

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

PEACE RIVER SCHOOL DIVISION #10

Legal Name of School Jurisdiction

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SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements and supporting schedules PEACE RIVER SCHOOL DIVISION #10

(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

Bonnie Paulovich

Name

"ORIGINAL SIGNED"

Signature

SUPERINTENDENT

Greg Woronuk

Name

"ORIGINAL SIGNED"

Signature

SECRETARY TREASURER OR TREASURER

Bruce Moltzan

Name

"ORIGINAL SIGNED"

Signature

November 16/04

Board-approved Release Date

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AUDITOR'S REPORT

To the Board of Trustees of
Peace River School Division No. 10:

We have audited the statement of financial position of the Peace River School Division No. 10 as at August 31, 2004 and the statement of revenues and expenses, the statement of cash flows, the statement of changes in net assets, and the statement of deferred 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 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 Division as at August 31, 2004 and the results of its operations and changes in its financial position for the year then ended in accordance with 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.

Chartered Accountants
Edmonton, Alberta
November 4, 2004

STATEMENT OF FINANCIAL POSITION
as at August 31, 2004

(in dollars)

		2004	2003
ASSETS			
Current assets			
Cash and temporary investments		\$3,895,082	\$4,156,204
Accounts receivable (net after allowances)		\$2,834,884	\$3,680,891
Prepaid expenses		\$219,849	\$169,363
Other current assets		\$190,145	\$256,426
Total current assets		\$7,139,960	\$8,262,884
School generated assets		\$503,121	\$482,319
Trust assets		\$162,209	\$162,722
Long term accounts receivable		\$36,540	\$20,752
Long term investments		\$0	
Capital assets			
Land		\$1,939,550	\$1,946,530
Buildings	\$49,692,039		
Less: accumulated amortization	(\$24,301,995)	\$25,390,044	\$26,589,910
Equipment	\$910,093		
Less: accumulated amortization	(\$735,629)	\$174,464	\$224,564
Vehicles	\$6,170,919		
Less: accumulated amortization	(\$3,725,553)	\$2,445,366	\$2,337,653
Total capital assets		\$29,949,424	\$31,098,657
TOTAL ASSETS		\$37,791,254	\$40,027,334
LIABILITIES			
Current liabilities			
Bank indebtedness		\$0	\$0
Accounts payable and accrued liabilities		\$1,173,467	\$1,682,643
Deferred revenue		\$2,002,699	\$1,991,306
Deferred capital allocations		\$156,623	\$165,974
Current portion of all long term debt		\$1,123,704	\$1,123,704
Total current liabilities		\$4,456,493	\$4,963,627
School generated liabilities		\$503,121	\$482,319
Trust liabilities		\$162,209	\$162,722
Employee future benefits liability		\$0	\$0
Long term debt			
Supported: Debentures and other supported debt		\$8,259,501	\$9,383,205
Less: Current portion of supported debt		(\$1,123,704)	(\$1,123,704)
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		\$15,741,569	\$15,936,607
Total long term liabilities		\$23,542,695	\$24,841,149
TOTAL LIABILITIES		\$27,999,188	\$29,804,776
NET ASSETS			
Unrestricted net assets		\$912,798	\$1,357,296
Operating Reserves		\$572,747	\$826,648
Accumulated Operating Surplus (Deficit)		\$1,485,545	\$2,183,944
Investment in capital assets		\$5,948,352	\$5,778,843
Capital Reserves		\$2,358,169	\$2,259,770
Total Capital Funds		\$8,306,521	\$8,038,613
Total net assets		\$9,792,066	\$10,222,558
TOTAL LIABILITIES AND NET ASSETS		\$37,791,254	\$40,027,334

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	\$25,323,914	\$25,068,606	\$25,440,502
Alberta Infrastructure	\$2,783,358	\$2,758,079	\$2,981,154
Alberta Finance	\$929,998	\$1,067,844	\$1,051,535
Other Government of Alberta	\$341,713	\$0	\$206,631
Federal Government and/or First Nations	\$67,107	\$87,854	\$215,564
Other Alberta school authorities	\$0	\$239,907	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$281,526	\$479,888	\$296,289
Transportation fees	\$24,192	\$29,250	\$27,712
Other sales and services	\$409,386	\$377,330	\$329,401
Investment income	\$93,439	\$2,000	\$165,631
Gifts and donations	\$12,518	\$0	\$79,599
Rentals of facilities	\$73,338	\$135,728	\$72,461
Net school generated funds	\$269,400	\$393,274	\$281,438
Gains on disposal of capital assets	\$19,302	\$0	\$6,404
Amortization of capital allocations	\$1,588,508	\$1,435,964	\$1,622,942
Total Revenues	\$32,217,700	\$32,075,724	\$32,777,263
EXPENSES			
Certificated salaries	\$13,747,227	\$14,008,540	\$14,306,739
Certificated benefits	\$1,389,411	\$1,770,397	\$1,558,087
Uncertificated salaries and wages	\$6,512,479	\$5,806,516	\$6,013,811
Uncertificated benefits	\$876,581	\$987,114	\$729,856
Services, contracts and supplies	\$6,945,325	\$6,732,309	\$7,265,758
Net school generated funds	\$269,400	\$398,230	\$281,438
Capital and debt services			
Amortization of capital assets			
Supported	\$1,588,508	\$1,435,964	\$1,622,943
Unsupported	\$564,966	\$636,713	\$504,652
Total Amortization of capital assets	\$2,153,474	\$2,072,677	\$2,127,595
Interest on capital debt			
Supported	\$929,998	\$1,067,844	\$1,051,535
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$929,998	\$1,067,844	\$1,051,535
Other interest charges	\$0	\$2,900	\$2,990
Losses on disposal of capital assets	\$4,760	\$0	\$39,660
Total Expenses	\$32,828,656	\$32,846,527	\$33,377,469
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM	(\$610,956)	(\$770,803)	(\$600,206)
Unrestricted revenues used for capital purposes	\$180,464	\$0	\$178,935
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	(\$430,492)	(\$770,803)	(\$421,271)

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	(\$430,492)	(\$421,272)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,588,508)	(\$1,622,943)
Total amortization expense	\$2,153,474	\$2,127,595
Gains on disposal of capital assets	(\$19,302)	(\$6,404)
Losses on sale of capital assets	\$4,760	\$39,660
Changes in accrued accounts:		
Accounts receivable	\$846,007	\$12,269
Prepays and other current assets	\$15,795	(\$60,025)
Long term accounts receivable	(\$15,788)	
Long term investments	\$0	
Payables and accrued liabilities	(\$509,176)	(\$1,022,511)
Deferred revenue	\$11,393	(\$4,451,461)
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Operations	\$468,163	(\$5,405,092)
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$452,446)	(\$4,428,402)
Equipment	(\$46,897)	(\$68,054)
Vehicles	(\$545,856)	(\$417,509)
Net proceeds from disposal of capital assets	\$55,500	\$13,146
Other (describe)	\$0	\$0
Total sources (uses) of cash from Investing activities	(\$989,699)	(\$4,900,819)
C. FINANCING ACTIVITIES		
Capital allocations received	\$260,414	\$4,109,626
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$1,123,704)	(\$1,123,704)
Add back: supported portion	\$1,123,704	\$1,123,704
Other (describe)	\$0	\$0
Total sources (uses) from Financing activities	\$260,414	\$4,109,626
Net sources (uses) of cash equivalents* during year	(\$261,122)	(\$6,196,285)
Cash Equivalents at the beginning of the year	\$4,156,204	\$10,352,489
Cash Equivalents at the end of the year	\$3,895,082	\$4,156,204

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: 1070

	(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	\$10,222,558	\$5,778,843	\$1,357,296	\$3,086,418	\$502,054	\$53,698	\$0	\$594,010	\$182,835	\$447,008	\$141,759	\$1,165,054	\$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	\$10,222,558	\$5,778,843	\$1,357,296	\$3,086,418	\$502,054	\$53,698	\$0	\$594,010	\$182,835	\$447,008	\$141,759	\$1,165,054	\$0	\$0
Surplus(def) of revenue over expenses	(\$430,492)		(\$430,492)											
Board funded capital transactions		\$775,433	(\$775,433)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$2,153,474)	\$2,153,474											
Amortization of capital allocations		\$1,588,508	(\$1,588,508)											
Disposal of unsupported capital assets	\$0	(\$40,958)	\$40,958	\$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			\$0	\$0			\$0		\$0		\$0		\$0	
Net transfers from operating reserves			\$253,901	(\$253,901)	(\$199,316)		\$0		(\$54,585)		\$0		\$0	
Net transfers to capital reserves			(\$98,399)	\$98,399		\$1,248		\$38,749		\$23,868		\$34,534		\$0
Net transfers from capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
Balance at August 31, 2004	\$9,792,066	\$5,948,352	\$912,798	\$2,930,916	\$302,738	\$54,946	\$0	\$632,759	\$128,250	\$470,876	\$141,759	\$1,199,588	\$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	\$165,974	\$15,936,607
Add:		
Capital allocations from: AB Infrastructure - New/Modernization Projects	\$269,765	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
Interest earned on provincial government capital allocations	(\$9,351)	
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		\$1,123,704
Expended capital allocations - current year	(\$269,765)	\$269,765
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$0
Capital allocations amortized to revenue		\$1,588,508
Balance at August 31, 2004	\$156,623	\$15,741,569

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

PEACE RIVER SCHOOL DIVISION #10-NOTES TO THE FINANCIAL STATEMENTS-2003-2004

AUTHORITY AND PURPOSE

The School Jurisdiction 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.

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:

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.

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

Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with. Endowment contributions are recognized as direct increases in net assets in the period in which they are received.

b) Capital Assets

Capital Assets are recorded at cost. The cost less an estimated residual value is amortized over their estimated useful lives on a straight-line basis at the following rates

Buildings	15 to 40 years
Vehicles & Buses	7 to 12 years
Equipment & Furnishings	5 years
Land Improvements	20 years

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

- c) School Generated Funds
These are funds in the community, which come under the control and responsibility of the school principal and are for school activities. These funds are usually collected and retained at the school for expenditures paid at the school level (e.g. yearbook sales, graduation fees, field trip fees, etc.)
- d) Vacation Pay
Vacation Pay is accrued in the period in which the employee earns the benefit.
- 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 Peace River School Division does not make pension contributions for certificated staff.

The school board participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contributions of \$ 127,918.00 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) Inventories
Inventories are recorded at the lesser of cost or net realizable value.
- 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) 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.
- i) 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 approximate 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*.
- j) 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.
- k) Investments
Investments are recorded at the lower of cost and market value.

ACCOUNTS RECEIVABLE

	2004	2003
Alberta Learning	201,125	26,800
Alberta Infrastructure	1,821,998	2,834,716
Alberta Finance	509,104	576,880
Other Province of Alberta	25,128	12,569
Federal Government	113,867	83,015
First Nations		
Alberta Municipalities		
Other Alberta School Jurisdictions		38,700
Other	163,662	108,211
Total	2,834,884	3,680,891

BANK INDEBTEDNESS

The jurisdiction has negotiated a line of credit in the amount of \$1,000,000 that bears interest at the bank prime rate. This line of credit, which is secured by a borrowing bylaw and a security agreement, covers all revenue of the jurisdiction. There was no balance outstanding on the line of credit at August 31, 2004.

ACCOUNTS PAYABLE AND LIABILITIES

	2004	2003
Alberta Learning	37,926	20,817
Alberta Infrastructure		
Alberta Finance	509,104	576,880
Other Province of Alberta		
Federal Government	1,375	1,780
First Nations		
Alberta Municipalities		
Other Alberta School Jurisdictions		
Other Trade Payables and Accrued Liabilities	625,062	1,083,166
Total	1,173,467	1,682,643

DEFERRED REVENUE

	2004	2003
Infrastructure Maintenance Program (formerly BQRP)	359,340	361,141
Infrastructure-One-Time Payment	630,307	282,227
Infrastructure-Modernizations, Demolitions, Block Mod, Utilization	493,842	876,983
Alberta Initiative for School Improvement	67,218	63,743
Other	451,992	407,212
Total	2,002,699	1,991,306

TRUST ASSETS AND LIABILITIES

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

	2004	2003
Deferred Salary Leave Plan		
Scholarship Trusts	162,209	162,722
Student Health Initiative Trust (SHI Banker Board)		
Total	162,209	162,722

LONG TERM DEBT

a) Debenture Debt – Supported

The debenture debt bears interest at rates varying between 7 1/4% and 12%. The debenture debt is fully supported by Alberta Finance. The current portion of long-term debt consists entirely of amounts payable by Alberta Finance on supported debt; therefore, the working capital (current assets minus current liabilities) is understated by this amount. Debenture payments due over the next five years and beyond are as follows:

	Principal
2004-2005	1,123,704
2005-2006	1,123,704
2006-2007	1,123,704
2007-2008	1,123,704
2008-2009	1,123,704
2009 to maturity	2,640,981
Total	8,259,501

b) Capital Leases – Unsupported

Currently, there are no capital leases held by the jurisdiction.

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.

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.

CONTINGENCIES

- a) The jurisdiction is a member of a reciprocal insurance exchange called ASBIE. A portion of the premiums paid each year represents equity contributions to the insurance fund. They 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.
- b) The jurisdiction has been named as a defendant in a grievance whereby the Support Staff Association is seeking pay for general holidays for one category of staff members. As the likelihood of the outcome and potential damages, if any, ensuing from this grievance are not determinable at the date of reporting, no provision has been made in the financial statements for any costs associated with this grievance.

ECONOMIC DEPENDENCE ON RELATED THIRD PARTY

The Peace River 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.

BUDGET AMOUNTS

The budget was prepared by the school jurisdiction and approved by the Board of Trustees. It is presented for information purposes only and has not been audited. The 2003/04 Budget was approved on May 20, 2003.

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

School Jurisdiction Code: _____ 1070

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	\$18,812,992	\$1,010,681	\$17,802,312						
(2) Support block	\$4,945,481				\$3,606,657			\$1,338,824	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	\$0
(4) Alberta Initiative for School Improvement (AISI)	\$425,285	\$0	\$425,285						
(5) Student Health Initiative (SHI)	\$0	\$0	\$0						\$0
(6) Supernet Access	\$0							\$0	
(7) Teacher Salary Enhancement (TSE)	\$801,000	\$0	\$794,125					\$6,875	\$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	\$339,155	\$0	\$339,155	\$0	\$0				\$0
(11) Total Alberta Learning Revenue	\$25,323,914	\$1,010,681	\$19,360,877	\$0	\$3,606,657			\$1,345,699	\$0
Alberta Infrastructure									
(12) Expensed IMP (BQRP) support & portable relocations	\$314,342			\$314,342					
(13) Operations & Maintenance support	\$2,105,941			\$2,105,941					
(14) Operations & Maintenance support (One-Time)	\$363,075			\$363,075					
(15) Total Alberta Infrastructure Revenue	\$2,783,358			\$2,783,358					
Alberta Finance	\$929,998			\$929,998					\$0
(17) Other - Government of Alberta	\$341,713	\$0	\$341,713	\$0	\$0			\$0	\$0
(18) Federal Government and/or First Nations	\$67,107	\$0	\$67,107	\$0	\$0			\$0	\$0
(19) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0			\$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	\$281,526	\$12,101	\$269,425						
(23) Transportation fees	\$24,192				\$24,192				
(24) Other sales and services	\$409,386	\$0	\$29,658	\$82,611	\$53,763			\$21,263	\$222,091
(25) Investment income	\$93,439	\$0	\$76,639	\$11,315	\$0			\$5,485	\$0
(26) Gifts and donations	\$12,518	\$0	\$12,518	\$0	\$0			\$0	\$0
(27) Rentals of facilities	\$73,338		\$0	\$73,338	\$0			\$0	\$0
(28) Net school generated funds	\$269,400	\$0	\$269,400	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$19,302		\$0	\$14,802	\$4,500			\$0	\$0
(30) Amortization of capital allocations	\$1,588,508			\$1,588,508	\$0				\$0
(31) TOTAL REVENUES	\$32,217,700	\$1,022,782	\$20,427,337	\$5,483,931	\$3,689,112			\$1,372,448	\$222,091
EXPENSES									
(32) Certificated salaries	\$13,747,227	\$378,257	\$13,015,821				\$353,149	\$353,149	\$0
(33) Certificated benefits	\$1,389,411	\$41,759	\$1,320,740				\$26,912	\$26,912	\$0
(34) Uncertificated salaries and wages	\$6,512,479	\$317,645	\$3,371,500	\$665,973	\$1,604,030	\$83,804	\$384,545	\$468,348	\$84,982
(35) Uncertificated benefits	\$876,581	\$34,781	\$410,767	\$126,346	\$218,963	\$1,840	\$69,111	\$70,951	\$14,773
(36) SUB - TOTAL	\$22,525,699	\$772,442	\$18,118,829	\$792,320	\$1,822,993	\$85,643	\$833,717	\$919,360	\$99,755
(37) Services, contracts & supplies	\$6,945,325	\$131,947	\$2,235,449	\$2,316,302	\$1,653,141	\$51,158	\$439,975	\$491,133	\$117,354
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$269,400	\$0	\$269,400	\$0	\$0	\$0	\$0	\$0	\$0
Capital and debt services									
Amortization of capital assets									
(40) Supported	\$1,588,508	\$0	\$0	\$1,588,508	\$0		\$0	\$0	\$0
(41) Unsupported	\$564,966	\$0	\$114,869	\$32,507	\$401,051	\$0	\$16,539	\$16,539	\$0
(42) Total Amortization	\$2,153,474	\$0	\$114,869	\$1,621,015	\$401,051	\$0	\$16,539	\$16,539	\$0
Interest on capital debt									
(43) Supported	\$929,998	\$0	\$0	\$929,998	\$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	\$4,760	\$0	\$0	\$4,760	\$0	\$0	\$0	\$0	\$0
(47) TOTAL EXPENSES	\$32,828,656	\$904,389	\$20,738,547	\$5,664,395	\$3,877,185	\$136,801	\$1,290,231	\$1,427,032	\$217,108
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	(\$610,956)	\$118,393	(\$311,210)	(\$180,464)	(\$188,073)			(\$54,584)	\$4,982

**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	\$9,892,316	\$1,968,860	\$345,273	\$680,877	\$67,925	\$60,570	\$0	\$13,015,821
Certificated benefits	\$573,219	\$691,130	\$33,275	\$11,352	\$8,749	\$3,016	\$0	\$1,320,740
Uncertificated salaries and wages	\$2,135,840	\$125,414	\$10,120	\$89,954	\$1,008,998	\$1,174	\$0	\$3,371,500
Uncertificated benefits	\$7,237	\$199,318	\$1,254	\$74,270	\$128,257	\$433	\$0	\$410,767
SUB - TOTAL REMUNERATION	\$12,608,612	\$2,984,722	\$389,922	\$856,452	\$1,213,928	\$65,193	\$0	\$18,118,829
Services, contracts & supplies	\$1,272,349	\$677,748	\$81,115	\$13,486	\$149,183	\$41,568	\$0	\$2,235,449
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$269,400							\$269,400
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$114,869	\$0	\$0					\$114,869
Total Amortization	\$114,869	\$0	\$0					\$114,869
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	\$14,265,230	\$3,662,470	\$471,037	\$869,939	\$1,363,111	\$106,761	\$0	\$20,738,547
FTE Certificated				10.7	1.0			
FTE Uncertificated				5.1	54.2			

**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	\$14,275,697	\$1,444,634	\$789,405	\$0	\$16,509,736	\$13,873,342	\$2,636,393
School Admin & Instruction Support Expenses						\$3,662,470	(\$3,662,470)
System Instruction Support Expenses						\$471,037	(\$471,037)
Total Basic Instruction	\$14,275,697	\$1,444,634	\$789,405	\$0	\$16,509,736	\$18,006,849	(\$1,497,113)
Sub-Programs & Initiatives							
Severely Disabled	\$1,181,917	\$26,478	\$0		\$1,208,395	\$1,363,111	(\$154,716)
English as a Second Language	\$47,840				\$47,840	\$47,840	\$0
Enhanced Opportunities	\$0				\$0	\$0	\$0
First Nations, Metis, and Inuit Education	\$84,037		\$7,631		\$91,668	\$91,668	(\$0)
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$1,740,975				\$1,740,975		\$1,740,975
Growth & Density	\$58,035				\$58,035		\$58,035
Teacher Assistants Program	\$66,226				\$66,226	\$297,003	(\$230,777)
Early Literacy Initiative (K-2)	\$124,191				\$124,191	\$127,079	(\$2,889)
Learning Resources Credit & Resources for the Classroom	\$36,514	\$87,453	\$269,425		\$393,392	\$616,313	(\$222,921)
Technology Integration	\$142,956		\$0		\$142,956	\$142,956	\$0
French Language Program & Francisation (all jurisdictions)	\$28,848		\$0		\$28,848	\$28,848	\$0
Home Education	\$15,076		\$0		\$15,076	\$16,880	(\$1,804)
Total Sub-Programs & Initiatives	\$3,526,615		\$277,056		\$3,917,601	\$2,731,698	\$1,185,903
INSTRUCTION, GRADES 1-12	\$17,802,312	\$1,558,565	\$1,066,461	\$0	\$20,427,337	\$20,738,547	(\$311,210)

**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)	\$18,670,036
Support Block - Transportation	\$3,606,657
SUBTOTAL	\$22,276,694
Other Revenues	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$2,105,941
Teacher Salary Enhancement	\$801,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$341,713
Federal government/First Nations	\$67,107
Other Alberta school authorities	\$0
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$409,386
Interest on investments	\$93,439
Rentals of facilities	\$73,338
Gains on disposal of capital assets	\$19,302
Amortization of capital allocations	\$1,588,508
School generated funds (Schedule E)	\$1,134,152
BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT	\$28,910,581
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%	5.39%
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)	\$1,558,020
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	\$1,558,020
STEP 4	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$1,427,032
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$0
LESS: transfers from Restricted - Operating (Board/System Administration)	-\$54,585
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES	\$1,372,447
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,558,020
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT	-\$185,573

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

Unexpended SGF - Opening Balance August 31, 2003 (Note 1)	\$482,319
Source of School Generated Funds:	
Total School Generated Funds for the year (Note 2)	\$1,134,152
Less: SGF - related cost recoveries (Note 3)	\$864,653
- capitalized at the District level (Note 4)	\$0
Net Total	\$269,499
Plus: Donations Received (Note 5)	\$20,703
Equals: Net Additions to SGF	\$290,202
Net SGF Available for discretionary spending	\$772,521
Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39	
Net expended SGF for discretionary purposes (Note 6)	\$269,400
Unexpended SGF - Closing Balance August 31, 2004	\$503,121
<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	\$0	\$545,475	\$0	\$0	\$120,499	\$665,973		\$665,973
Uncertificated benefits	\$9,179	\$93,514	\$0	\$0	\$23,653	\$126,346		\$126,346
Sub-total Remuneration	\$9,179	\$638,989	\$0	\$0	\$144,152	\$792,320		\$792,320
Contracted Services	\$936,427	\$13,753	\$0	\$314,342	\$31,021	\$1,295,543		\$1,295,543
Supplies	\$22,091	\$0	\$0	\$0	\$2,255	\$24,345		\$24,345
Electricity			\$430,588			\$430,588		\$430,588
Natural Gas/Heating Fuel			\$377,720			\$377,720		\$377,720
Sewer and Water			\$74,670			\$74,670		\$74,670
Telecommunications			\$8,378			\$8,378		\$8,378
Insurance					\$105,058	\$105,058		\$105,058
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$1,588,508	\$1,588,508
Unsupported						\$32,507		\$32,507
Total Amortization						\$32,507	\$1,588,508	\$1,621,015
Interest on capital debt								
Supported							\$929,998	\$929,998
Unsupported						\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$4,760		\$4,760
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$967,697	\$652,742	\$891,356	\$314,342	\$282,485	\$3,145,889	\$2,518,506	\$5,664,395
SQUARE METRES								
School Buildings								57,187.3
Non School Buildings								382.0
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 Bonnie Paulovich	1.0	\$16,889	\$407	\$0			\$17,296	\$15,836
Name	0.0	\$0	\$0	\$0			\$0	\$0
Other Board Members:								
Name Sylvia Mathieu	1.0	\$6,480	\$103	\$0			\$6,583	\$749
Name Colin Neeham	1.0	\$8,420	\$141	\$0			\$8,560	\$2,938
Name Louise Woroniuk	1.0	\$17,059	\$402	\$0			\$17,461	\$7,139
Name Trudi Keillor	1.0	\$10,265	\$224	\$0			\$10,489	\$6,687
Name Elaine Sky	1.0	\$10,014	\$216	\$0			\$10,230	\$6,235
Name Mark Neilson	1.0	\$14,677	\$347	\$0			\$15,024	\$11,577
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	\$83,804	\$1,840	\$0			\$85,643	\$51,161
Superintendent Dave Van Tamelen	1.0	\$121,004	\$9,562	\$0	\$0	\$0	\$130,566	\$22,341
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer Bruce Moltzan	1.0	\$101,510	\$16,919	\$0	\$0	\$0	\$118,429	\$13,743
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	185.4	\$13,626,223	\$1,379,849	\$0	\$0	\$0	\$15,006,073	
Uncertificated Salaries & Wages	255.8	\$6,327,166	\$857,822	\$0	\$0	\$0	\$7,184,988	
TOTALS		\$20,259,706	\$2,265,993	\$0	\$0	\$0	\$22,525,699	

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.