

**AUDITED
FINANCIAL STATEMENTS
and Supporting Schedules
FOR THE YEAR ENDED AUGUST 31, 2004**
[School Act, Sections 147(2)(a), 148, 151(1) and 276]

Holy Family Catholic Regional Division No. 37

Legal Name of School Jurisdiction

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SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements and supporting schedules _____ Holy Family Catholic Regional Division No. 37

(Legal 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	
David William Mitchell	"ORIGINAL SIGNED"
Name	Signature

SUPERINTENDENT	
Wayne Doll	"ORIGINAL SIGNED"
Name	Signature

SECRETARY TREASURER OR TREASURER	
Helen Diaz	"ORIGINAL SIGNED"
Name	Signature

November 30, 2004

Board-approved Release Date

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Auditors' Report

To the Board of Trustees of the
Holy Family Catholic Regional Division No. 37

We have audited the statement of financial position of the Holy Family Catholic Regional Division No. 37 as at August 31, 2004 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 division'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 division as at August 31, 2004 and the results of its operations and changes in its 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 to G1 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.

Peace River, Alberta
November 15, 2004

“Original Signed”
Chartered Accountants

STATEMENT OF FINANCIAL POSITION
as at August 31

(in dollars)

	2004	2003 Restated
ASSETS		
Current assets		
Cash and temporary investments	\$4,675,871	\$4,904,541
Accounts receivable (net after allowances)	\$1,310,940	\$572,735
Prepaid expenses	\$127,284	\$193,295
Other current assets	\$1,328	\$1,320
Total current assets	\$6,115,422	\$5,671,891
School generated assets	\$222,656	\$211,392
Trust assets	\$212,718	\$181,800
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$965,754	\$965,754
Buildings	\$29,902,039	
Less: accumulated amortization	(\$14,708,067)	\$16,101,641
Equipment	\$2,330,427	
Less: accumulated amortization	(\$1,451,126)	\$910,498
Vehicles	\$348,749	
Less: accumulated amortization	(\$168,507)	\$230,385
Total capital assets	\$17,219,268	\$18,208,278
TOTAL ASSETS	\$23,770,065	\$24,273,361
LIABILITIES		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$1,467,274	\$968,456
Deferred revenue	\$194,863	\$559,682
Deferred capital allocations	\$6,498	\$23,491
Current portion of all long term debt	\$703,890	\$742,158
Total current liabilities	\$2,372,526	\$2,293,787
School generated liabilities	\$222,656	\$211,392
Trust liabilities	\$212,718	\$181,800
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$5,112,671	\$5,854,830
Less: Current portion of supported debt	(\$703,890)	(\$742,158)
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	\$10,138,830	\$10,346,060
Total long term liabilities	\$14,982,986	\$15,851,924
TOTAL LIABILITIES	\$17,355,512	\$18,145,711
NET ASSETS		
Unrestricted net assets	\$241,020	\$211,365
Operating Reserves	\$3,075,408	\$2,721,139
Accumulated Operating Surplus (Deficit)	\$3,316,428	\$2,932,504
Investment in capital assets	\$1,967,766	\$2,007,388
Capital Reserves	\$1,130,360	\$1,187,758
Total Capital Funds	\$3,098,126	\$3,195,146
Total net assets	\$6,414,554	\$6,127,650
TOTAL LIABILITIES AND NET ASSETS	\$23,770,065	\$24,273,361

Note: Input "(Restated)" in 2003 column heading where comparatives are not taken from the finalized 2002-2003 Audited Financial Statements.

STATEMENT OF REVENUES AND EXPENSES
for the Year Ended August 31

(in dollars)

	Actual 2004	Budget 2004	Actual 2003 Restated
REVENUES			
Alberta Learning	\$14,551,963	\$14,452,094	\$14,294,420
Alberta Infrastructure	\$2,055,625	\$1,691,714	\$1,681,349
Alberta Finance	\$639,541	\$639,541	\$759,290
Other Government of Alberta	\$31,879	\$11,000	\$39,151
Federal Government and/or First Nations	\$1,764,859	\$1,386,321	\$1,549,431
Other Alberta school authorities	\$115,073	\$42,000	\$36,741
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$81,076	\$81,278	\$95,546
Transportation fees	\$0	\$0	\$0
Other sales and services	\$84,155	\$28,595	\$87,749
Investment income	\$139,443	\$37,076	\$161,289
Gifts and donations	\$82,159	\$23,809	\$44,745
Rentals of facilities	\$22,516	\$16,576	\$23,965
Net school generated funds	\$419,979	\$300,000	\$445,966
Gains on disposal of capital assets	\$0	\$0	\$2,298
Amortization of capital allocations	\$994,995	\$731,637	\$967,465
Total Revenues	\$20,983,264	\$19,441,641	\$20,189,405
EXPENSES			
Certificated salaries	\$9,808,529	\$9,652,156	\$9,628,827
Certificated benefits	\$1,058,569	\$1,293,750	\$1,070,174
Uncertificated salaries and wages	\$2,995,696	\$2,769,886	\$2,815,027
Uncertificated benefits	\$548,223	\$569,509	\$511,087
Services, contracts and supplies	\$3,928,211	\$4,393,565	\$3,810,073
Net school generated funds	\$419,979	\$300,000	\$445,966
Capital and debt services			
Amortization of capital assets			
Supported	\$994,995	\$731,637	\$967,465
Unsupported	\$332,273	\$255,283	\$290,311
Total Amortization of capital assets	\$1,327,269	\$986,920	\$1,257,776
Interest on capital debt			
Supported	\$639,541	\$639,541	\$722,147
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$639,541	\$639,541	\$722,147
Other interest charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
Total Expenses	\$20,726,016	\$20,605,327	\$20,261,077
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM	\$257,248	(\$1,163,686)	(\$71,672)
Unrestricted revenues used for capital purposes	\$29,656	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	\$286,904	(\$1,163,686)	(\$71,672)

Note: Input "(Restated)" in Budget 2004 and/or Actuals 2003 column headings where comparatives are not taken from the respective finalized 2003-2004 Budget Report and/or finalized 2002-2003 Audited Financial Statements.

STATEMENT OF CASH FLOWS
for the Year Ended August 31

(in dollars)

	2004	2003
CASH FLOWS FROM:		
A. OPERATIONS		
Surplus (deficit) of revenues over expenses for the year	\$286,904	(\$71,672)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$994,995)	(\$967,465)
Total amortization expense	\$1,327,269	\$1,257,776
Gains on disposal of capital assets	\$0	(\$2,298)
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$738,205)	\$790,818
Prepays and other current assets	\$66,003	\$506
Long term accounts receivable	\$0	\$29,274
Long term investments	\$0	(\$32,691)
Payables and accrued liabilities	\$498,818	\$0
Deferred revenue	(\$364,819)	\$0
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Operations	\$80,976	\$1,004,248
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$89,385)	(\$23,042)
Equipment	(\$248,874)	(\$182,048)
Vehicles	\$0	(\$43,800)
Net proceeds from disposal of capital assets	\$0	\$2,298
Other (describe)	\$0	\$0
Total sources (uses) of cash from Investing activities	(\$338,260)	(\$246,592)
C. FINANCING ACTIVITIES		
Capital allocations received	\$28,614	\$87,809
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$742,159)	(\$770,856)
Add back: supported portion	\$742,159	\$770,856
Other (describe)	\$0	\$0
Total sources (uses) from Financing activities	\$28,614	\$87,809
Net sources (uses) of cash equivalents* during year	(\$228,670)	\$845,465
Cash Equivalents at the beginning of the year	\$4,904,541	\$4,059,076
Cash Equivalents at the end of the year	\$4,675,871	\$4,904,541

Notes: Cash equivalents consist of cash and temporary investments net of bank indebtedness.
Input "(Restated)" in 2003 column heading where not taken from the finalized 2002-2003 Audited Financial Statements.

STATEMENT OF CHANGES IN NET ASSETS
for the Year Ended August 31, 2004
(in dollars)

School Jurisdiction Code: _____ 21

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL NET ASSETS (Columns 2+3+4)	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL RESTRICTED NET ASSETS (Columns 5 to 14)	RESTRICTED NET ASSETS									
					School Based		Infrastructure		Board & System Admin.		Transportation		External Services	
					Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported O & M Operating 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, 2003	\$6,127,650	\$2,007,388	\$211,365	\$3,908,897	\$2,097,153	\$389,149	\$552	\$61,546	\$450,463	\$393,502	\$172,971	\$0	\$0	\$343,561
<u>Prior period adjustments (describe)</u>														
	\$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, 2003	\$6,127,650	\$2,007,388	\$211,365	\$3,908,897	\$2,097,153	\$389,149	\$552	\$61,546	\$450,463	\$393,502	\$172,971	\$0	\$0	\$343,561
Surplus(def) of revenue over expenses	\$286,904		\$286,904											
Board funded capital transactions		\$292,652		(\$292,652)	(\$102,869)	\$0	(\$93,405)	\$0	(\$7,561)	(\$57,702)	\$0	\$0	\$0	(\$31,115)
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$1,327,269)	\$1,327,269											
Amortization of capital allocations		\$994,995	(\$994,995)											
Disposal of unsupported capital assets	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0
Disposal of supported capital assets-unsupported portion	\$0	\$0	\$0			\$0		\$0		\$0		\$0		\$0
Debt principal payments (unsupported)		\$0	\$0											
Net transfers to operating reserves			(\$566,863)	\$566,863	\$279,299		\$211,688		\$36,539		\$39,337		\$0	
Net transfers from operating reserves			\$8,760	(\$8,760)	\$0		(\$8,760)		\$0		\$0		\$0	
Net transfers to capital reserves			(\$31,419)	\$31,419		\$0		\$8,760		\$22,659		\$0		\$0
Net transfers from capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
Balance at August 31, 2004	\$6,414,554	\$1,967,766	\$241,020	\$4,205,767	\$2,273,583	\$389,149	\$110,075	\$70,306	\$479,441	\$358,459	\$212,308	\$0	\$0	\$312,446

**STATEMENT OF CAPITAL ALLOCATIONS
(SUPPORTED CAPITAL FINANCING ONLY)**

for the Year Ended August 31, 2004

(in dollars)

	Deferred Capital Allocations	Unamortized Capital Allocations
Balance at August 31, 2003	\$23,491	\$10,346,060
Add:		
Capital allocations from: AB Infrastructure - New/Modernization Projects	\$28,614	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
Interest earned on provincial government capital allocations	\$0	
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)		\$0
Current Year Debenture Principal Repayment		\$742,159
Expended capital allocations - current year	(\$45,607)	\$45,607
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$0
Capital allocations amortized to revenue		\$994,995
Balance at August 31, 2004	\$6,498	\$10,138,830

Note: Input "(Restated)" beside Balance at August 31, 2003 where not taken from the finalized 2002-2003 Audited Financial Statements.

Holy Family Catholic Regional Division No. 37

Notes to the Financial Statements

August 31, 2004

1. Authority and Purpose

The School Division delivers education programs under the authority of the School Act, Revised Statutes of Alberta, 2000, Chapter S-3.

The jurisdiction receives block allocations for instruction and support under Regulation 77/2003. The regulation allows for the setting of conditions and use of grant monies. The School Jurisdiction is limited on administration expenses and is permitted to reallocate funding within the Alberta Learning instruction and support block areas.

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 judgment. 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 accounting policies summarized below:

Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances on deposit with banks.

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.

Revenue Recognition

Revenue is recognized as follows:

1. Instruction and support allocations are recognized in the year to which they relate.
2. Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.
3. Capital allocations from the province or other agencies are recorded as deferred capital contributions until spent. Once spent, they are transferred to the unamortized capital allocation balance and are recognized as revenue in the periods in which the amortization expense for these capital assets is recorded. Amounts invested in unamortized capital assets are recorded as direct increases in net assets.
4. Unrestricted contributions are recognized as revenue when received or receivable. Contributions in-kind are recorded at fair market value when reasonably determinable.
5. Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with. Endowment contributions are recognized as direct increases in net assets in the period in which they are received.

Holy Family Catholic Regional Division No. 37

Notes to the Financial Statements

August 31, 2004

2. Summary of Significant Accounting Policies *(continued from previous page)*

Capital Assets

Capital assets are recorded at cost. Items costing less than \$5,000 are expensed when purchased. Capital assets are amortized on a straight- line basis over the assets' estimated useful life as follows:

Vehicles	5 to 10 years
Buildings	10 to 40 years
Furniture and equipment	5 to 20 years

School generated funds

Funds generated from school-based activities are included as assets, liabilities, revenues and expenses of the school jurisdiction because the accountability and control/ownership of these funds rests with school jurisdiction officials or their appointees. 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 expenditures paid at the school level (e.g yearbook sales, graduation fees, field trips, etc.).

Vacation Pay

Vacation pay is accrued 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 contribute a considerable number of hours per year to various schools, which are within the school board 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.

Financial Instruments

The jurisdiction's financial instruments consist of cash, accounts receivable, accounts payable, accrued liabilities, and long-term debt. It is management's opinion that the jurisdiction is not exposed to significant interest, currency or credit risks arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximates their carrying values. The jurisdiction has invested surplus funds in accordance with Section 60 of the School Act and Section 5 of the Trustees Act.

Employee Future Benefits

The jurisdiction accrues its obligations under employee future benefit plans and expenses the related costs. As at August 31, 2004, there is no financial impact on the jurisdiction.

Holy Family Catholic Regional Division No. 37

Notes to the Financial Statements

August 31, 2004

2. Summary of Significant Accounting Policies *(continued from previous page)*

Pension obligation

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 HFCRD #37 School Division does not make pension contributions for certificate 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 \$64,571 (2003 - \$53,122) for the Year ended August 31, 2004. At December 31, 2003, the Local Authorities Pension Plan reported an actuarial deficiency of \$1,410,987,000 (2002 - deficiency of \$444,980,000).

3. Accounts Receivable	2004	2003
Province of Alberta	540,920	243,531
Federal Government and First Nations	122,300	2,699
Alberta Municipalities	527,411	190,960
Other	120,309	135,545
	1,310,940	572,735

4. Capital assets				2004	2003
	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Net Book Value</u>	
Land	965,754	-	965,754	965,754	
Buildings	29,902,039	14,708,067	15,193,972	16,101,641	
Vehicles	348,749	168,507	180,242	230,385	
Furniture and equipment	2,330,427	1,451,126	879,300	910,498	
	33,546,969	16,327,700	17,219,268	18,208,278	

5. Deferred Revenue	2004	2003
One time grant funding	-	23,701
AB infrastructure	15,039	489,193
Other	179,824	46,788
	194,863	559,682

Holy Family Catholic Regional Division No. 37

Notes to the Financial Statements

August 31, 2004

6. Long-term Debt	2004	2003
Debentures, with interest ranging from 8.75% to 12.00%, repayable in annual principal payments of \$742,158 plus interest, maturing from 2005 to 2017.	5,112,671	5,854,831
Less: current portion	703,890	742,158
	4,408,781	5,112,673

Principal repayments over the next five fiscal years are as follows:

2005	\$	703,890
2006		672,738
2007		653,758
2008		648,846
2009 to maturity		2,433,439

7. Deferred Capital Allocations

Deferred capital allocations represent externally-restricted supported capital funds provided for a specific capital purpose that have been received or are receivable by the jurisdictions, but the related expenditure has not yet been made at year-end. These unspent deferred capital allocations are not amortized until the expenditure has been made and it is at that time that the balance is transferred to the unamortized capital allocations account.

8. Unamortized Capital Allocations

Unamortized capital allocations represent externally-restricted supported capital funds that have been spent, but have yet to be amortized over the useful life of the applicable capital asset to which the restricted capital allocations apply. The unamortized capital allocations account balance is increased by transfers of previously deferred capital allocations now spent, as well as fully-supported debentured capital funds, as the principal is repaid.

9. Economic Dependence on Related Third Party

The 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.

10. Budget Amounts

The budget was prepared by the School jurisdiction management with Board of Trustees approval. It is presented for information purposes only and has not been audited.

11. Approval of Financial Statements

These financial statements were approved by management.

Holy Family Catholic Regional Division No. 37

Notes to the Financial Statements

August 31, 2004

12. Contingencies

A number of claims have been filed against the Government of Canada. These claims stem from allegations that occurred in residential schools during a period ranging from the early 1960's to the early 1970's. The Division has been named as a third party with the Government of Canada in these claims. With respect to one of the claims, the Division has been named as defendant.

The Division has entered into an Indemnity Agreement in which the Province of Alberta has agreed to indemnify Holy Family Catholic Regional Division for these claims and related costs incurred.

**SCHEDULE A to the AFS
ALLOCATION OF REVENUES AND EXPENSES TO PROGRAMS - 2003-2004**

School Jurisdiction Code: _____ 21

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	\$12,404,139	\$804,082	\$11,600,057						
(2) Support block	\$1,013,809				\$174,902			\$838,907	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	\$0
(4) Alberta Initiative for School Improvement (AISi)	\$204,753	\$7,300	\$197,453						
(5) Student Health Initiative (SHI)	\$12,189	\$0	\$5,360						\$6,829
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$555,000	\$19,023	\$524,090					\$11,887	\$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	\$362,072	\$0	\$362,072	\$0	\$0			\$0	\$0
(11) Total Alberta Learning Revenue	\$14,551,963	\$830,405	\$12,689,032	\$0	\$174,902			\$850,794	\$6,829
Alberta Infrastructure									
(12) Expensed IMP (BQRP) support & portable relocations	\$418,426			\$418,426					
(13) Operations & Maintenance support	\$1,637,199			\$1,637,199					
(14) Operations & Maintenance support (One-Time)	\$0			\$0					
(15) Total Alberta Infrastructure Revenue	\$2,055,625			\$2,055,625					
Alberta Finance	\$639,541			\$639,541					\$0
(17) Other - Government of Alberta	\$31,879	\$0	\$0	\$3,800	\$0			\$0	\$28,079
(18) Federal Government and/or First Nations	\$1,764,859	\$34,201	\$1,456,523	\$142,361	\$0			\$93,649	\$38,126
(19) Other Alberta school authorities	\$115,073	\$0	\$0	\$1	\$86,934			\$0	\$28,138
(20) Out of province authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(21) Alberta municipalities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(22) Instruction resource fees	\$81,076	\$0	\$81,076						
(23) Transportation fees	\$0				\$0				
(24) Other sales and services	\$84,155	\$5,393	\$64,901	\$2,820	\$0			\$4,491	\$6,551
(25) Investment income	\$139,443	\$0	\$84,145	\$46,932	\$0			\$8,367	
(26) Gifts and donations	\$82,159	\$0	\$1,405	\$11,196	\$0				\$69,558
(27) Rentals of facilities	\$22,516		\$0	\$9,753	\$0			\$1,264	\$11,498
(28) Net school generated funds	\$419,979	\$0	\$419,979	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$994,995		\$0	\$994,995	\$0				\$0
(31) TOTAL REVENUES	\$20,983,264	\$869,998	\$14,797,061	\$3,907,024	\$261,836			\$958,565	\$188,780
EXPENSES									
(32) Certificated salaries	\$9,808,529	\$361,838	\$9,230,921				\$215,769	\$215,769	\$0
(33) Certificated benefits	\$1,058,569	\$38,122	\$1,000,950				\$19,496	\$19,496	\$0
(34) Uncertificated salaries and wages	\$2,995,696	\$279,493	\$1,865,514	\$390,319	\$19,358	\$66,205	\$281,857	\$348,062	\$92,950
(35) Uncertificated benefits	\$548,223	\$48,983	\$339,540	\$76,540	\$4,247	\$857	\$63,070	\$63,927	\$14,986
(36) SUB - TOTAL	\$14,411,016	\$728,437	\$12,436,925	\$466,859	\$23,605	\$67,062	\$580,192	\$647,254	\$107,936
(37) Services, contracts & supplies	\$3,928,210	\$144,208	\$1,611,339	\$1,593,940	\$245,225	\$79,889	\$146,161	\$226,050	\$107,448
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$1,311	\$45,562	\$0	(\$46,332)	(\$8,836)	\$60,751	\$51,915	(\$52,455)
(39) Net school generated funds	\$419,979	\$0	\$419,979	\$0	\$0	\$0		\$0	\$0
Capital and debt services									
Amortization of capital assets									
(40) Supported	\$994,995	\$0	\$0	\$994,995	\$0		\$0	\$0	\$0
(41) Unsupported	\$332,273	\$0	\$152,040	\$131,723	\$0	\$0	\$22,659	\$22,659	\$25,852
(42) Total Amortization	\$1,327,269	\$0	\$152,040	\$1,126,718	\$0	\$0	\$22,659	\$22,659	\$25,852
Interest on capital debt									
(43) Supported	\$639,541	\$0	\$0	\$639,541	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(47) TOTAL EXPENSES	\$20,726,016	\$873,955	\$14,665,844	\$3,827,059	\$222,499	\$138,115	\$809,764	\$947,878	\$188,780
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	\$257,248	(\$3,957)	\$131,216	\$79,965	\$39,337			\$10,687	(\$0)

**SCHEDULE B to the AFS
INSTRUCTION Grades 1 to 12 Program 2003-2004 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	\$6,831,439	\$680,502	\$0	\$825,338	\$793,597	\$100,046	\$0	\$9,230,921
Certificated benefits	\$739,886	\$76,090	\$0	\$90,394	\$86,228	\$8,351	\$0	\$1,000,950
Uncertificated salaries and wages	\$559,626	\$455,609	\$0	\$182,615	\$663,422	\$846	\$3,397	\$1,865,514
Uncertificated benefits	\$84,113	\$111,204	\$0	\$31,382	\$112,038	\$0	\$802	\$339,540
SUB - TOTAL REMUNERATION	\$8,215,064	\$1,323,405	\$0	\$1,129,730	\$1,655,285	\$109,243	\$4,199	\$12,436,925
Services, contracts & supplies	\$1,129,564	\$183,328	\$0	\$19,111	\$181,826	\$97,510	\$0	\$1,611,339
Cost recoveries & transfers	\$45,562	\$0	\$0	\$0	\$0	\$0	\$0	\$45,562
Net school generated funds	\$419,979							\$419,979
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$152,040	\$0	\$0					\$152,040
Total Amortization	\$152,040	\$0	\$0					\$152,040
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
TOTAL EXPENSES	\$9,962,208	\$1,506,732	\$0	\$1,148,841	\$1,837,111	\$206,753	\$4,199	\$14,665,844
FTE Certificated				0.0	0.0			
FTE Uncertificated				0.0	0.0			

**SCHEDULE C to the AFS
INSTRUCTION Grades 1 to 12 Program 2003-2004 Details**

	AB LEARNING INSTRUCTION BLOCK REVENUE	ALBERTA LEARNING OTHER REVENUE	NON-ALBERTA LEARNING REVENUE	INSTRUCTION BLOCK REALLOCATION	TOTAL REVENUE	TOTAL EXPENSES	NET
Basic Instruction	\$8,615,874	\$868,831	\$1,666,237	\$0	\$11,150,943	\$10,147,195	\$1,003,748
School Admin & Instruction Support Expenses						\$1,506,732	(\$1,506,732)
System Instruction Support Expenses						\$0	\$0
Total Basic Instruction	\$8,615,874	\$868,831	\$1,666,237	\$0	\$11,150,943	\$11,653,927	(\$502,984)
Sub-Programs & Initiatives							
Severely Disabled	\$1,515,794	\$169,000	\$360,715		\$2,045,509	\$1,837,111	\$208,398
English as a Second Language	\$36,800				\$36,800	\$36,935	(\$135)
Enhanced Opportunities	\$39,780				\$39,780	\$39,900	(\$120)
First Nations, Metis, and Inuit Education	\$169,095		\$0		\$169,095	\$144,252	\$24,843
Institutional Programs	\$77,441				\$77,441	\$77,441	\$0
Sparsity & Distance	\$889,650				\$889,650		\$889,650
Growth & Density	\$14,819				\$14,819		\$14,819
Teacher Assistants Program	\$40,101				\$40,101	\$44,042	(\$3,941)
Early Literacy Initiative (K-2)	\$73,868				\$73,868	\$115,151	(\$41,283)
Learning Resources Credit & Resources for the Classroom	\$22,845	\$51,144	\$81,076		\$155,064	\$223,148	(\$68,084)
Technology Integration	\$84,700		\$0		\$84,700	\$474,752	(\$390,052)
French Language Program & Francisation (all jurisdictions)	\$17,004		\$0		\$17,004	\$17,004	(\$0)
Home Education	\$2,286		\$0		\$2,286	\$2,181	\$105
Total Sub-Programs & Initiatives	\$2,984,183		\$441,791		\$3,646,117	\$3,011,917	\$634,200
INSTRUCTION, GRADES 1-12	\$11,600,057	\$1,088,975	\$2,108,028	\$0	\$14,797,061	\$14,665,844	\$131,216

**SCHEDULE D to the AFS
CALCULATION OF MAXIMUM ELIGIBLE EXPENSE LIMITS FOR
BOARD (GOVERNANCE) AND SYSTEM ADMINISTRATION 2003-2004**

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)	\$12,319,439
Support Block - Transportation	\$174,902
SUBTOTAL	\$12,494,341
Other Revenues	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$1,637,199
Teacher Salary Enhancement	\$555,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$31,879
Federal government/First Nations	\$1,764,859
Other Alberta school authorities	\$115,073
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$84,155
Interest on investments	\$139,443
Rentals of facilities	\$22,516
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$994,995
School generated funds (Schedule E)	\$468,273
BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT	\$18,307,734
STEP 2	
Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and over = 4%	5.95%
If "Total Net Enrolled Students" are 2,000 and less = 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)	\$1,089,310
Considerations for Charter Schools and Small Boards:	
If Charter School, enter 51,000	0 \$0
If Francophone Board, enter 400,000	0 \$0
(If none of these considerations apply, leave the above cells blank)	
MAXIMUM EXPENSE LIMIT	\$1,089,310
STEP 4	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$947,878
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$36,539
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES	\$984,417
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,089,310
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT	-\$104,893

**SCHEDULE E to the AFS
SOURCE & APPLICATION OF SCHOOL GENERATED FUNDS (SGF) - 2003-2004**

Unexpended SGF - Opening Balance August 31, 2003 (Note 1)	\$211,392
Source of School Generated Funds:	
Total School Generated Funds for the year (Note 2)	\$468,273
Less: SGF - related cost recoveries (Note 3)	\$102,081
- capitalized at the District level (Note 4)	\$0
Net Total	\$366,192
Plus: Donations Received (Note 5)	\$65,052
Equals: Net Additions to SGF	\$431,244
Net SGF Available for discretionary spending	\$642,636
Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39	
Net expended SGF for discretionary purposes (Note 6)	\$419,979
Unexpended SGF - Closing Balance August 31, 2004	\$222,656
<p>Note 1 Input "(Restated)" beside Balance at August 31, 2003 where not taken from the finalized 2002-2003 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). Includes any SURPLUS amount of current year cafeteria operating revenues over related cafeteria operating expenses. This total SGF for the year is the amount used to calculate the Schedule D administrative cap.</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; staffing and supplies for a dinner; raffle prizes; supplies for a car wash; book fair purchases; meals for lunch program), or (b) collected and 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. As only the current year's "surplus" amount of school cafeteria operating revenues over school cafeteria operating expenses is considered a source of total school generated funds for the year, cafeteria expenses/COGS are NOT included in SGF-related cost recoveries.</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 2003-2004 Expenses**

EXPENSES	Custodial	Maintenance	Utilities and Telecommunications	Expensed IMP & Portable Relocations	Facility Planning & Operations Administration	SUB-TOTAL Operations & Maintenance	Supported Capital & Debt Services	TOTAL Operations and Maintenance
Uncertificated salaries and wages	\$266,138	\$63,219	\$0	\$0	\$60,961	\$390,319		\$390,319
Uncertificated benefits	\$56,852	\$8,108	\$0	\$0	\$11,580	\$76,540		\$76,540
Sub-total Remuneration	\$322,990	\$71,327	\$0	\$0	\$72,541	\$466,859		\$466,859
Contracted Services	\$177,602	\$332,130	\$2,884	\$416,926	\$4,500	\$934,042		\$934,042
Supplies	\$67,283	\$11,142	\$0	\$0	\$1,663	\$80,088		\$80,088
Electricity			\$255,743			\$255,743		\$255,743
Natural Gas/Heating Fuel			\$193,885			\$193,885		\$193,885
Sewer and Water			\$56,494			\$56,494		\$56,494
Telecommunications			\$3,036			\$3,036		\$3,036
Insurance					\$70,652	\$70,652		\$70,652
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$994,995	\$994,995
Unsupported						\$131,723		\$131,723
Total Amortization						\$131,723	\$994,995	\$1,126,718
Interest on capital debt								
Supported							\$639,541	\$639,541
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$567,875	\$414,599	\$512,043	\$416,926	\$149,356	\$2,192,522	\$1,634,536	\$3,827,059
SQUARE METRES								
School Buildings								34,400.4
Non School Buildings								1,705.0
STAFF FTE'S (Completion Optional for 2003/2004)								
Board Employed	8.5	1.4						
Contracted Services	4.0	2.0						

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 IMP & Portable Relocations:** All expenses associated with non-capital activities related to Infrastructure Maintenance Program (IMP) 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, IMP (BQRP), 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 - 2003-2004
(SECTION 148.1 OF THE SCHOOL ACT)**

		FTE's	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other	Total	Expenses
Chairperson:									
Name	David William Mitchell	1.0	\$18,455	\$134	\$0			\$18,589	\$7,521
Name		0.0	\$0	\$0	\$0			\$0	\$0
Other Board Members:									
Name	Debbie Gour	1.0	\$9,965	\$221	\$0			\$10,186	\$5,470
Name	Rene Lanctot	1.0	\$3,285	\$29	\$0			\$3,314	\$5,522
Name	George Ostermeier	1.0	\$7,110	\$67	\$0			\$7,177	\$4,506
Name	Diane Martel	1.0	\$6,520	\$72	\$0			\$6,592	\$2,649
Name	Denise Valiquette	1.0	\$7,145	\$146	\$0			\$7,291	\$4,293
Name	Edna Kosik-Harvey	1.0	\$7,068	\$118	\$0			\$7,186	\$5,676
Name	Debbie LaRiviere Willier	0.8	\$1,365	\$22	\$0			\$1,387	\$1,430
Name	Jean Luc Dube	1.0	\$5,095	\$48	\$0			\$5,143	\$1,112
Name	Beatrice Wright	0.2	\$198	\$0	\$0			\$198	\$62
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Subtotal		9.0	\$66,205	\$857	\$0			\$67,062	\$38,241
Superintendent	Wayne Doll	1.0	\$116,485	\$9,940	\$0	\$0	\$0	\$126,425	\$17,654
Superintendent		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary	Ian Becker	1.0	\$74,284	\$14,591	\$0	\$0	\$0	\$88,875	\$9,358
Board Secretary		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer	Helen Diaz	1.0	\$74,284	\$13,535	\$0	\$0	\$0	\$87,819	\$5,087
Board Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Certificated Salaries		144.5	\$9,683,156	\$1,048,628	\$0	\$0	\$8,888	\$10,740,673	
Uncertificated Salaries & Wages		116.1	\$2,780,922	\$519,241	\$0	\$0	\$0	\$3,300,163	
TOTALS			\$12,795,337	\$1,606,792	\$0	\$0	\$8,888	\$14,411,016	

Note: Employed or contracted out. Please refer to completion information on page 15.

Please explain below (on rows 49-51) where FTE is not equal to 1, on positions contracted out or shared, and for any reporting under ERIP's/Other (i.e retiring allowance, vacation payout, partial year payment for 2nd individual).

Debbie LaRiviere Willier resigned May 2004

Beatrice Wright was appointed August 2004.

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.