

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

**Prairie Land Regional Division #25**

Legal Name of School Jurisdiction

**Bag Service 1400, Hanna, Alberta T0J 1P0**

Mailing Address

**Phone (403) 854-4481 Fax (403) 854-2803**

Telephone and Fax Numbers

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

The financial statements and supporting schedules Prairie Land Regional Division #25

(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.

<b>BOARD CHAIRMAN</b>	
<b>John Neill</b>	<b>"ORIGINAL SIGNED"</b>
<small>Name</small>	<small>Signature</small>

<b>SUPERINTENDENT</b>	
<b>Bill Lee</b>	<b>"ORIGINAL SIGNED"</b>
<small>Name</small>	<small>Signature</small>

<b>SECRETARY TREASURER OR TREASURER</b>	
<b>Sharon Orum</b>	<b>"ORIGINAL SIGNED"</b>
<small>Name</small>	<small>Signature</small>

**24-Nov-04**

---

Board-approved Release Date

**TABLE OF CONTENTS**

	<b>Page</b>
<b>AUDITORS' REPORT</b>	
<b>STATEMENT OF FINANCIAL POSITION</b>	<b>3</b>
<b>STATEMENT OF REVENUES AND EXPENSES</b>	<b>4</b>
<b>STATEMENT OF CASH FLOWS</b>	<b>5</b>
<b>STATEMENT OF CHANGES IN NET ASSETS</b>	<b>6</b>
<b>STATEMENT OF CAPITAL ALLOCATIONS</b>	<b>7</b>
<b>NOTES TO THE FINANCIAL STATEMENTS</b>	

**SUPPORTING SCHEDULES**

<b>SCHEDULE A</b>	<b>Allocation of Revenues and Expenses to Programs</b>	<b>8</b>
<b>SCHEDULE B</b>	<b>Instruction - Grades 1 to 12 Program Expenses</b>	<b>9</b>
<b>SCHEDULE C</b>	<b>Instruction - Grades 1 to 12 Program Details</b>	<b>9</b>
<b>SCHEDULE D</b>	<b>Calculation of Maximum Eligible Expense Limits for Board (Governance) and System Administration</b>	<b>10</b>
<b>SCHEDULE E</b>	<b>Source &amp; Application of School Generated Funds (SGF)</b>	<b>11</b>
<b>SCHEDULE F</b>	<b>Operations &amp; Maintenance Program Expenses</b>	<b>12</b>
<b>SCHEDULE G</b>	<b>Disclosure of Salaries and Benefits</b>	<b>13</b>
<b>SCHEDULE G1</b>	<b>Completion Information for Schedule G</b>	<b>14</b>

# ELL & ANDERSON

CHARTERED ACCOUNTANTS

DIM L. ELL, B. Mgmt., C.A.\*

KELLY D. ANDERSON, B. Comm., C.A.\*

203-2nd Avenue,  
Box 2110, Hanna  
Alberta T0J 1P0

Phone: (403) 854-4421

Fax: (403) 854-2023

5015 Victoria Avenue  
Box 720, Coronation,  
Alberta T0C 1C0

Phone: (403) 578-4014

Fax: (403) 578-3561

## *Auditor's Report*

### **To the Board of Trustees Prairie Land Regional Division #25**

We have audited the statement of financial position of the Prairie Land Regional Division #25 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.

**HANNA, ALBERTA  
NOVEMBER 16, 2004**



**CHARTERED ACCOUNTANTS**



Member of  
The Institute of Chartered Accountants of Alberta

\* denotes operating as a professional corporation.

**STATEMENT OF FINANCIAL POSITION**

as at August 31

(in dollars)

	2004	2003 Restated
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	\$5,580,091	\$6,294,519
Accounts receivable (net after allowances)	\$913,240	\$597,030
Prepaid expenses	\$16,467	\$83,727
Other current assets	\$0	\$0
<b>Total current assets</b>	<b>\$6,509,798</b>	<b>\$6,975,276</b>
School generated assets	\$299,730	\$260,282
Trust assets	\$686,538	\$676,253
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$574,670	\$574,670
Buildings	\$32,197,420	
Less: accumulated amortization	(\$13,630,717)	\$18,566,703
Equipment	\$1,235,911	
Less: accumulated amortization	(\$568,627)	\$667,284
Vehicles	\$4,330,468	
Less: accumulated amortization	(\$2,878,940)	\$1,451,528
<b>Total capital assets</b>	<b>\$21,260,185</b>	<b>\$22,157,613</b>
<b>TOTAL ASSETS</b>	<b>\$28,756,251</b>	<b>\$30,069,424</b>
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$822,416	\$789,957
Deferred revenue	\$323,687	\$723,140
Deferred capital allocations	\$345,239	\$407,769
Current portion of all long term debt	\$545,974	\$656,454
<b>Total current liabilities</b>	<b>\$2,037,316</b>	<b>\$2,577,320</b>
School generated liabilities	\$299,730	\$260,282
Trust liabilities	\$686,538	\$676,253
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$3,582,630	\$4,239,084
Less: Current portion of supported debt	(\$545,974)	(\$656,454)
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	\$14,487,524	\$14,602,570
<b>Total long term liabilities</b>	<b>\$18,510,448</b>	<b>\$19,121,735</b>
<b>TOTAL LIABILITIES</b>	<b>\$20,547,764</b>	<b>\$21,699,055</b>
<b>NET ASSETS</b>		
Unrestricted net assets	\$268,635	\$136,175
Operating Reserves	\$3,469,150	\$3,898,011
Accumulated Operating Surplus (Deficit)	\$3,737,785	\$4,034,186
Investment in capital assets	\$3,190,041	\$3,315,969
Capital Reserves	\$1,280,661	\$1,020,213
Total Capital Funds	\$4,470,702	\$4,336,182
<b>Total net assets</b>	<b>\$8,208,487</b>	<b>\$8,370,368</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$28,756,251</b>	<b>\$30,069,423</b>

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

**STATEMENT OF REVENUES AND EXPENSES**  
for the Year Ended August 31

(in dollars)

	Actual 2004	Budget 2004	Actual 2003 Restated
<b>REVENUES</b>			
Alberta Learning	\$15,378,589	\$15,215,457	\$15,155,480
Alberta Infrastructure	\$1,861,903	\$1,388,835	\$1,329,833
Alberta Finance	\$351,968	\$656,454	\$413,664
Other Government of Alberta	\$29,623	\$106,200	\$15,195
Federal Government and/or First Nations	\$13,321	\$0	\$7,064
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$481,951	\$127,356	\$167,114
Instruction resource fees	\$143,597	\$124,865	\$155,913
Transportation fees	\$0	\$0	\$0
Other sales and services	\$198,231	\$18,000	\$100,258
Investment income	\$189,582	\$200,000	\$229,061
Gifts and donations	\$1,241	\$0	\$23,531
Rentals of facilities	\$105,295	\$105,000	\$106,507
Net school generated funds	\$289,951	\$280,000	\$328,933
Gains on disposal of capital assets	\$52,210	\$15,000	\$83,041
Amortization of capital allocations	\$793,121	\$794,157	\$793,121
<b>Total Revenues</b>	<b>\$19,890,583</b>	<b>\$19,031,324</b>	<b>\$18,908,715</b>
<b>EXPENSES</b>			
Certificated salaries	\$9,248,968	\$8,500,000	\$9,014,351
Certificated benefits	\$993,478	\$850,000	\$978,494
Uncertificated salaries and wages	\$3,800,639	\$3,600,000	\$3,821,983
Uncertificated benefits	\$657,796	\$550,000	\$634,623
Services, contracts and supplies	\$3,389,837	\$5,004,264	\$3,287,985
Net school generated funds	\$289,951	\$280,000	\$328,933
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$793,121	\$794,157	\$793,121
Unsupported	\$526,706	\$550,000	\$513,350
Total Amortization of capital assets	\$1,319,827	\$1,344,157	\$1,306,471
Interest on capital debt			
Supported	\$351,968	\$480,000	\$413,664
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$351,968	\$480,000	\$413,664
Other interest charges	\$0		\$0
Losses on disposal of capital assets	\$0	\$0	\$21,660
<b>Total Expenses</b>	<b>\$20,052,464</b>	<b>\$20,608,421</b>	<b>\$19,808,164</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM</b>			
	(\$161,881)	(\$1,577,097)	(\$899,449)
Unrestricted revenues used for capital purposes	\$0	\$0	\$55,398
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>(\$161,881)</b>	<b>(\$1,577,097)</b>	<b>(\$844,051)</b>

**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
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATIONS</b>		
Surplus (deficit) of revenues over expenses for the year	(\$161,881)	(\$844,051)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$793,121)	(\$793,121)
Total amortization expense	\$1,319,827	\$1,306,471
Gains on disposal of capital assets	(\$52,210)	(\$83,041)
Losses on sale of capital assets	\$0	\$21,660
Changes in accrued accounts:		
Accounts receivable	(\$316,210)	(\$77,604)
Prepays and other current assets	\$67,260	\$387
Long term accounts receivable	\$0	(\$128,810)
Long term investments	\$0	\$124,007
Payables and accrued liabilities	\$32,459	\$0
Deferred revenue	(\$399,453)	\$0
Employee future benefits	\$0	\$0
Other (describe) Deferred Capital Allocations	(\$62,530)	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>(\$365,859)</b>	<b>(\$474,102)</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$25,000)	(\$114,720)
Equipment	(\$65,539)	(\$94,992)
Vehicles	(\$335,240)	(\$122,808)
Net proceeds from disposal of capital assets	\$52,210	\$119,379
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$373,569)</b>	<b>(\$213,141)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations received	\$0	\$0
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$656,454)	(\$683,901)
Add back: supported portion	\$656,454	\$683,904
Other (describe) Deferred Capital Allocations	\$25,000	\$0
<b>Total sources (uses) from Financing activities</b>	<b>\$25,000</b>	<b>\$3</b>
<b>Net sources (uses) of cash equivalents* during year</b>	<b>(\$714,428)</b>	<b>(\$687,240)</b>
<b>Cash Equivalents at the beginning of the year</b>	<b>\$6,294,519</b>	<b>\$6,981,759</b>
<b>Cash Equivalents at the end of the year</b>	<b>\$5,580,091</b>	<b>\$6,294,519</b>

**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: 1115

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL	INVESTMENT	UNRESTRICTED	TOTAL	RESTRICTED NET ASSETS									
	NET ASSETS	IN CAPITAL	NET	NET ASSETS	School Based		Infrastructure		Board & System Admin.		Transportation		External Services	
	(Columns 2+3+4)	ASSETS	ASSETS	(Columns 5 to 14)	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
<b>Balance at August 31, 2003</b>	\$8,370,368	\$3,315,969	\$136,175	\$4,918,224	\$2,756,992	\$396,423	\$770,809	\$249,336	\$230,000	\$3,000	\$0	\$371,454	\$140,210	\$0
Prior period adjustments (describe)														
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Adjusted Balance, Aug. 31, 2003</b>	\$8,370,368	\$3,315,969	\$136,175	\$4,918,224	\$2,756,992	\$396,423	\$770,809	\$249,336	\$230,000	\$3,000	\$0	\$371,454	\$140,210	\$0
Surplus(def) of revenue over expenses	(\$161,881)		(\$161,881)											
Board funded capital transactions		\$400,778	\$0	(\$400,778)	(\$45,482)	(\$40,954)	(\$21,474)	(\$24,955)	\$0	\$0	\$0	(\$267,913)	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$1,319,827)	\$1,319,827											
Amortization of capital allocations		\$793,121	(\$793,121)											
Disposal of unsupported capital assets	\$0		(\$52,210)	\$52,210		\$0		\$43,660		\$0		\$8,550		\$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			(\$605,899)	\$605,899	\$195,803		\$391,814		\$0		\$0		\$18,282	
Net transfers from operating reserves			\$967,804	(\$967,804)	(\$967,804)		\$0		\$0		\$0		\$0	
Net transfers to capital reserves			(\$542,060)	\$542,060		\$0		\$0		\$0		\$542,060		\$0
Net transfers from capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
<b>Balance at August 31, 2004</b>	\$8,208,487	\$3,190,041	\$268,635	\$4,749,811	\$1,939,509	\$355,469	\$1,141,149	\$268,041	\$230,000	\$3,000	\$0	\$654,151	\$158,492	\$0

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

**for the Year Ended August 31, 2004**

(in dollars)

		<b>Deferred Capital Allocations</b>	<b>Unamortized Capital Allocations</b>
<b>Balance at August 31, 2003</b>	Restated	\$407,769	\$14,602,570
<b>Add:</b>			
<b>Capital allocations from:</b>			
	AB Infrastructure - New/Modernization Projects	\$0	
	Other Government of Alberta	\$0	
	Federal Government and/or First Nations	\$0	
	Other sources	\$0	
	<b>Interest earned on provincial government capital allocations</b>	\$0	
	<b>Other capital grants and donations</b>	\$0	
	<b>Proceeds on disposal of supported capital assets</b>	\$0	
	<b>Insurance proceeds</b>	\$0	
	<b>Donated capital assets (depreciable, at Fair Market Value)</b>		\$0
	<b>Transferred in capital assets (depreciable)</b>		\$0
	<b>Current Year Debenture Principal Repayment</b>		\$656,454
	<b>Expended capital allocations - current year</b>	(\$62,530)	\$62,530
<b>Less:</b>			
	<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$40,909
	<b>Capital allocations amortized to revenue</b>		\$793,121
<b>Balance at August 31, 2004</b>		\$345,239	\$14,487,524

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



**PRAIRIE LAND REGIONAL DIVISION #25**  
**Notes to the Financial Statements**  
**Year Ended August 31, 2004**

---

**1. 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.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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, and are amortized over their estimated useful lives on a straight-line basis, at the following rates:

Buildings	2.5% to 4%
Vehicles & Buses	10% to 20%
Equipment & Furnishings	10% to 20%

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.

---

**PRAIRIE LAND REGIONAL DIVISION #25**  
**Notes to the Financial Statements**  
**Year Ended August 31, 2004**

---

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 post 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 Prairie Land Regional Division #25 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 \$275,396 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) 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.

g) 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.

h) 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*.

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.

j) Employee Future Benefits

The jurisdiction accounted for the future cost of employee benefits commencing in the 2002/2003 school year using the retroactive approach. There is no financial impact on the jurisdiction at this time.

k) Investments

Investments are recorded at the lower of cost and market value.

---

**PRAIRIE LAND REGIONAL DIVISION #25**  
**Notes to the Financial Statements**  
**Year Ended August 31, 2004**

**3. ACCOUNTS RECEIVABLE**

	2004	2003
Alberta Learning	\$1,660	\$66,187
Federal Government	99,867	117,949
Other Alberta School Jurisdictions	29,066	56,108
Other Province of Alberta	2,800	6,525
Alberta Finance	693,679	285,415
Other	86,169	64,846
<b>Total</b>	<b>\$913,241</b>	<b>\$597,030</b>

**4. BANK INDEBTEDNESS**

The jurisdiction has negotiated a line of credit in the amount of \$500,000 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.

**5. DEFERRED REVENUE**

	2004	2003
One Time Grant Funding – AISI	\$183,623	\$203,636
BQRP	83,353	190,832
Alberta Infrastructure		154,270
Altario ECS Donation	15,000	15,000
Severe/ behavioral		94,812
Program unit funding		23,555
Other	41,711	41,035
<b>Total</b>	<b>\$323,687</b>	<b>\$723,140</b>

**6. TRUST ASSETS AND LIABILITIES**

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

	2004	2003
Scholarship Trusts		
Berry Creek	\$266,492	\$263,276
Cochrane	5,880	5,817
McLaren-Cook	3,817	3,652
Deugo	2,138	2,045
Fielding	59,160	58,698
Neutral Hills	64,608	64,266
Gourlay	3,655	3,643
Housch	1,123	1,075
Gramlich	2,038	1,998
Kush	8,344	8,159
Olsen	5,012	4,986
Shepherd	6,102	5,838
Todd	5,906	5,650
Ward	7,080	6,868
Prairie Land interest on \$200,000 fund	20,346	15,962
Wimmer	3,690	3,677
JC Charyk	34,797	37,070
Special Areas #2 Bursary	134,089	133,573
Faupel	52,261	50,000
<b>Total</b>	<b>\$686,538</b>	<b>\$676,253</b>

**PRAIRIE LAND REGIONAL DIVISION #25**  
**Notes to the Financial Statements**  
**Year Ended August 31, 2004**

---

**7. LONG TERM DEBT**

a) Debenture Debt – Supported

The debenture debt bears interest at rates varying between 6% and 12%. The debenture debt is fully supported by Alberta Treasury. The current portion of long-term debt consists entirely of amounts payable by Alberta Treasury 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	Interest	Total
2004-2005	\$545,974	\$322,100	\$868,074
2005-2006	518,474	272,679	791,153
2006-2007	518,474	226,112	744,586
2007-2008	518,474	179,544	698,018
2008-2009	359,204	132,977	492,181
2009 to maturity	1,122,031	286,811	1,408,842
Total	\$3,582,631	\$1,420,223	\$5,002,854

b) Capital Leases – Unsupported

There are currently no capital leases held by the jurisdiction.

**8. 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 expenditures 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.

**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. ALBERTA TEACHER RETIREMENT FUND**

The current service and past service costs of the Alberta Teacher Retirement Fund are met by contributions by the active members and the Government of Alberta. Under the terms of the Teacher Pension Plan Act, Prairie Land Regional Division #25 does not make pension contributions for certified staff.

**11. CONTINGENCIES**

The jurisdiction 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.

---

**PRAIRIE LAND REGIONAL DIVISION #25**  
**Notes to the Financial Statements**  
**Year Ended August 31, 2004**

---

**12. 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.

**13. PRIOR PERIOD ADJUSTMENT**

In the prior year Alberta Learning approved a reserve transfer of certain building capital reserves to deferred capital allocations for future supported building costs, the amounts of which had not been previously recorded in the accounts. This adjustment resulted in capital reserves being decreased by \$407,769 and deferred capital allocations being increased by \$407,769.

**14. ECONOMIC DEPENDANCE ON RELATED THIRD PARTY**

Prairie Land Regional Division #25's primary source of income is from the Alberta Government. The Division's ability to continue viable operations is dependant on this funding.

---

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

School Jurisdiction Code: \_\_\_\_\_ 1115

REVENUES	TOTAL	Early Childhood Services	Total Instruction (Grades 1 to 12)	Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Administration			External Services
						Board Governance	System Administration	Total Board & System Admin.	
<b>Alberta Learning allocations</b>									
(1) Instruction block	\$11,310,832	\$476,381	\$10,834,451						
(2) Support block	\$2,721,577				\$1,866,183			\$855,394	
(3) Instruction & support block reallocations	\$137,054	\$0	\$0		\$0			\$0	\$137,054
(4) Alberta Initiative for School Improvement (AISI)	\$234,633	\$45,000	\$189,633						
(5) Student Health Initiative (SHI)	\$0	\$0	\$0						\$0
(6) Supernet Access	\$0							\$0	
(7) Teacher Salary Enhancement (TSE)	\$543,000	\$0	\$543,000					\$0	\$0
(8) Regional P.D. Consortium (6 boards only)	\$0								\$0
(9) Regional Assessment Services (4 boards only)	\$0								\$0
(10) Other Alberta Learning revenues	\$431,493	\$0	\$431,493	\$0	\$0			\$0	\$0
<b>(11) Total Alberta Learning Revenue</b>	<b>\$15,378,589</b>	<b>\$521,381</b>	<b>\$11,998,577</b>	<b>\$0</b>	<b>\$1,866,183</b>			<b>\$855,394</b>	<b>\$137,054</b>
<b>Alberta Infrastructure</b>									
(12) Expensed IMP (BQRP) support & portable relocations	\$220,106			\$220,106					
(13) Operations & Maintenance support	\$1,641,797			\$1,641,797					
(14) Operations & Maintenance support (One-Time)	\$0			\$0					
<b>(15) Total Alberta Infrastructure Revenue</b>	<b>\$1,861,903</b>			<b>\$1,861,903</b>					
<b>Alberta Finance</b>	<b>\$351,968</b>			<b>\$351,968</b>					<b>\$0</b>
(17) Other - Government of Alberta	\$29,623	\$0	\$0	\$0	\$7,928			\$0	\$21,695
(18) Federal Government and/or First Nations	\$13,321	\$0	\$3,304	\$10,017	\$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	\$481,951	\$0	\$0	\$315,000	\$0			\$0	\$166,951
(22) Instruction resource fees	\$143,597	\$6,780	\$136,817						
(23) Transportation fees	\$0				\$0				
(24) Other sales and services	\$198,231	\$0	\$85,862	\$69,490	\$42,879			\$0	\$0
(25) Investment income	\$189,582	\$0	\$5,072	\$184,510	\$0			\$0	\$0
(26) Gifts and donations	\$1,241	\$0	\$1,241	\$0	\$0			\$0	\$0
(27) Rentals of facilities	\$105,295		\$4,572	\$100,723	\$0			\$0	\$0
(28) Net school generated funds	\$289,951	\$0	\$289,951	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$52,210		\$0	\$43,660	\$8,550			\$0	\$0
(30) Amortization of capital allocations	\$793,121		\$28,783	\$764,338	\$0			\$0	\$0
<b>(31) TOTAL REVENUES</b>	<b>\$19,890,583</b>	<b>\$528,161</b>	<b>\$12,554,179</b>	<b>\$3,701,609</b>	<b>\$1,925,540</b>			<b>\$855,394</b>	<b>\$325,700</b>
<b>EXPENSES</b>									
(32) Certificated salaries	\$9,248,968	\$199,575	\$8,923,120				\$126,273	\$126,273	\$0
(33) Certificated benefits	\$993,478	\$23,230	\$958,997				\$11,251	\$11,251	\$0
(34) Uncertificated salaries and wages	\$3,800,639	\$157,492	\$1,384,299	\$717,308	\$1,105,331	\$57,618	\$169,382	\$227,000	\$209,209
(35) Uncertificated benefits	\$657,796	\$34,518	\$292,836	\$139,574	\$108,229	\$1,518	\$40,959	\$42,477	\$40,162
<b>(36) SUB - TOTAL</b>	<b>\$14,700,881</b>	<b>\$414,815</b>	<b>\$11,559,252</b>	<b>\$856,882</b>	<b>\$1,213,560</b>	<b>\$59,136</b>	<b>\$347,865</b>	<b>\$407,001</b>	<b>\$249,371</b>
(37) Services, contracts & supplies	\$3,389,837	\$79,763	\$1,322,621	\$1,177,356	\$537,524	\$72,818	\$148,781	\$221,599	\$50,974
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$289,951	\$0	\$289,951	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital and debt services</b>									
Amortization of capital assets									
(40) Supported	\$793,121	\$0	\$28,783	\$764,338	\$0		\$0	\$0	\$0
(41) Unsupported	\$526,706	\$0	\$111,869	\$75,248	\$322,039	\$0	\$17,550	\$17,550	\$0
(42) Total Amortization	\$1,319,827	\$0	\$140,652	\$839,586	\$322,039	\$0	\$17,550	\$17,550	\$0
Interest on capital debt									
(43) Supported	\$351,968	\$0	\$0	\$351,968	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>(47) TOTAL EXPENSES</b>	<b>\$20,052,464</b>	<b>\$494,578</b>	<b>\$13,312,476</b>	<b>\$3,225,792</b>	<b>\$2,073,123</b>	<b>\$131,954</b>	<b>\$514,196</b>	<b>\$646,150</b>	<b>\$300,345</b>
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	(\$161,881)	\$33,583	(\$758,297)	\$475,817	(\$147,583)			\$209,244	\$25,355

**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	\$7,643,232	\$613,574	\$224,079	\$243,007	\$0	\$199,228	\$0	\$8,923,120
Certificated benefits	\$816,033	\$62,510	\$27,957	\$26,197	\$0	\$26,300	\$0	\$958,997
Uncertificated salaries and wages	\$114,836	\$452,821	\$165,778	\$332,361	\$297,277	\$3,054	\$18,172	\$1,384,299
Uncertificated benefits	\$36,245	\$96,076	\$28,787	\$66,760	\$61,670	\$32	\$3,266	\$292,836
<b>SUB - TOTAL REMUNERATION</b>	<b>\$8,610,346</b>	<b>\$1,224,981</b>	<b>\$446,601</b>	<b>\$668,325</b>	<b>\$358,947</b>	<b>\$228,614</b>	<b>\$21,438</b>	<b>\$11,559,252</b>
Services, contracts & supplies	\$682,666	\$157,998	\$335,158	\$4,928	\$50,333	\$66,928	\$24,610	\$1,322,621
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$289,951							\$289,951
Amortization of capital assets								
Supported	\$0	\$0	\$28,783					\$28,783
Unsupported	\$77,467	\$0	\$34,402					\$111,869
<b>Total Amortization</b>	<b>\$77,467</b>	<b>\$0</b>	<b>\$63,185</b>					<b>\$140,652</b>
Interest on capital debt								
Supported	\$0	\$0						\$0
Unsupported	\$0	\$0						\$0
Other interest charges	\$0	\$0						\$0
Losses on disposal of capital assets	\$0	\$0						\$0
<b>TOTAL EXPENSES</b>	<b>\$9,660,430</b>	<b>\$1,382,979</b>	<b>\$844,944</b>	<b>\$673,253</b>	<b>\$409,280</b>	<b>\$295,542</b>	<b>\$46,048</b>	<b>\$13,312,476</b>
FTE Certificated				0.0	0.0			
FTE Uncertificated				0.0	0.0			

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

	AB LEARNING INSTRUCTION BLOCK REVENUE	ALBERTA LEARNING OTHER REVENUE	NON-ALBERTA LEARNING REVENUE	INSTRUCTION BLOCK REALLOCATION	TOTAL REVENUE	TOTAL EXPENSES	NET
<b>Basic Instruction</b>	\$7,485,032	\$1,071,674	\$418,735	\$0	\$8,975,441	\$10,675,273	(\$1,699,832)
School Admin & Instruction Support Expenses						\$1,382,979	(\$1,382,979)
System Instruction Support Expenses						\$844,944	(\$844,944)
<b>Total Basic Instruction</b>	<b>\$7,485,032</b>	<b>\$1,071,674</b>	<b>\$418,735</b>	<b>\$0</b>	<b>\$8,975,441</b>	<b>\$12,903,196</b>	<b>(\$3,927,755)</b>
<b>Sub-Programs &amp; Initiatives</b>							
Severely Disabled	\$381,187	\$64,234	\$0		\$445,421	\$409,280	\$36,141
English as a Second Language	\$113,344				\$113,344	\$0	\$113,344
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	\$2,666,758				\$2,666,758		\$2,666,758
Growth & Density	\$368				\$368		\$368
Teacher Assistants Program	\$33,602				\$33,602	\$0	\$33,602
Early Literacy Initiative (K-2)	\$60,909				\$60,909	\$0	\$60,909
Learning Resources Credit & Resources for the Classroom	\$13,641	\$28,218	\$136,817		\$178,676	\$0	\$178,676
Technology Integration	\$73,260		\$50		\$73,310	\$0	\$73,310
French Language Program & Francisation (all jurisdictions)	\$1,778		\$0		\$1,778	\$0	\$1,778
Home Education	\$4,572		\$0		\$4,572	\$0	\$4,572
<b>Total Sub-Programs &amp; Initiatives</b>	<b>\$3,349,419</b>		<b>\$136,867</b>		<b>\$3,578,738</b>	<b>\$409,280</b>	<b>\$3,169,458</b>
<b>INSTRUCTION, GRADES 1-12</b>	<b>\$10,834,451</b>	<b>\$1,164,126</b>	<b>\$555,602</b>	<b>\$0</b>	<b>\$12,554,179</b>	<b>\$13,312,476</b>	<b>(\$758,297)</b>

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

<b>STEP 1</b>	
Determine the total eligible revenue which is used as the BASE TOTAL to calculate the maximum eligible expense limits for Board and System Administration	
<b>Total Revenues (Schedule A):</b>	
Instruction Block - Grades ECS -12 (excluding technology integration)	\$11,237,572
Support Block - Transportation	\$1,866,183
<b>SUBTOTAL</b>	<b>\$13,103,755</b>
<b>Other Revenues</b>	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$1,641,797
Teacher Salary Enhancement	\$543,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$29,623
Federal government/First Nations	\$13,321
Other Alberta school authorities	\$0
Out of province local authorities	\$0
Alberta municipalities	\$481,951
Other sales and services	\$198,231
Interest on investments	\$189,582
Rentals of facilities	\$105,295
Gains on disposal of capital assets	\$52,210
Amortization of capital allocations	\$793,121
<b>School generated funds (Schedule E)</b>	<b>\$480,100</b>
<b>BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT</b>	<b>\$17,631,986</b>
<b>STEP 2</b>	
Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and over = 4%	<b>6.00%</b>
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.	
<b>STEP 3</b>	
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 2) x Base Total (Step 1)	\$1,057,919
<b>Considerations for Charter Schools and Small Boards:</b>	
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)	
<b>MAXIMUM EXPENSE LIMIT</b>	<b>\$1,057,919</b>
<b>STEP 4</b>	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$646,150
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$0
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>	<b>\$646,150</b>
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,057,919
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$411,769</b>



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

<b>Unexpended SGF - Opening Balance August 31, 2003</b> (Note 1)	\$260,282
<b>Source of School Generated Funds:</b>	
Total School Generated Funds for the year (Note 2)	\$480,100
Less: SGF - related cost recoveries (Note 3)	\$194,352
- capitalized at the District level (Note 4)	\$0
<b>Net Total</b>	<b>\$285,748</b>
Plus: Donations Received (Note 5)	\$43,651
<b>Equals: Net Additions to SGF</b>	<b>\$329,399</b>
<b>Net SGF Available for discretionary spending</b>	<b>\$589,681</b>
<b>Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39</b>	
Net expended SGF for discretionary purposes (Note 6)	\$289,951
<b>Unexpended SGF - Closing Balance August 31, 2004</b>	<b>\$299,730</b>
<p><b>Note 1</b> Input "(Restated)" beside Balance at August 31, 2003 where not taken from the finalized 2002-2003 Audited Financial Statements.</p> <p><b>Note 2</b> Excludes fees collected pursuant to Section 60(2)(j) of the School Act (e.g. instruction materials and technology fees determined by board policy or resolution). 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><b>Note 3</b> These are the expenses (a) incurred in generating SGF (e.g. fundraising expenses, printing of tickets, payment to DJ at school dance; 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><b>Note 4</b> All capital items purchased with SGF should be purchased through the District office. As with related cost recoveries, they are not included in the net SGF amounts and should be subtracted out of gross SGF.</p> <p><b>Note 5</b> Donations are restricted to cash; gifts in kind are treated as board assets, not SGF. Amounts are net of related expenses.</p> <p><b>Note 6</b> Only SGF expended for discretionary purposes are recorded as revenue and expense; unexpended funds are carried forward on the balance sheet to the succeeding year. Any capital items purchased with SGF should be treated in a similar manner as a SGF-related cost recovery and subtracted out of gross SGF.</p>	

**SCHEDULE F to the AFS  
Operations and Maintenance Program 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	\$439,750	\$234,847	\$0	\$0	\$42,711	\$717,308		\$717,308
Uncertificated benefits	\$84,782	\$47,161	\$0	\$0	\$7,631	\$139,574		\$139,574
<b>Sub-total Remuneration</b>	<b>\$524,532</b>	<b>\$282,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,342</b>	<b>\$856,882</b>		<b>\$856,882</b>
Contracted Services	\$0	\$49,259	\$0	\$177,448	\$0	\$226,707		\$226,707
Supplies	\$61,061	\$186,401	\$0	\$42,658	\$0	\$290,120		\$290,120
Electricity			\$281,485			\$281,485		\$281,485
Natural Gas/Heating Fuel			\$234,764			\$234,764		\$234,764
Sewer and Water			\$59,110			\$59,110		\$59,110
Telecommunications			\$11,817			\$11,817		\$11,817
Insurance					\$73,353	\$73,353		\$73,353
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$764,338	\$764,338
Unsupported						\$75,248		\$75,248
<b>Total Amortization</b>						<b>\$75,248</b>	<b>\$764,338</b>	<b>\$839,586</b>
Interest on capital debt								
Supported							\$351,968	\$351,968
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$585,593</b>	<b>\$517,668</b>	<b>\$587,176</b>	<b>\$220,106</b>	<b>\$123,695</b>	<b>\$2,109,486</b>	<b>\$1,116,306</b>	<b>\$3,225,792</b>
<b>SQUARE METRES</b>								
School Buildings								30,824.1
Non School Buildings								5,820.8
<b>STAFF FTE'S</b> (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
<b>Chairperson:</b>									
Name	John Neill	1.0	\$11,228	\$304	\$0			\$11,532	\$6,078
Name		0.0	\$0	\$0	\$0			\$0	\$0
<b>Other Board Members:</b>									
Name	Richard Bailey	1.0	\$6,655	\$140	\$0			\$6,795	\$3,920
Name	David Beckie	1.0	\$4,317	\$125	\$0			\$4,442	\$255
Name	Faye Byrgesen	1.0	\$3,030	\$224	\$0			\$3,254	\$1,170
Name	John Hetherington	1.0	\$7,462	\$152	\$0			\$7,614	\$3,429
Name	Angie Moe	1.0	\$7,158	\$144	\$0			\$7,302	\$2,533
Name	Gloria Nelson	1.0	\$8,404	\$170	\$0			\$8,574	\$3,892
Name	Vern Thuroo	1.0	\$9,364	\$260	\$0			\$9,624	\$5,834
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
<b>Subtotal</b>		<b>8.0</b>	<b>\$57,618</b>	<b>\$1,519</b>	<b>\$0</b>			<b>\$59,137</b>	<b>\$27,111</b>
Superintendent	Bill Lee	0.1	\$7,115	\$9,999	\$0	\$0	\$0	\$17,114	\$1,538
Superintendent	Garry Andrews	0.9	\$99,706	\$8,640	\$0	\$0	\$0	\$108,346	\$2,822
Secretary/Treasurer	Sharon Orum	0.1	\$6,300	\$1,448	\$0	\$0	\$0	\$7,748	\$1,017
Secretary/Treasurer	Allan Kallal	0.9	\$77,310	\$12,995	\$0	\$0	\$0	\$90,305	\$6,740
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		128.0	\$9,102,147	\$983,838	\$0	\$0	\$40,000	\$10,125,985	
Uncertificated Salaries & Wages		152.2	\$3,659,411	\$641,835	\$0	\$0	\$0	\$4,301,246	
<b>TOTALS</b>			<b>\$13,009,607</b>	<b>\$1,660,274</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$14,709,881</b>	

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