

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

CLEARVIEW SCHOOL DIVISION #71

Legal Name of School Jurisdiction

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Mailing Address

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Telephone and Fax Numbers

SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements and supporting schedules CLEARVIEW SCHOOL DIVISION #71

(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**KAREN HOLLOWAY**

Name

"ORIGINAL SIGNED"

Signature

SUPERINTENDENT**EGBERT STANG**

Name

"ORIGINAL SIGNED"

Signature

SECRETARY TREASURER OR TREASURER**GORDON MAJERAN**

Name

"ORIGINAL SIGNED"

Signature

25-Nov-04

Board-approved Release Date

c.c. ALBERTA LEARNING, School Reporting Branch,
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AUDITORS' REPORT

To The Board of Trustees

Clearview School Division No. 71

We have audited the statement of financial position of the Clearview School Division No. 71 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 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 the audit to obtain reasonable assurance as to 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, 2004 and the results of its operations, changes in cash flows, net assets and capital allocations for the year then ended in accordance with Canadian generally accepted accounting principles.

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

Stettler, Alberta
November 17, 2004

Gitzel Krejci Dand Peterson
CHARTERED ACCOUNTANTS



Gitzel Krejci Dand Peterson
CHARTERED ACCOUNTANTS

STATEMENT OF FINANCIAL POSITION
as at August 31

(in dollars)

		2004	2003 Restated
ASSETS			
Current assets			
Cash and temporary investments		\$2,823,492	\$7,040,458
Accounts receivable (net after allowances)		\$2,057,363	\$712,532
Prepaid expenses		\$187,955	\$193,898
Other current assets		\$177,245	\$185,269
Total current assets		\$5,246,055	\$8,132,157
School generated assets		\$169,075	\$206,549
Trust assets		\$845,819	\$980,503
Long term accounts receivable		\$0	\$0
Long term investments		\$0	\$0
Capital assets			
Land		\$1,237,696	\$1,267,219
Buildings	\$39,430,672		
Less: accumulated amortization	(\$13,929,701)	\$25,500,971	\$26,158,733
Equipment	\$2,061,187		
Less: accumulated amortization	(\$654,876)	\$1,406,311	\$736,610
Vehicles	\$5,501,079		
Less: accumulated amortization	(\$3,595,149)	\$1,905,930	\$1,910,020
Total capital assets		\$30,050,908	\$30,072,582
TOTAL ASSETS		\$36,311,857	\$39,391,791
LIABILITIES			
Current liabilities			
Bank indebtedness		\$0	\$0
Accounts payable and accrued liabilities		\$1,163,578	\$1,739,281
Deferred revenue		\$322,980	\$479,112
Deferred capital allocations		\$152,323	\$1,784,811
Current portion of all long term debt		\$515,217	\$531,859
Total current liabilities		\$2,154,098	\$4,535,063
School generated liabilities		\$169,075	\$206,549
Trust liabilities		\$845,819	\$980,503
Employee future benefits liability		\$0	\$0
Long term debt			
Supported: Debentures and other supported debt		\$4,640,896	\$5,172,755
Less: Current portion of supported debt		(\$515,217)	(\$531,859)
Unsupported: Debentures and Capital Loans			\$0
Capital Leases		\$0	\$0
Mortgages		\$0	\$0
Less: Current portion of unsupported debt		\$0	\$0
Unamortized capital allocations		\$20,774,615	\$20,344,843
Total long term liabilities		\$25,915,188	\$26,172,791
TOTAL LIABILITIES		\$28,069,286	\$30,707,854
NET ASSETS			
Unrestricted net assets		\$1,504,600	\$1,409,083
Operating Reserves		\$1,654,804	\$2,317,762
Accumulated Operating Surplus (Deficit)		\$3,159,404	\$3,726,845
Investment in capital assets		\$4,635,396	\$4,554,982
Capital Reserves		\$447,771	\$402,110
Total Capital Funds		\$5,083,167	\$4,957,092
Total net assets		\$8,242,571	\$8,683,937
TOTAL LIABILITIES AND NET ASSETS		\$36,311,857	\$39,391,791

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
REVENUES			
Alberta Learning	\$18,567,941	\$18,090,990	\$18,907,774
Alberta Infrastructure	\$2,137,937	\$2,071,170	\$2,016,680
Alberta Finance	\$489,738	\$510,000	\$543,233
Other Government of Alberta	\$231,257	\$69,190	\$125,496
Federal Government and/or First Nations	\$1,652	\$2,200	\$1,652
Other Alberta school authorities	\$97,693	\$4,200	\$9,231
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$181,835	\$26,190	\$174,891
Transportation fees	\$13,160	\$100,000	\$13,300
Other sales and services	\$385,198	\$303,450	\$384,652
Investment income	\$117,594	\$147,000	\$162,663
Gifts and donations	\$142,612	\$21,270	\$74,088
Rentals of facilities	\$43,045	\$38,000	\$42,992
Net school generated funds	\$201,575	\$150,000	\$152,829
Gains on disposal of capital assets	\$0	\$5,000	\$0
Amortization of capital allocations	\$1,013,047	\$1,013,050	\$1,036,079
Total Revenues	\$23,624,284	\$22,551,710	\$23,645,560
EXPENSES			
Certificated salaries	\$11,316,170	\$11,186,700	\$11,513,806
Certificated benefits	\$1,240,861	\$1,100,000	\$1,274,786
Uncertificated salaries and wages	\$4,298,213	\$4,227,000	\$4,190,811
Uncertificated benefits	\$743,060	\$688,020	\$691,158
Services, contracts and supplies	\$4,244,411	\$4,277,260	\$4,239,024
Net school generated funds	\$201,575	\$150,000	\$152,829
Capital and debt services			
Amortization of capital assets			
Supported	\$1,013,047	\$1,013,050	\$1,036,080
Unsupported	\$518,575	\$519,340	\$570,030
Total Amortization of capital assets	\$1,531,622	\$1,532,390	\$1,606,110
Interest on capital debt			
Supported	\$489,738	\$510,000	\$543,233
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$489,738	\$510,000	\$543,233
Other interest charges	\$0	\$0	\$9,520
Losses on disposal of capital assets	\$0	\$0	\$0
Total Expenses	\$24,065,650	\$23,671,370	\$24,221,277
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM			
	(\$441,366)	(\$1,119,660)	(\$575,717)
Unrestricted revenues used for capital purposes	\$0	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	(\$441,366)	(\$1,119,660)	(\$575,717)

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 Restated
CASH FLOWS FROM:		
A. OPERATIONS		
Surplus (deficit) of revenues over expenses for the year	(\$441,366)	(\$575,717)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,013,047)	(\$1,036,079)
Total amortization expense	\$1,531,622	\$1,606,110
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$9,520
Changes in accrued accounts:		
Accounts receivable	(\$1,344,831)	(\$177,880)
Prepays and other current assets	\$13,967	\$42,993
Long term accounts receivable	\$0	\$2,138,155
Long term investments	\$0	
Payables and accrued liabilities	(\$575,703)	(\$1,341,492)
Deferred revenue	(\$156,132)	\$0
Employee future benefits	\$0	\$0
Other (describe)		\$0
Total sources (uses) of cash from Operations	(\$1,985,490)	\$665,610
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$2,070,757)	(\$7,569,695)
Equipment	(\$805,743)	(\$46,047)
Vehicles	(\$348,294)	\$0
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Investing activities	(\$3,224,794)	(\$7,615,742)
C. FINANCING ACTIVITIES		
Capital allocations received	\$993,318	\$182,241
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$531,859)	(\$566,707)
Add back: supported portion	\$531,859	\$566,708
Other (describe)	\$0	\$0
Total sources (uses) from Financing activities	\$993,318	\$182,242
Net sources (uses) of cash equivalents* during year	(\$4,216,966)	(\$6,767,890)
Cash Equivalents at the beginning of the year	\$7,040,458	\$13,808,348
Cash Equivalents at the end of the year	\$2,823,492	\$7,040,458

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: _____ 52

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL NET ASSETS <small>(Columns 2+3+4)</small>	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL RESTRICTED NET ASSETS <small>(Columns 5 to 14)</small>	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	\$8,683,937	\$4,554,982	\$1,409,083	\$2,719,872	\$1,162,736	\$0	\$916,948	\$0	\$119,572	\$0	\$118,506	\$402,110	\$0	\$0
<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	\$8,683,937	\$4,554,982	\$1,409,083	\$2,719,872	\$1,162,736	\$0	\$916,948	\$0	\$119,572	\$0	\$118,506	\$402,110	\$0	\$0
Surplus(def) of revenue over expenses	(\$441,366)		(\$441,366)											
Board funded capital transactions		\$598,989	(\$598,989)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$1,531,622)	\$1,531,622											
Amortization of capital allocations		\$1,013,047	(\$1,013,047)											
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			(\$215,372)	\$215,372	\$209,815		\$0		\$5,557		\$0		\$0	
Net transfers from operating reserves			\$878,330	(\$878,330)	(\$688,882)		(\$72,259)		\$0		(\$117,189)		\$0	
Net transfers to capital reserves			(\$354,176)	\$354,176		\$0		\$0		\$0		\$354,176		\$0
Net transfers from capital reserves			\$308,515	(\$308,515)		\$0		\$0		\$0		(\$308,515)		\$0
Balance at August 31, 2004	\$8,242,571	\$4,635,396	\$1,504,600	\$2,102,575	\$683,669	\$0	\$844,689	\$0	\$125,129	\$0	\$1,317	\$447,771	\$0	\$0

**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	\$1,784,811	\$20,344,843
Add:		
Capital allocations from: AB Infrastructure - New/Modernization Projects	\$987,083	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
Interest earned on provincial government capital allocations	\$6,235	
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		\$531,859
Expended capital allocations - current year	(\$2,625,806)	\$2,625,806
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$1,714,846
Capital allocations amortized to revenue		\$1,013,047
Balance at August 31, 2004	\$152,323	\$20,774,615

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

CLEARVIEW SCHOOL DIVISION #71
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 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 School Division 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 blocks.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with Canadian generally accepted accounting principles and accounting policies consistent with those prescribed by Alberta Learning for Alberta school jurisdictions. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates 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 significant accounting policies summarized below:

a. Revenue Recognition

Revenue is recognized as follows:

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.

Capital allocations from the province or other agencies are recorded as deferred capital contributions until spent. Once spent, they are transferred to unamortized capital allocations which are amortized to revenue on the same basis as the capital asset acquired by the grant.

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

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

CLEARVIEW SCHOOL DIVISION #71
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2004

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

b. Inventories

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

c. Capital Assets

Capital assets are recorded at cost less accumulated amortization. Amortization is provided so as to amortize the cost of the asset over its useful life. The rates of amortization are as follows:

Buildings	- 2.5%-4% straight line
Equipment	- 20% straight line
Vehicles	- 10%-20% straight line

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

d. 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 appointee(s). These funds are usually collected and retained at the school for expenditures paid at the school level.

e. 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 School Division does not make pension contributions for certificated staff.

The school division participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contribution of \$151,896 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).

f. Contributed Services

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

CLEARVIEW SCHOOL DIVISION #71
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2004

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

g. 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.

h. Financial Instruments

The Division's financial instruments consist of cash, accounts receivable, accounts payable, deferred revenues and debenture debt. It is management's opinion that the division is not exposed to significant interest, currency or credit risks arising from these financial instruments and that their fair values approximate their carrying values, unless otherwise noted. The jurisdiction has invested surplus funds in accordance with Section 60 of the School Act and Section 5 of the Trustees Act.

i. 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.

3. ACCOUNTS RECEIVABLE

	2004	2003
	\$	\$
Provincial government	1,859,449	430,179
Federal government	80,568	229,176
Other	<u>17,346</u>	<u>53,177</u>
	<u>2,057,363</u>	<u>712,532</u>

4. ACCOUNTS PAYABLE AND ACCRUALS

	2004	2003
	\$	\$
Province of Alberta	15,138	24,257
Accrued interest on debenture	167,011	186,675
Accrued vacation pay and early retirement	93,087	57,159
Other trade payables and accrued liabilities	<u>888,342</u>	<u>1,471,190</u>
	<u>1,163,578</u>	<u>1,739,281</u>

CLEARVIEW SCHOOL DIVISION #71
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2004

5. DEFERRED REVENUE

	2004	2003
	\$	\$
IMP block funding	197,618	287,508
Technology integration funding	-	46,504
AISI funding	47,774	10,391
Other	<u>77,588</u>	<u>134,709</u>
	<u>322,980</u>	<u>479,112</u>

6. 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.

7. LONG-TERM DEBT

The School Division has issued debentures to the Alberta Municipal Finance Corporation to finance construction of school buildings. Debentures mature from 2005 to 2020 and interest rates vary from 6.625% to 12%.

	2004	2003
	\$	\$
Debenture debt	4,640,896	5,172,755
Due within one year	<u>515,217</u>	<u>531,859</u>
	<u>4,125,679</u>	<u>4,640,896</u>

Principal repayments required in each of the next five fiscal years are as follows:

	\$
2005 -	515,217
2006 -	514,046
2007 -	514,046
2008 -	435,217
2009 -	395,742
2010 to maturity -	2,266,628

CLEARVIEW SCHOOL DIVISION #71
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2004

7. LONG-TERM DEBT - continued

The School Division's debentures are supported by payments from Alberta Finance. These support payments are not recorded as receivables before they are due. The effect of recording the corresponding debenture debt due within one year is to understate the working capital by the current portion of the debenture debt.

8. TRUST LIABILITIES

	2004	2003
	\$	\$
SHIP funds	577,103	789,627
Endowment funds for scholarships	<u>268,716</u>	<u>190,876</u>
	<u>845,819</u>	<u>980,503</u>

9. 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.

10. ECONOMIC DEPENDENCE

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.

CLEARVIEW SCHOOL DIVISION #71
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2004

11. RELATED PARTY TRANSACTIONS

During the year the school division entered into transactions with related parties as follows:

- a) The School Division received funding for operations from the Alberta government in the amount of \$21,426,873 (2003-\$21,593,183). In addition, Alberta government funding for capital projects totalled \$937,033 (2003-\$NIL).
- b) The School Division has debenture debt in the amount of \$4,640,896 (2003 – \$5,172,755) payable to the provincial government and the principal payments are supported through provincial government funding.
- c) The Alberta Teachers' Retirement Fund pension plan payments are paid by the provincial government directly to the plan on behalf of the division. The amount of these payments has not been disclosed to the division.

12. COMMITMENTS

Photocopier Leases - The School Division was committed to several photocopier leases as at August 31, 2004. The total lease payments including service contracts for these items in 2004 was \$108,438.

13. BUDGET AMOUNTS

The budget was prepared by the School jurisdiction management with Board of Trustees approval given on December 18, 2003. It is presented for information purposes only and has not been audited.

14. CONTINGENCIES

The School Division is a member of a reciprocal insurance exchange called ALAIRE. A portion of the premiums paid each year represents equity contributions to the insurance fund. These payments have been recorded as expenditures in the financial statements as the value of equity is subject to liability claims and is not an asset that the jurisdiction can liquidate.

15. COMPARATIVE FIGURES

Certain comparative figures have been restated to reclassify SHIP funds as a trust fund.

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

School Jurisdiction Code: _____ 52

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	\$14,021,416	\$516,085	\$13,505,331						
(2) Support block	\$3,091,480				\$2,073,960			\$1,017,520	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	
(4) Alberta Initiative for School Improvement (AISI)	\$283,596	\$0	\$283,596						
(5) Student Health Initiative (SHI)	\$80,661	\$0	\$65,512						\$15,149
(6) Supernet Access	\$0							\$0	
(7) Teacher Salary Enhancement (TSE)	\$650,000	\$0	\$642,600					\$7,400	\$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	\$440,788	\$0	\$440,788		\$0			\$0	\$0
(11) Total Alberta Learning Revenue	\$18,567,941	\$516,085	\$14,937,827	\$0	\$2,073,960			\$1,024,920	\$15,149
Alberta Infrastructure									
(12) Expensed IMP (BQRP) support & portable relocations	\$220,611			\$220,611					
(13) Operations & Maintenance support	\$1,917,326			\$1,917,326					
(14) Operations & Maintenance support (One-Time)	\$0			\$0					
(15) Total Alberta Infrastructure Revenue	\$2,137,937			\$2,137,937					
Alberta Finance	\$489,738			\$489,738					\$0
(17) Other - Government of Alberta	\$231,257	\$0	\$206,984	\$3,047	\$0			\$0	\$21,226
(18) Federal Government and/or First Nations	\$1,652	\$0	\$0	\$1,652	\$0			\$0	\$0
(19) Other Alberta school authorities	\$97,693	\$0	\$15,806	\$0	\$81,887			\$0	\$0
(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	\$181,835	\$6,455	\$175,380						
(23) Transportation fees	\$13,160				\$13,160				
(24) Other sales and services	\$385,198	\$182	\$266,161	\$5,357	\$108,789			\$4,709	\$0
(25) Investment income	\$117,594	\$0	\$111,025	\$0	\$0			\$6,569	\$0
(26) Gifts and donations	\$142,612	\$781	\$126,081	\$15,750	\$0			\$0	\$0
(27) Rentals of facilities	\$43,045		\$1,090	\$41,955	\$0			\$0	\$0
(28) Net school generated funds	\$201,575	\$0	\$201,575	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$1,013,047		\$40,717	\$972,330	\$0			\$0	\$0
(31) TOTAL REVENUES	\$23,624,284	\$523,503	\$16,082,646	\$3,667,766	\$2,277,796			\$1,036,198	\$36,375
EXPENSES									
(32) Certificated salaries	\$11,316,170	\$313,824	\$10,814,556				\$187,717	\$187,717	\$73
(33) Certificated benefits	\$1,240,861	\$36,853	\$1,182,216				\$21,787	\$21,787	\$5
(34) Uncertificated salaries and wages	\$4,298,213	\$85,655	\$1,841,246	\$780,342	\$1,174,808	\$62,304	\$339,448	\$401,752	\$14,410
(35) Uncertificated benefits	\$743,060	\$8,549	\$356,870	\$164,107	\$123,994	\$16,990	\$68,988	\$85,978	\$3,562
(36) SUB - TOTAL	\$17,598,303	\$444,881	\$14,194,888	\$944,449	\$1,298,802	\$79,294	\$617,940	\$697,234	\$18,050
(37) Services, contracts & supplies	\$4,244,411	\$45,880	\$1,842,157	\$1,285,617	\$742,007	\$32,975	\$277,450	\$310,425	\$18,325
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$201,575	\$0	\$201,575	\$0	\$0	\$0	\$0	\$0	\$0
Capital and debt services									
Amortization of capital assets									
(40) Supported	\$1,013,047	\$0	\$40,717	\$972,330			\$0	\$0	\$0
(41) Unsupported	\$518,575	\$0	\$93,525	\$47,891	\$354,176	\$0	\$22,983	\$22,983	\$0
(42) Total Amortization	\$1,531,622	\$0	\$134,242	\$1,020,221	\$354,176	\$0	\$22,983	\$22,983	\$0
Interest on capital debt									
(43) Supported	\$489,738	\$0	\$0	\$489,738	\$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	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(47) TOTAL EXPENSES	\$24,065,850	\$490,761	\$16,372,862	\$3,740,025	\$2,394,985	\$112,269	\$918,373	\$1,030,642	\$36,375
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	(\$441,366)	\$32,742	(\$290,216)	(\$72,259)	(\$117,189)			\$5,556	\$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	\$9,326,362	\$632,156	\$79,157	\$289,407	\$306,519	\$180,955	\$0	\$10,814,556
Certificated benefits	\$1,036,677	\$60,387	\$8,772	\$30,143	\$26,565	\$19,672	\$0	\$1,182,216
Uncertificated salaries and wages	\$569,976	\$318,227	\$78,211	\$29,164	\$674,490	\$14,740	\$156,438	\$1,841,246
Uncertificated benefits	\$85,861	\$68,885	\$20,241	\$3,697	\$136,601	\$3,500	\$38,085	\$356,870
SUB - TOTAL REMUNERATION	\$11,018,876	\$1,079,655	\$186,381	\$352,411	\$1,144,175	\$218,867	\$194,523	\$14,194,888
Services, contracts & supplies	\$1,508,377	\$119,504	\$57,420	\$2,934	\$71,400	\$64,729	\$17,793	\$1,842,157
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$201,575							\$201,575
Amortization of capital assets								
Supported	\$40,717		\$0					\$40,717
Unsupported	\$93,525	\$0	\$0					\$93,525
Total Amortization	\$134,242	\$0	\$0					\$134,242
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	\$12,863,070	\$1,199,159	\$243,801	\$355,345	\$1,215,575	\$283,596	\$212,316	\$16,372,862
FTE Certificated				3.7	4.2			
FTE Uncertificated				1.9	36.2			

**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	\$11,243,185	\$1,377,671	\$969,439	\$0	\$13,590,295	\$13,054,941	\$535,354
School Admin & Instruction Support Expenses						\$1,199,159	(\$1,199,159)
System Instruction Support Expenses						\$243,801	(\$243,801)
Total Basic Instruction	\$11,243,185	\$1,377,671	\$969,439	\$0	\$13,590,295	\$14,497,901	(\$907,606)
Sub-Programs & Initiatives							
Severely Disabled	\$728,815	\$17,901	\$0		\$746,716	\$1,215,575	(\$468,859)
English as a Second Language	\$131,008				\$131,008	\$121,250	\$9,758
Enhanced Opportunities	\$0				\$0	\$0	\$0
First Nations, Metis, and Inuit Education	\$0		\$0		\$0	\$0	\$0
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$1,065,272				\$1,065,272		\$1,065,272
Growth & Density	\$9,435				\$9,435		\$9,435
Teacher Assistants Program	\$49,702				\$49,702	\$49,702	\$0
Early Literacy Initiative (K-2)	\$100,069				\$100,069	\$63,533	\$36,536
Learning Resources Credit & Resources for the Classroom	\$14,325	\$36,924	\$175,380		\$226,629	\$261,381	(\$34,752)
Technology Integration	\$155,536		\$0		\$155,536	\$155,536	\$0
French Language Program & Francisation (all jurisdictions)	\$3,412		\$0		\$3,412	\$3,412	\$0
Home Education	\$4,572		\$0		\$4,572	\$4,572	\$0
Total Sub-Programs & Initiatives	\$2,262,146		\$175,380		\$2,492,351	\$1,874,961	\$617,390
INSTRUCTION, GRADES 1-12	\$13,505,331	\$1,432,496	\$1,144,819	\$0	\$16,082,646	\$16,372,862	(\$290,216)

**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)	\$13,865,880
Support Block - Transportation	\$2,073,960
SUBTOTAL	\$15,939,840
Other Revenues	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$1,917,326
Teacher Salary Enhancement	\$650,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$231,257
Federal government/First Nations	\$1,652
Other Alberta school authorities	\$97,693
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$385,198
Interest on investments	\$117,594
Rentals of facilities	\$43,045
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$1,013,047
School generated funds (Schedule E)	\$547,732
BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT	\$20,944,384
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%	5.74%
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)	\$1,202,208
Considerations for Charter Schools and Small Boards:	
If Charter School, enter 51,000	0
If Francophone Board, enter 400,000	0
(If none of these considerations apply, leave the above cells blank)	
MAXIMUM EXPENSE LIMIT	\$1,202,208
STEP 4	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$1,030,642
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$5,557
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES	\$1,036,199
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,202,208
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT	-\$166,009

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

Unexpended SGF - Opening Balance August 31, 2003 (Note 1)	\$206,549
Source of School Generated Funds:	
Total School Generated Funds for the year (Note 2)	\$547,732
Less: SGF - related cost recoveries (Note 3)	\$396,692
- capitalized at the District level (Note 4)	\$0
Net Total	\$151,040
Plus: Donations Received (Note 5)	\$13,061
Equals: Net Additions to SGF	\$164,101
Net SGF Available for discretionary spending	\$370,650
Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39	
Net expended SGF for discretionary purposes (Note 6)	\$201,575
Unexpended SGF - Closing Balance August 31, 2004	\$169,075
<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	\$558,547	\$106,146	\$0	\$0	\$115,649	\$780,342		\$780,342
Uncertificated benefits	\$127,956	\$22,991	\$0	\$0	\$13,160	\$164,107		\$164,107
Sub-total Remuneration	\$686,503	\$129,137	\$0	\$0	\$128,809	\$944,449		\$944,449
Contracted Services	\$18,378	\$91,604	\$0	\$220,611	\$2,621	\$333,214		\$333,214
Supplies	\$82,218	\$77,130	\$0	\$0	\$10,124	\$169,472		\$169,472
Electricity			\$431,738			\$431,738		\$431,738
Natural Gas/Heating Fuel			\$249,895			\$249,895		\$249,895
Sewer and Water			\$36,108			\$36,108		\$36,108
Telecommunications			\$0			\$0		\$0
Insurance					\$65,190	\$65,190		\$65,190
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$972,330	\$972,330
Unsupported						\$47,891		\$47,891
Total Amortization						\$47,891	\$972,330	\$1,020,221
Interest on capital debt								
Supported							\$489,738	\$489,738
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$787,099	\$297,871	\$717,741	\$220,611	\$206,744	\$2,277,957	\$1,462,068	\$3,740,025
SQUARE METRES								
School Buildings								38,561.3
Non School Buildings								2,900.0
STAFF FTE'S (Completion Optional for 2003/2004)								
Board Employed	0.0	0.0						
Contracted Services	0.0	0.0						

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 KAREN HOLLOWAY	1.0	\$14,388	\$1,807	\$0			\$16,195	\$8,928
Name	0.0	\$0	\$0	\$0			\$0	\$0
Other Board Members:								
Name KEN CHECKEL	1.0	\$8,376	\$3,129	\$0			\$11,505	\$6,330
Name DAVE ELLIS	1.0	\$6,910	\$3,013	\$0			\$9,923	\$3,307
Name JOHN SCHOFER	1.0	\$5,170	\$2,962	\$0			\$8,132	\$2,964
Name PATTY DITTRICK	1.0	\$14,252	\$1,736	\$0			\$15,988	\$4,533
Name RUTH MARHALL	1.0	\$6,154	\$1,297	\$0			\$7,451	\$2,798
Name YVETTE CASSIDY	1.0	\$7,054	\$3,046	\$0			\$10,100	\$4,115
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
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	7.0	\$62,304	\$16,990	\$0			\$79,294	\$32,975
Superintendent EGBERT STANG	1.0	\$108,166	\$8,750	\$0	\$0	\$0	\$116,916	\$14,505
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer GORDON MAJERAN	1.0	\$86,409	\$14,982	\$0	\$0	\$0	\$101,391	\$6,426
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	160.0	\$11,208,004	\$1,232,111	\$0	\$0	\$0	\$12,440,115	
Uncertificated Salaries & Wages	211.5	\$4,149,500	\$711,088	\$0	\$0	\$0	\$4,860,588	
TOTALS		\$15,614,383	\$1,983,921	\$0	\$0	\$0	\$17,598,304	

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).

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.