER**

**Bernard A. Girardin MBA**

Name

**"Original Signed By"**

Signature

**2-Dec-03**

Board-approved Release Date

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## AUDITORS' REPORT

### TO THE BOARD OF TRUSTEES MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

We have audited the statement of financial position of the **Medicine Hat Catholic Separate Regional Division No. 20** 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 and ministerial requirements for Alberta school jurisdictions.

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.

*Johnston Morrison Hunter & Co. LLP*

CHARTERED ACCOUNTANTS

MEDICINE HAT, ALBERTA  
NOVEMBER 5, 2003

**STATEMENT OF FINANCIAL POSITION**  
as at August 31

(in dollars)

	2003	2002
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	\$4,667,762	\$6,443,838
Accounts receivable (net after allowances)	\$1,787,748	\$1,281,848
Prepaid expenses	\$273,827	\$271,655
Other current assets	\$141,254	\$65,798
<b>Total current assets</b>	<b>\$6,870,591</b>	<b>\$8,063,139</b>
School generated assets	\$231,392	\$194,496
Trust assets	\$7,338	\$7,209
Long term accounts receivable	\$0	\$0
Capital assets		
Land	\$225,905	\$225,905
Buildings	\$19,755,507	
Less: accumulated amortization	(\$6,241,921)	\$13,513,586
Equipment	\$55,084	
Less: accumulated amortization	(\$13,949)	\$41,135
Vehicles	\$88,761	
Less: accumulated amortization	(\$9,062)	\$79,699
<b>Total capital assets</b>	<b>\$13,860,325</b>	<b>\$13,233,525</b>
<b>TOTAL ASSETS</b>	<b>\$20,969,646</b>	<b>\$21,498,369</b>
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$1,680,047	\$1,367,430
Deferred revenue	\$123,086	\$396,916
Deferred capital allocations	\$4,459,605	\$5,433,542
Current portion of all long term debt	\$234,616	\$247,779
<b>Total current liabilities</b>	<b>\$6,497,354</b>	<b>\$7,445,667</b>
School generated liabilities	\$231,392	\$194,496
Trust liabilities	\$7,338	\$7,209
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$1,731,883	\$1,979,663
Less: Current portion of supported debt	(\$234,616)	(\$247,779)
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	\$11,690,954	\$10,856,925
<b>Total long term liabilities</b>	<b>\$13,426,951</b>	<b>\$12,790,514</b>
<b>TOTAL LIABILITIES</b>	<b>\$19,924,305</b>	<b>\$20,236,181</b>
<b>NET ASSETS</b>		
Unrestricted net assets	\$308,808	\$315,103
Operating Reserves	\$279,043	\$519,455
Accumulated Operating Surplus (Deficit)	\$587,851	\$834,558
Investment in capital assets	\$437,490	\$396,939
Capital Reserves	\$20,000	\$30,691
Total Capital Funds	\$457,490	\$427,630
<b>Total net assets</b>	<b>\$1,045,341</b>	<b>\$1,262,188</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$20,969,646</b>	<b>\$21,498,369</b>

**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
<b>REVENUES</b>			
Alberta Learning	\$15,481,470	\$15,606,426	\$15,654,502
Alberta Infrastructure	\$2,007,433	\$1,810,054	\$843,615
Alberta Finance	\$198,207	\$200,000	\$222,701
Other Government of Alberta	\$57	\$0	\$24,000
Federal Government and/or First Nations	\$0	\$0	\$0
Other Alberta school authorities	\$95,076	\$142,614	\$79,401
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities (excluding supplementary requisitions)	\$0	\$0	\$0
Instruction resource fees	\$138,184	\$115,000	\$133,757
Transportation fees	\$0	\$0	\$0
Other sales and services	\$191,589	\$138,400	\$40,982
Investment income	\$35,205	\$0	\$44,480
Gifts and donations	\$7,645	\$0	\$2,001
Rentals of facilities	\$203,962	\$0	\$137,655
Net school generated funds	\$710,194	\$245,000	\$243,374
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$442,255	\$315,000	\$396,865
<b>Total Revenues</b>	<b>\$19,511,277</b>	<b>\$18,572,494</b>	<b>\$17,823,333</b>
<b>EXPENSES</b>			
Certificated salaries	\$10,069,468	\$10,328,715	\$9,540,093
Certificated benefits	\$1,181,027	\$1,238,724	\$1,116,938
Uncertificated salaries and wages	\$2,992,306	\$2,750,577	\$2,680,800
Uncertificated benefits	\$752,569	\$859,859	\$645,240
Services, contracts and supplies	\$3,368,288	\$2,632,019	\$3,226,870
Net school generated funds	\$710,194	\$245,000	\$243,374
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$442,256	\$315,000	\$396,865
Unsupported	\$11,488	\$0	\$11,385
<b>Total Amortization of capital assets</b>	<b>\$453,744</b>	<b>\$315,000</b>	<b>\$408,250</b>
Interest on capital debt			
Supported	\$198,199	\$200,000	\$224,780
Unsupported	\$0	\$0	\$0
<b>Total Interest on capital debt</b>	<b>\$198,199</b>	<b>\$200,000</b>	<b>\$224,780</b>
Other interest charges	\$2,329	\$2,600	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$19,728,124</b>	<b>\$18,572,494</b>	<b>\$18,086,345</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE FUNDING ALLOCATED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM</b>			
	(\$216,847)	\$0	(\$263,012)
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
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>(\$216,847)</b>	<b>\$0</b>	<b>(\$263,012)</b>

**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
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATIONS</b>		
Surplus (deficit) of revenues over expenses for the year	(\$216,847)	(\$263,011)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$442,255)	(\$396,865)
Total amortization expense	\$453,744	\$408,250
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$505,900)	(\$439,135)
Prepays and other current assets	(\$77,628)	\$34,200
Payables and accrued liabilities	\$312,617	(\$312,220)
Deferred revenue	(\$273,830)	(\$72,996)
Employee future benefit expense (recovery)	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>(\$750,099)</b>	<b>(\$1,041,777)</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$1,028,504)	(\$1,643,288)
Equipment	(\$8,588)	\$0
Vehicles	(\$43,452)	(\$45,309)
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$1,080,544)</b>	<b>(\$1,688,597)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations received	\$54,567	\$5,492,435
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$247,780)	(\$281,221)
Add back: supported portion	\$247,780	\$281,221
Other (describe)	\$0	\$0
<b>Total sources (uses) from Financing activities</b>	<b>\$54,567</b>	<b>\$5,492,435</b>
<b>Net sources (uses) of cash equivalents* during year</b>	<b>(\$1,776,076)</b>	<b>\$2,762,061</b>
<b>Cash Equivalents at the beginning of the year</b>	<b>\$6,443,838</b>	<b>\$3,681,777</b>
<b>Cash Equivalents at the end of the year</b>	<b>\$4,667,762</b>	<b>\$6,443,838</b>

**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**

School Jurisdiction Code: 4501

(in dollars)

	(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
<b>Balance at August 31, 2002</b>	\$1,266,883	\$396,939	\$315,103	\$554,841	\$483,788	\$0	\$35,667	\$4,695	\$30,691	\$0	\$0	\$0	\$0	\$0	\$0
Prior period adjustments (describe)															
Reclassify Supp Cap to Deferred	(\$4,695)	\$0	\$0	(\$4,695)	\$0	\$0	\$0	(\$4,695)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Allocations	\$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
<b>Adjusted Balance, Aug.31, 2002</b>	\$1,262,188	\$396,939	\$315,103	\$550,146	\$483,788	\$0	\$35,667	\$0	\$30,691	\$0	\$0	\$0	\$0	\$0	\$0
Surplus(def) of revenue over expenses	(\$216,847)		(\$216,847)												
Block BQRP funded capital transactions		\$0	\$0												
Block MOD funded capital transactions		\$0	\$0												
Board funded capital transactions		\$52,040	(\$52,040)	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0													
Amortization of capital assets		(\$453,744)	\$453,744												
Amortization of capital allocations		\$442,255	(\$442,255)												
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			\$15,000	(\$15,000)	\$0		(\$23,000)			\$8,000		\$0			\$0
Net transfers from operating reserves			\$225,412	(\$225,412)	(\$225,412)		\$0			\$0		\$0			\$0
Net transfers to capital reserves			\$0	\$0		\$0			\$0		\$0		\$0		\$0
Net transfers from capital reserves			\$10,691	(\$10,691)		\$0			(\$10,691)		\$0		\$0		\$0
<b>Balance at August 31, 2003</b>	\$1,045,341	\$437,490	\$308,808	\$299,043	\$258,376	\$0	\$12,667	\$0	\$20,000	\$8,000	\$0	\$0	\$0	\$0	\$0

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

	<b>Deferred Capital Allocations</b>	<b>Unamortized Capital Allocations</b>
<b>Balance at August 31, 2002</b>	\$5,428,847	\$10,856,925
<b>Prior period adjustment</b>	\$4,695	
<b>Adjusted balance, August 31, 2002</b>	\$5,433,542	\$10,856,925
<b>Add:</b>		
<b>Capital allocations from:</b>		
AB Infrastructure - New/Modernization Projects	(\$99,834)	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
<b>Interest earned on provincial government capital allocations</b>	\$154,401	
<b>Other capital grants and donations</b>	\$0	
<b>Proceeds on disposal of supported capital assets</b>	\$0	
<b>Insurance proceeds</b>	\$0	
<b>Donated capital assets (depreciable, at Fair Market Value)</b>		\$0
<b>Transferred in capital assets (depreciable, at Net Book Value)</b>		\$0
<b>Current Year Debenture Principal Repayment</b>		\$247,780
<b>Expended capital allocations - current year</b>	(\$1,028,504)	\$1,028,504
<b>Less:</b>		
<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$0
<b>Capital allocations amortized to revenue</b>		\$442,255
<b>Balance at August 31, 2003</b>	\$4,459,605	\$11,690,954

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



MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

**NOTE 1 AUTHORITY AND PURPOSE**

The Medicine Hat Catholic Separate Regional Division No. 20 delivers education programs under the authority of the School Act, Chapter S-3, Statutes of Alberta, January 1, 2002. The school jurisdiction is exempt from payment of income tax under Section 149 of the Income Tax Act.

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

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles (GAAP) and accounting policies consistent with those prescribed by Alberta Learning for Alberta school jurisdictions. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgement. Actual results could differ from those estimates and approximations. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the significant accounting policies summarized below:

**a) REVENUE RECOGNITION**

Instruction and Support allocations are recognized in the year to which they relate.

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

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

Interest earned on trust assets and liabilities is recorded as direct increases in trust assets and liabilities.

Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with.

Externally restricted capital allocations from the province or other agencies are recorded as deferred capital allocations until the amount is invested in capital assets. Amounts invested representing funded capital assets are then transferred to unamortized capital allocations. Unamortized capital allocations are recognized as amortization of capital allocations revenue in the periods which the related amortization expense of the funded capital asset is recorded.

MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(b) TEMPORARY INVESTMENTS

Temporary investments are recorded at the lower of cost and market value.

(c) PREPAID EXPENSES

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

(d) SCHOOL GENERATED FUNDS

These are funds in the community, which come under the control and responsibility of the school principal and are for school activities. These funds are usually collected and retained at the school for expenses paid at the school level (e.g. yearbook sales, graduation fees, field trip fees, etc.).

(e) TRUST ASSETS

Trust assets are recorded at cost unless there has been a permanent impairment in value. At that time, the trust cost is reduced to reflect the fair market value.

(f) CAPITAL ASSETS

Capital assets are recorded at cost. Donated assets are recorded at fair market value at the time of the donation. Amortization is recorded on a straight-line basis over the assets' useful lives starting the fiscal year following the year of acquisition at the following rates:

Buildings	40 years
Equipment	5 years
Vehicles	5 years

Only capital assets with costs in excess of \$5,000 are capitalized. Any capital allocations received for asset additions are amortized over the same period as the related asset.

(g) VACATION PAY

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

MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(h) PENSIONS

Pension costs included in these statements comprise the cost of employer contributions for current service of 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 jurisdiction does not make pension contributions for certified staff.

The school jurisdiction participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contributions of \$81,191 (2002- \$73,104) for the year ended August 31, 2003.

(i) CONTRIBUTED SERVICES

Volunteers contribute a considerable number of hours per year to various schools, which are within the school jurisdiction to ensure that certain programs are delivered, such as kindergarten, lunch services and the raising of school generated funds. Because of the difficulty of compiling these hours and the fact that these services are not otherwise purchased, contributed services are not recognized in the financial statements.

(j) FINANCIAL INSTRUMENTS

The carrying value of financial assets and financial liabilities are considered to approximate fair value unless otherwise disclosed.

(k) OPERATING AND CAPITAL RESERVES

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

(l) EMPLOYEE FUTURE BENEFITS

The school jurisdiction accounted for the future cost of employee benefits commencing in the 2001/2002 school year using the retroactive approach. There is no financial impact on the school jurisdiction at this time.

MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

NOTE 3 CASH AND TEMPORARY INVESTMENTS

	MARKET VALUE	2003	2002
	\$	\$	\$
Cash	467,762	467,762	1,643,838
Term deposit (effective interest 2.72%, due September 30, 2003)	<u>4,200,626</u>	<u>4,200,000</u>	<u>4,800,000</u>
	<u>4,668,388</u>	<u>4,667,762</u>	<u>6,443,838</u>

Market value as advised by an independent source.

NOTE 4 ACCOUNTS RECEIVABLE

	2003	2002
	\$	\$
Province of Alberta	388,446	402,703
Federal government	111,283	428,805
Alberta municipalities	1,195,505	410,565
Other	<u>92,514</u>	<u>39,775</u>
	<u>1,787,748</u>	<u>1,281,848</u>

NOTE 5 SCHOOL GENERATED FUNDS

	2003	2002
	\$	\$
Balance, beginning of year	194,496	194,548
Source of school generated funds (SGF)		
SGF for the year	776,865	795,752
Costs of generating SGF	(710,194)	(587,836)
Capitalized at the District level	-	(21,000)
Donations received	<u>63,442</u>	<u>56,406</u>
Net SGF available for the year	324,609	437,870
Application of net SGF		
SGF expended for the year	(93,217)	(243,374)
Balance, end of year	<u>231,392</u>	<u>194,496</u>

MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

NOTE 6 TRUST ASSETS AND LIABILITIES

These balances represent cash that is held by the jurisdiction for the following areas:

	MARKET VALUE	2002	2001
	\$	\$	\$
Scholarship Trust (effective interest rate 2.5%, due Feb, 2004)	<u>7,379</u>	<u>7,338</u>	<u>7,209</u>

NOTE 7 BANK INDEBTEDNESS

The school jurisdiction has negotiated a line of credit in the amount of \$730,000 that bears interest at bank prime rate less 0.25%. This line of credit, which is secured by a borrowing bylaw and a security agreement, covers all revenue of the jurisdiction. There was no balance outstanding on the line of credit at August 31, 2003.

NOTE 8 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2003	2002
	\$	\$
Province of Alberta	703,257	523,271
Other trade payables and accrued liabilities	<u>976,790</u>	<u>844,159</u>
	<u>1,680,047</u>	<u>1,367,430</u>

NOTE 9 DEFERRED REVENUE

	2003	2002
	\$	\$
1999 one time grant	- -	39,000
Building Quality Restoration Program	18,951	321,596
2002 One Time Grant	- -	31,320
Palliser Health Special Ed	- -	5,000
Plant operations and maintenance one time grant	<u>104,135</u>	- -
	<u>123,086</u>	<u>396,916</u>

MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

NOTE 10 DEFERRED CAPITAL ALLOCATIONS

Capital allocations received for qualifying capital projects initiated by the school jurisdiction have been capitalized. These allocations are amortized on a basis consistent with the capital asset that the allocation funded. Details of the changes in the deferred capital allocations are as follows:

	2003	2002
	\$	\$
Balance, beginning of year	5,433,542	1,535,466
Allocations received and receivable	24,334	5,492,435
Transfer from capital reserve	30,234	4,695
Transfers to unamortized capital allocations (Note 12)	(1,028,505)	(1,599,054)
Balance, end of year	<u>4,459,605</u>	<u>5,433,542</u>

NOTE 11 LONG TERM DEBT

	2003	2002
	\$	\$
Alberta Capital Finance Authority 7.25% to 12.00%, due 2003 to 2016	1,713,922	1,943,732
Capital Loan - Bow Island		
Prime rate of interest, due 2004	<u>17,961</u>	<u>35,931</u>
	1,731,883	1,979,663
Portion repayable within one year	( 234,616)	( 247,779)
	<u>1,497,267</u>	<u>1,731,884</u>

Approximate repayments of long term debt are as follows:

	\$
2004	234,616
2005	191,108
2006	162,413
2007	145,902
2008	145,902
2008 and on	<u>851,942</u>
	<u>1,731,883</u>

The above debt is fully supported by Alberta Capital Finance Authority. The current portion of long-term debt consists entirely of amounts payable by Alberta Capital Finance Authority on supported debt. Therefore, the working capital (current assets less current liabilities) is effectively understated by this amount.

**MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003**

**NOTE 12 UNAMORTIZED CAPITAL ALLOCATIONS**

Unamortized capital allocations (UCA) represents the school jurisdiction's externally funded net investment in capital assets. The total debenture payments increase the balance in the UCA account, with the amortization expense on related assets acting as a deduction to the account. Transfers from the deferred capital allocation account also increase the balance in the UCA account. Details of the changes are as follows:

	2003	2002
	\$	\$
Balance, beginning of year	10,856,925	9,373,515
Supported debenture principal repayments	247,779	281,221
Transfer from deferred capital allocations (Note 10)	1,028,505	1,599,054
Capital allocation revenue	<u>( 442,255 )</u>	<u>( 396,865 )</u>
Balance, end of year	<u>11,690,954</u>	<u>10,856,925</u>

**NOTE 13 INTERNALLY RESTRICTED NET ASSETS**

Net assets may be restricted by authorization of the Board of Trustees for future capital expenses and future operating expenses. The amounts are established and expensed in accordance with terms and conditions established by the board.

OPERATING RESERVES	2002	APPROPRIATED	USED	2003
	\$	\$	\$	\$
Schools	483,788	-	(225,412)	258,376
System admin	-	8,000	-	8,000
Operations and Maintenance	35,667	-	( 23,000 )	12,667
	<u>519,455</u>	<u>8,000</u>	<u>(248,412)</u>	<u>279,043</u>
CAPITAL RESERVES	2002	APPROPRIATED	USED	2003
	\$	\$	\$	\$
Building – supported	-	30,234	(30,234)	-
Building – unsupported	30,000	-	(10,000)	20,000
Vehicles	691	-	( 691 )	-
	<u>30,691</u>	<u>-</u>	<u>(40,925)</u>	<u>20,000</u>
Total Reserves	<u>550,146</u>	<u>38,234</u>	<u>(289,337)</u>	<u>299,043</u>

MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

NOTE 14 RELATED PARTY TRANSACTIONS

During the year, the school jurisdiction entered into transactions with related parties.

The following transactions are recorded at the exchange amount which represents the amount of consideration paid or received as established and agreed to by related parties:

a) Grants from Alberta Government Departments

	RECEIVED	DEFERRED	2003	2002
	\$	\$	\$	\$
Alberta Learning	15,481,470	- -	15,481,470	15,654,502
Alberta Infrastructure	1,044,717	962,716	2,007,433	843,615
Alberta Finance	198,207	- -	198,207	222,701
Other Alberta Government Department	57	- -	57	24,000
Total Grants	<u>16,724,451</u>	<u>962,716</u>	<u>17,687,167</u>	<u>16,744,818</u>

b) Medicine Hat Catholic School's Education Foundation

The school jurisdiction has an economic interest in the Medicine Hat Catholic School's Education Foundation. The Medicine Hat Catholic School's Education Foundation is a registered public foundation and charity created to solicit, receive and administer funds and property donated for the advancement of Medicine Hat Catholic Separate Regional Division No. 20. The Foundation is exempt from payment of income tax under Section 149 of the Income Tax Act.

During the year, the Foundation contributed \$37,869 (2001 - \$19,396) to the school jurisdiction.

Also, the school jurisdiction provides certain administrative services and accommodations at no cost to the Foundation.

c) Other School Jurisdictions

During the year, the school jurisdiction conducted business transactions with other public school boards. The revenues and expenses incurred for these transactions have been included in the statement of operations, but have not been separately quantified. These transactions were entered into on the same business terms as with non-related parties and are recorded at fair value.



MEDICINE HAT CATHOLIC SEPARATE REGIONAL DIVISION NO. 20

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2003

**NOTE 15 PRIOR PERIOD ADJUSTMENTS**

Deferred capital allocations (2002, \$5,428,847) has been increased to \$5,433,542 and capital reserves (2002, \$35,386) has been decreased to \$30,691 as a result of a change in accounting treatment regarding supported capital funding

**NOTE 16 COMMITMENTS**

The school jurisdiction is committed to further capital expenditures for the construction of the Notre Dame school of approximately \$4.1 million. The funding of these costs have been deferred and included in deferred capital allocations balance.

The school jurisdiction is committed under an operating lease for the rental of office equipment, which expires in 2004. There is one lease payment of \$4,685 remaining due November 1, 2003.

**NOTE 17 CONTINGENCIES**

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

The school jurisdiction is contingently liable for corporate credit cards issued with a combined authorized credit limit of \$951,050.

**NOTE 18 ECONOMIC DEPENDENCE ON RELATED THIRD PARTY**

The school jurisdiction primary source of income is from the Alberta Government. The jurisdiction ability to continue viable operations is dependent on this funding.

**NOTE 19 COMPARATIVE FIGURES**

The comparative figures have been reclassified where necessary to conform to the presentation adopted in the current year.

**NOTE 20 BUDGET AMOUNTS**

The budget was prepared by the school jurisdiction and approved by the Board of Trustees. It is presented for information purposes only and has not been audited.

**NOTE 21 APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by the Board of Trustees.

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

School Jurisdiction Code: 4501

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.	
<b>Alberta Learning allocations</b>									
(1) Instruction block	\$13,165,853	\$1,145,529	\$12,020,324						
(2) Support block	\$1,293,510				\$415,673			\$877,837	
(3) Instruction & support block reallocations	\$0	(\$284,899)	\$317,140		(\$14,641)			(\$17,600)	\$0
(4) Alberta Initiative for School Improvement (AISI)	\$317,380	\$0	\$317,380						
(5) Student Health Initiative (SHI)	\$25,200	\$0	\$25,200						\$0
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$582,000	\$0	\$582,000					\$0	\$0
(8) Regional P.D. Consortium (6 boards only)	\$0								\$0
(9) Regional Assessment Services (4 boards only)	\$0								\$0
(10) Other Alberta Learning revenues	\$97,527	\$0	\$39,000	\$0	\$58,527			\$0	\$0
<b>(11) Total Alberta Learning Revenue</b>	<b>\$15,481,470</b>	<b>\$860,630</b>	<b>\$13,301,044</b>	<b>\$0</b>	<b>\$459,559</b>			<b>\$860,237</b>	<b>\$0</b>
<b>Alberta Infrastructure</b>									
(12) Expensed Block Mod, Block BQRP support	\$317,082	\$0	\$0	\$317,082					
(13) Operations & Maintenance support	\$1,654,668			\$1,654,668					
(14) Operations & Maintenance support (One-Time)	\$35,683			\$35,683					
<b>(15) Total Alberta Infrastructure Revenue</b>	<b>\$2,007,433</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,007,433</b>					
<b>Alberta Finance</b>									
(16) Alberta Finance	\$198,207			\$198,207	\$0			\$0	\$0
(17) Other - Government of Alberta	\$57	\$0	\$57	\$0	\$0			\$0	\$0
(18) Federal Government and/or First Nations	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(19) Other Alberta school authorities	\$95,076	\$0	\$95,076	\$0	\$0			\$0	\$0
(20) Out of province authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(21) Alberta municipalities (excl. supplementary requisitions)	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(22) Instruction resource fees	\$138,184	\$0	\$138,184						
(23) Transportation fees	\$0				\$0				
(24) Other sales and services	\$191,589	\$0	\$68,534	\$105,979	\$0			\$17,076	\$0
(25) Investment income	\$35,205	\$0	\$35,205	\$0	\$0			\$0	\$0
(26) Gifts and donations	\$7,645	\$0	\$7,645	\$0	\$0				\$0
(27) Rentals of facilities	\$203,962		\$113,037	\$90,925	\$0			\$0	\$0
(28) Net school generated funds	\$710,194		\$710,194					\$0	
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$442,255		\$0	\$442,255	\$0				\$0
<b>(31) TOTAL REVENUES</b>	<b>\$19,511,277</b>	<b>\$860,630</b>	<b>\$14,468,976</b>	<b>\$2,844,799</b>	<b>\$459,559</b>			<b>\$877,313</b>	<b>\$0</b>
<b>EXPENSES</b>									
(32) Certificated salaries	\$10,069,468	\$336,914	\$9,521,106				\$211,448	\$211,448	\$0
(33) Certificated benefits	\$1,181,027	\$64,524	\$1,097,698				\$18,805	\$18,805	\$0
(34) Uncertificated salaries and wages	\$2,992,306	\$270,867	\$1,532,236	\$843,145	\$4,959	\$68,880	\$272,219	\$341,099	\$0
(35) Uncertificated benefits	\$752,569	\$63,441	\$428,601	\$197,725	\$850	\$4,290	\$57,662	\$61,952	\$0
<b>(36) SUB - TOTAL</b>	<b>\$14,995,370</b>	<b>\$735,746</b>	<b>\$12,579,641</b>	<b>\$1,040,870</b>	<b>\$5,809</b>	<b>\$73,170</b>	<b>\$560,134</b>	<b>\$633,304</b>	<b>\$0</b>
(37) Services, contracts & supplies	\$3,368,288	\$124,884	\$1,427,716	\$1,120,258	\$453,750	\$57,102	\$184,578	\$241,680	\$0
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$710,194		\$710,194						
<b>Capital and debt services</b>									
Amortization of capital assets									
(40) Supported	\$442,256	\$0	\$0	\$442,256	\$0		\$0	\$0	\$0
(41) Unsupported	\$11,488	\$0	\$0	\$11,488	\$0	\$0	\$0	\$0	\$0
(42) Total Amortization	\$453,744	\$0	\$0	\$453,744	\$0	\$0	\$0	\$0	\$0
Interest on capital debt									
(43) Supported	\$198,199	\$0	\$0	\$198,199	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$2,329	\$0	\$0	\$0	\$0		\$2,329	\$2,329	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
<b>(47) TOTAL EXPENSES</b>	<b>\$19,728,124</b>	<b>\$860,630</b>	<b>\$14,717,551</b>	<b>\$2,813,071</b>	<b>\$459,559</b>	<b>\$130,272</b>	<b>\$747,041</b>	<b>\$877,313</b>	<b>\$0</b>
(48) Surplus(deficit) Before Funding Allocated for Capital Purposes	(\$216,847)	\$0	(\$248,575)	\$31,728	\$0			\$0	\$0
<b>Applicable student numbers/FTE equivalent</b>	<b>2,522.0</b>	<b>109</b>	<b>2,413.0</b>	<b>2,413.0</b>	<b>1,100</b>			<b>2,522.0</b>	
<b>AVERAGE PROGRAM COSTS per student</b>	<b>\$7,822</b>	<b>\$7,896</b>	<b>\$6,099</b>	<b>\$1,166</b>	<b>\$418</b>			<b>\$348</b>	

**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	\$7,126,500	\$1,025,118	\$154,640	\$816,667	\$202,650	\$195,531	\$0	\$9,521,106
Certificated benefits	\$824,848	\$105,788	\$16,880	\$108,638	\$21,976	\$19,568	\$0	\$1,097,698
Uncertificated salaries and wages	\$440,729	\$411,347	\$35,539	\$53,277	\$563,251	\$6,310	\$21,783	\$1,532,236
Uncertificated benefits	\$166,140	\$96,212	\$9,231	\$14,073	\$137,877	\$2,274	\$2,794	\$428,601
<b>SUB - TOTAL REMUNERATION</b>	<b>\$8,558,217</b>	<b>\$1,638,465</b>	<b>\$216,290</b>	<b>\$992,655</b>	<b>\$925,754</b>	<b>\$223,683</b>	<b>\$24,577</b>	<b>\$12,579,641</b>
Services, contracts & supplies	\$1,065,533	\$36,565	\$22,724	\$153,749	\$55,207	\$93,938	\$0	\$1,427,716
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$710,194							\$710,194
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$0	\$0	\$0					\$0
<b>Total Amortization</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					<b>\$0</b>
Interest on capital debt								
Supported	\$0	\$0						\$0
Unsupported	\$0	\$0						\$0
Other interest charges	\$0	\$0						\$0
Losses on disposal of capital assets	\$0	\$0						\$0
<b>TOTAL EXPENSES</b>	<b>\$10,333,944</b>	<b>\$1,675,030</b>	<b>\$239,014</b>	<b>\$1,146,404</b>	<b>\$980,961</b>	<b>\$317,621</b>	<b>\$24,577</b>	<b>\$14,717,551</b>
FTE Certificated				0.0	0.0			
FTE Uncertificated				0.0	0.0			

**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
<b>Basic Instruction</b>	\$10,713,276	\$963,580	\$934,672	\$317,140	\$12,928,668	\$10,874,922	\$2,053,746
School Admin & Instruction Support Expenses						\$1,675,030	(\$1,675,030)
System Instruction Support Expenses						\$239,014	(\$239,014)
<b>Total Basic Instruction</b>	<b>\$10,713,276</b>	<b>\$963,580</b>	<b>\$934,672</b>	<b>\$317,140</b>	<b>\$12,928,668</b>	<b>\$12,788,966</b>	<b>\$139,702</b>
<b>Sub-Programs &amp; Initiatives</b>							
Severely Disabled	\$684,066		\$95,076		\$779,142	\$980,961	(\$201,819)
English as a Second Language	\$9,076				\$9,076	\$9,076	\$0
Enhanced Opportunities	\$48,000				\$48,000	\$39,344	\$8,656
First Nations, Metis, and Inuit Education	\$0		\$0		\$0	\$0	\$0
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$207,558				\$207,558		\$207,558
Growth & Density	\$66,758				\$66,758		\$66,758
Teacher Assistants Program	\$54,066				\$54,066	\$59,172	(\$5,106)
Early Literacy Initiative (K-2)	\$106,929				\$106,929	\$103,409	\$3,520
Learning Resources Credit & Resources for the Classroom	\$24,825	\$0	\$138,184		\$163,009	\$420,321	(\$257,312)
Technology Integration	\$103,845		\$0		\$103,845	\$310,142	(\$206,297)
French Language Program & Francisation (all jurisdictions)	\$1,925		\$0		\$1,925	\$6,160	(\$4,235)
Home Education	\$0		\$0		\$0	\$0	\$0
<b>Total Sub-Programs &amp; Initiatives</b>	<b>\$1,307,048</b>		<b>\$233,260</b>		<b>\$1,540,308</b>	<b>\$1,928,585</b>	<b>(\$388,277)</b>
<b>INSTRUCTION, GRADES 1-12 (plus Early Lit. ECS)</b>	<b>\$12,020,324</b>	<b>\$963,580</b>	<b>\$1,167,932</b>	<b>\$317,140</b>	<b>\$14,468,976</b>	<b>\$14,717,551</b>	<b>(\$248,575)</b>

**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
<b>Alberta Learning block allocations - Schedule A (Lines 1 &amp; 2)</b>	\$1,145,529	\$12,020,324		\$415,673	\$877,837	
<b>Reallocations permitted by the "Funding for School Authorities" manual</b>						
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		
<b>Calculation: 2% of \$13,165,853 = \$263,317 \$0</b>						
From Instruction block (Growth & Density component) to Transportation		\$0		\$0		
<b>Reallocations directed by the board of trustees</b>						
From Transportation block to Instruction		\$14,641		(\$14,641)		
From Board and System Administration block to:						
(1) Transportation				\$0	\$0	
(2) Instruction		\$17,600			(\$17,600)	
From within the Instruction block and its components:						
(1) Instruction to: Early childhood services (ECS)	\$0	\$0				
(2) ECS to: Instruction	(\$284,899)	\$284,899				
<b>AMOUNTS REFLECTED ON SCHEDULE A (Line 3)</b>	(\$284,899)	\$317,140		(\$14,641)	(\$17,600)	\$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**

<b>STEP 1</b>	
Determine the total eligible revenue which is used as the BASE TOTAL to calculate the maximum eligible expense limits for Board and System Administration	
<b>Total Revenues (Schedule A):</b>	
Instruction Block - Grades ECS -12 (excluding technology integration)	\$13,062,008
Support Block - Transportation	\$415,673
<b>SUBTOTAL</b>	<b>\$13,477,681</b>
<b>Other Revenues</b>	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$1,654,668
Teacher Salary Enhancement	\$582,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$57
Federal government/First Nations	\$0
Other Alberta school authorities	\$95,076
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$191,589
Interest on investments	\$35,205
Rentals of facilities	\$203,962
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$442,255
<b>School generated funds (Schedule E)</b>	<b>\$776,865</b>
<b>BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMITS</b>	<b>\$17,459,358</b>
<b>STEP 2</b>	
Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and ov = 4%	<b>5.79%</b>
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.	
<b>STEP 3</b>	
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 2) x Base Total (Step 1)	\$1,010,181
<b>Considerations for Charter Schools and Francophone Boards:</b>	
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)	
<b>MAXIMUM EXPENSE LIMIT</b>	<b>\$1,010,181</b>
<b>STEP 4</b>	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$877,313
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$8,000
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>	<b>\$885,313</b>
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,010,181
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$124,868</b>

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

<b>Unexpended SGF - Opening Balance August 31, 2002</b> (Note 1)	\$194,496
<b>Source of School Generated Funds:</b>	
Total School Generated Funds for the year (Note 2)	\$776,865
Less: SGF - related cost recoveries (Note 3)	\$93,217
- capitalized at the District level (Note 4)	\$0
<b>Net Total</b>	<b>\$683,648</b>
Plus: Donations Received (Note 5)	\$63,442
<b>Equals: Net Additions to SGF</b>	<b>\$747,090</b>
<b>Net SGF Available for discretionary spending</b>	<b>\$941,586</b>
<b>Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39</b>	
Net expended SGF for discretionary purposes (Note 6)	\$710,194
<b>Unexpended SGF - Closing Balance August 31, 2003</b>	<b>\$231,392</b>
<p><b>Note 1</b> Input "(Restated)" beside Balance at August 31, 2002 where not taken from the finalized 2001-2002 Audited Financial Statements.</p> <p><b>Note 2</b> 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><b>Note 3</b> 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><b>Note 4</b> 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><b>Note 5</b> Donations are restricted to cash; gifts in kind are treated as board assets, not SGF. Amounts are net of related expenses.</p> <p><b>Note 6</b> 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	\$611,945	\$170,256	\$0	\$0	\$60,944	\$843,145		\$843,145
Uncertificated benefits	\$152,574	\$33,435	\$0	\$0	\$11,716	\$197,725		\$197,725
<b>Sub-total Remuneration</b>	<b>\$764,519</b>	<b>\$203,691</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,660</b>	<b>\$1,040,870</b>		<b>\$1,040,870</b>
Contracted Services	\$0	\$63,793	\$0	\$0	\$0	\$63,793		\$63,793
Supplies	\$71,702	\$202,564	\$0	\$317,082	\$0	\$591,348		\$591,348
Electricity			\$237,911			\$237,911		\$237,911
Natural Gas/Heating Fuel			\$89,321			\$89,321		\$89,321
Sewer and Water			\$68,366			\$68,366		\$68,366
Telecommunications			\$8,772			\$8,772		\$8,772
Insurance					\$60,747	\$60,747		\$60,747
<b>Amortization of capital assets</b>								
Supported							\$442,256	\$442,256
Unsupported						\$11,488		\$11,488
<b>Total Amortization</b>						<b>\$11,488</b>	<b>\$442,256</b>	<b>\$453,744</b>
<b>Interest on capital debt</b>								
Supported							\$198,199	\$198,199
Unsupported						\$0		\$0
<b>Other interest charges</b>						\$0		\$0
<b>Losses on disposal of capital assets</b>						\$0		\$0
<b>Cost recoveries &amp; transfers</b>						\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$836,221</b>	<b>\$470,048</b>	<b>\$404,370</b>	<b>\$317,082</b>	<b>\$133,407</b>	<b>\$2,172,616</b>	<b>\$640,455</b>	<b>\$2,813,071</b>
<b>SQUARE METRES</b>								
School Buildings								29,550.0
Non School Buildings								1,604.1

**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 G to the AFS  
DISCLOSURE OF SALARIES AND BENEFITS - 2002-200:  
(SECTION 148.1 OF THE SCHOOL ACT)**

	FTE's	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other	Total	Expenses
<b>Chairperson:</b>								
Name Michael Tivadar	1.0	\$15,580	\$387	\$0	\$0	\$0	\$15,967	\$4,879
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Board Members:</b>								
Name George Kambertz	1.0	\$14,325	\$1,403	\$0	\$0	\$0	\$15,728	\$1,888
Name Immanuel Moritz	1.0	\$12,625	\$815	\$0	\$0	\$0	\$13,440	\$1,572
Name Mario Rossetto	1.0	\$14,025	\$883	\$0	\$0	\$0	\$14,908	\$3,958
Name Kelly Van Ham	1.0	\$12,325	\$802	\$0	\$0	\$0	\$13,127	\$2,189
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Name	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>5.0</b>	<b>\$68,880</b>	<b>\$4,290</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,170</b>	<b>\$14,486</b>
Superintendent Dr. Guy Tetrault	1.0	\$117,701	\$9,014	\$0	\$0	\$0	\$126,715	\$15,496
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer Bernard Girardin	1.0	\$91,122	\$14,551	\$0	\$0	\$0	\$105,673	\$8,932
Secretary/Treasurer	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Certificated Salaries	149.9	\$9,776,767	\$1,172,013	\$0	\$0	\$175,000	\$11,123,780	
Uncertificated Salaries & Wages	102.0	\$2,832,304	\$733,728	\$0	\$0	\$0	\$3,566,032	
<b>TOTALS</b>		<b>\$12,886,774</b>	<b>\$1,933,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$14,995,370</b>	

Note: Please refer to completion information on page 15



**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)	<b>Remuneration</b> includes regular base salaries, certificated school-based employee allowances outlined in collective agreements, overtime, honoraria, deferred salary leave accruals, lump sum payments <b>EXCEPTING TERMINATION BENEFITS</b> (See #10A below), any other direct cash remuneration <b>EXCEPTING PERFORMANCE PAY</b> (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)	<b>Benefits</b> 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)	<b>Allowances</b> include all monies paid to an employee as miscellaneous <b>negotiated</b> 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. <b>CERTIFICATED SCHOOL-BASED EMPLOYEE ALLOWANCES</b> , as outlined in collective agreements, are included in <b>Remuneration</b> - NOT Allowances.
(10)	<b>Performance Bonuses</b> include those monies paid to employees of the school authority that are tied to the achievement of some specified goal or objective.
(10A)	<b>Other</b> includes termination benefits ((severance pay, retiring allowances (ERIP's), sick leave and other settlement costs due to loss of employment).
(11)	<b>Expenses</b> will include the reimbursements of travel, subsistence, moving costs, conference fees, etc., paid by the employee <b>or on his/her behalf</b> 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.