

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

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**

Legal Name of School Jurisdiction

**231 HARDIN STREET, FORT MCMURRAY, AB T9H 2G2**

Mailing Address

**PHONE (780) 799-7900 FAX (780) 743-2655**

Telephone and Fax Numbers

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

The financial statements and supporting schedules FORT MCMURRAY SCHOOL DISTRICT NO. 2833

(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****JEFF THOMPSON**

Name

**"Original Signed By"**

Signature

**SUPERINTENDENT****KATH RHYASON**

Name

**"Original Signed By"**

Signature

**SECRETARY TREASURER OR TREASURER****ALLAN KALLAL**

Name

**"Original Signed By"**

Signature

**14-Dec-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>

# **AUDITORS' REPORT**

**TO THE BOARD OF TRUSTEES  
FORT MCMURRAY SCHOOL DISTRICT NO. 2833**

**We have audited the statement of financial position of the Fort McMurray School District No. 2833 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 prepared in accordance to Canadian generally accepted accounting principles and the presentation requirements of Alberta Learning. These financial statements are the responsibility of the district'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. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.**

**In our opinion, these financial statements present fairly, in all material respects, the financial position of the school district as at August 31, 2004 and the results of its operations and changes in cash flows, net assets and capital allocations for the year then ended in accordance with Canadian generally accepted accounting principles and the presentation requirements of Alberta Learning.**

**This 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.**

**ORIGINAL SIGNED  
Chartered Accountants**

**Fort McMurray, Alberta  
December 2, 2004**

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

(in dollars)

	2004	2003
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	\$3,639,471	\$10,339,131
Accounts receivable (net after allowances)	\$2,813,749	\$1,346,841
Prepaid expenses	\$553,544	\$443,264
Other current assets	\$0	\$0
<b>Total current assets</b>	\$7,006,764	\$12,129,236
School generated assets	\$764,143	\$635,958
Trust assets	\$646,792	\$461,963
Long term accounts receivable	\$400,000	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$4,092,703	\$4,371,874
Buildings	\$63,406,709	
Less: accumulated amortization	(\$29,217,811)	\$34,188,898
Equipment	\$6,607,702	
Less: accumulated amortization	(\$6,059,444)	\$548,258
Vehicles	\$338,300	
Less: accumulated amortization	(\$288,666)	\$49,634
<b>Total capital assets</b>	\$38,879,493	\$35,179,057
<b>TOTAL ASSETS</b>	\$47,697,192	\$48,406,214
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$2,264,841	\$3,835,488
Deferred revenue	\$2,389,998	\$2,434,722
Deferred capital allocations	\$2,046,882	\$4,156,791
Current portion of all long term debt	\$896,314	\$1,101,986
<b>Total current liabilities</b>	\$7,598,035	\$11,528,987
School generated liabilities	\$764,143	\$635,958
Trust liabilities	\$646,792	\$461,963
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$2,293,854	\$3,395,839
Less: Current portion of supported debt	(\$896,314)	(\$1,101,986)
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	\$28,050,206	\$25,402,306
<b>Total long term liabilities</b>	\$30,858,681	\$28,794,080
<b>TOTAL LIABILITIES</b>	\$38,456,716	\$40,323,067
<b>NET ASSETS</b>		
Unrestricted net assets	\$0	\$241,716
Operating Reserves	\$605,104	\$1,360,579
Accumulated Operating Surplus (Deficit)	\$605,104	\$1,602,295
Investment in capital assets	\$8,535,431	\$6,380,912
Capital Reserves	\$99,940	\$99,940
Total Capital Funds	\$8,635,371	\$6,480,852
<b>Total net assets</b>	\$9,240,475	\$8,083,147
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$47,697,191	\$48,406,214

**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
<b>REVENUES</b>			
Alberta Learning	\$32,400,272	\$30,244,849	\$30,989,092
Alberta Infrastructure	\$3,525,017	\$3,554,376	\$4,032,177
Alberta Finance	\$315,220	\$720,883	\$482,848
Other Government of Alberta	\$27,511	\$43,412	\$28,444
Federal Government and/or First Nations	\$528,725	\$228,000	\$204,901
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$220,647	\$190,350	\$192,271
Transportation fees	\$175,548	\$146,625	\$170,178
Other sales and services	\$101	\$0	\$816
Investment income	\$95,352	\$125,000	\$109,115
Gifts and donations	\$130,000	\$0	\$167,500
Rentals of facilities	\$65,020	\$0	\$79,528
Net school generated funds	\$497,173	\$1,250,000	\$755,293
Gains on disposal of capital assets	\$81,767	\$0	\$0
Amortization of capital allocations	\$1,654,957	\$1,385,000	\$1,450,847
<b>Total Revenues</b>	<b>\$39,717,310</b>	<b>\$37,888,495</b>	<b>\$38,663,010</b>
<b>EXPENSES</b>			
Certificated salaries	\$16,017,208	\$16,000,000	\$15,819,942
Certificated benefits	\$2,776,709	\$3,000,000	\$2,864,946
Uncertificated salaries and wages	\$7,355,020	\$7,600,000	\$7,618,283
Uncertificated benefits	\$1,781,806	\$1,500,000	\$1,677,090
Services, contracts and supplies	\$7,858,109	\$7,510,912	\$7,780,333
Net school generated funds	\$497,173	\$1,250,000	\$755,293
Capital and debt services			
Amortization of capital assets			
Supported	\$1,654,957	\$1,385,000	\$1,450,847
Unsupported	\$78,137	\$0	\$122,315
Total Amortization of capital assets	\$1,733,094	\$1,385,000	\$1,573,162
Interest on capital debt			
Supported	\$315,220	\$720,883	\$434,284
Unsupported	\$0	\$0	\$7,659
Total Interest on capital debt	\$315,220	\$720,883	\$441,943
Other interest charges	\$9,330	\$0	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$38,343,669</b>	<b>\$38,966,795</b>	<b>\$38,530,997</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM</b>	<b>\$1,373,641</b>	<b>(\$1,078,300)</b>	<b>\$132,013</b>
Unrestricted revenues used for capital purposes	\$62,858	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>\$1,436,499</b>	<b>(\$1,078,300)</b>	<b>\$132,013</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
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATIONS</b>		
Surplus (deficit) of revenues over expenses for the year	\$1,436,499	\$132,015
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,654,957)	(\$1,450,847)
Total amortization expense	\$1,733,094	\$1,573,162
Gains on disposal of capital assets	(\$81,767)	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$1,466,908)	(\$593,767)
Prepays and other current assets	(\$110,280)	\$25,579
Long term accounts receivable	(\$400,000)	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	(\$1,570,647)	\$1,048,421
Deferred revenue	(\$44,724)	\$212,101
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>(\$2,159,690)</b>	<b>\$946,664</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$6,347,008)	(\$5,271,335)
Equipment	(\$292,572)	(\$107,302)
Vehicles	(\$8,477)	\$0
Net proceeds from disposal of capital assets	\$81,767	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$6,566,290)</b>	<b>(\$5,378,637)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations received	\$2,026,320	\$7,322,149
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$1,101,985)	(\$1,195,711)
Add back: supported portion	\$1,101,985	\$1,195,711
Other (describe)	\$0	\$0
<b>Total sources (uses) from Financing activities</b>	<b>\$2,026,320</b>	<b>\$7,322,149</b>
<b>Net sources (uses) of cash equivalents* during year</b>	<b>(\$6,699,660)</b>	<b>\$2,890,176</b>
<b>Cash Equivalents at the beginning of the year</b>	<b>\$10,339,131</b>	<b>\$7,448,955</b>
<b>Cash Equivalents at the end of the year</b>	<b>\$3,639,471</b>	<b>\$10,339,131</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: 3260

	(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>	\$8,083,147	\$6,380,912	\$241,716	\$1,460,519	\$774,661	\$0	\$0	\$99,940	\$585,918	\$0	\$0	\$0	\$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
<b>Adjusted Balance, Aug. 31, 2003</b>	\$8,083,147	\$6,380,912	\$241,716	\$1,460,519	\$774,661	\$0	\$0	\$99,940	\$585,918	\$0	\$0	\$0	\$0	\$0
Surplus(def) of revenue over expenses	\$1,436,499		\$1,436,499											
Board funded capital transactions		\$2,511,827	(\$2,437,010)	(\$74,817)	(\$74,817)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$1,733,094)	\$1,733,094											
Amortization of capital allocations		\$1,654,957	(\$1,654,957)											
Disposal of unsupported capital assets	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0
Disposal of supported capital assets-unsupported portion	(\$279,171)	(\$279,171)	\$0			\$0		\$0		\$0		\$0		\$0
Debt principal payments (unsupported)		\$0	\$0											
Net transfers to operating reserves			(\$1,003,985)	\$1,003,985	\$389,277		\$417,376		\$133,880		\$63,452			\$0
Net transfers from operating reserves			\$1,684,643	(\$1,684,643)	(\$648,075)		(\$417,376)		(\$555,740)		(\$63,452)			\$0
Net transfers to capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
Net transfers from capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
<b>Balance at August 31, 2004</b>	\$9,240,475	\$8,535,431	\$0	\$705,044	\$441,046	\$0	\$0	\$99,940	\$164,058	\$0	\$0	\$0	\$0	\$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>	\$4,156,791	\$25,402,306
<b>Add:</b>		
<b>Capital allocations from:</b> AB Infrastructure - New/Modernization Projects	\$1,461,280	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
<b>Interest earned on provincial government capital allocations</b>	\$65,040	
<b>Other capital grants and donations</b>	\$0	
<b>Proceeds on disposal of supported capital assets</b>	\$500,000	
<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>		\$1,101,985
<b>Expended capital allocations - current year</b>	(\$4,136,229)	\$4,136,229
<b>Less:</b>		
<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$935,357
<b>Capital allocations amortized to revenue</b>		\$1,654,957
<b>Balance at August 31, 2004</b>	\$2,046,882	\$28,050,206

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



# **FORT MCMURRAY SCHOOL DISTRICT NO. 2833**

## **Notes to Financial Statements**

**August 31, 2004**

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The Fort McMurray School District No. 2833 is governed by statutes of Alberta under the authority of the School Act, Chapter S-3, Statutes of Alberta, January 1, 2003. The district is exempt from payment of income tax under Section 149 of the Income Tax Act.

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

### **1. Significant accounting principles and reporting practices:**

The financial statements have been prepared by school district management in accordance with Canadian generally accepted accounting principles for school jurisdictions and include the following significant accounting policies:

#### **a) Revenue recognition:**

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

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

Unrestricted contributions are recognized as revenue when received and receivable.

Capital allocations from the province or other funding agencies are recorded as deferred capital allocations until spent. Once spent they are transferred to unamortized capital allocations which are amortized to revenue on the same basis as the capital asset acquired by the capital allocation. Capital allocations relate to capital grants received or to debenture support received for debt originally incurred for the purpose of acquiring capital assets.

FORT MCMURRAY SCHOOL DISTRICT NO. 2833  
Notes to Financial Statements

August 31, 2004

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1. Significant accounting principles and reporting practices (continued):

b) Capital assets:

The school district recognizes a capital asset as any capital asset that has an original cost greater than \$5,000 per item; except that where a new facility is constructed the initial furnishings for the facility are capitalized en bloc.

Capital assets are recorded at cost and amortized over their estimated useful lives on a straight line basis at the following rates:

	<u>Years</u>
Buildings	10 - 40
Equipment	5
Vehicles	5 - 10

No amortization is recorded in the year the asset is acquired.

Where a disposition of supported capital assets occurs, the net gain from the disposition is recorded in the deferred capital allocations account. This policy provides for a matching of revenue and expenditure streams related to future capital asset purchases.

c) Vacation pay:

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

d) School generated funds:

Funds generated from school-based activities are included as assets, liabilities, revenue and expense of the school district because the fiduciary responsibility for these funds rests with the Board of Trustees of the school district. These funds are usually collected and retained at the schools for expenditures paid at the school level (e.g. yearbooks, graduation costs, field trips).

e) Contributed services:

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

f) Pensions

Pension costs included in these statements comprise the cost of district contributions for current service of employees.

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
Notes to Financial Statements

August 31, 2004

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1. Significant accounting principles and reporting practices (continued):

g) Prepaid expenses

Certain expenditures incurred and paid before the close of the school year are for specific school supplies which will be consumed subsequent to year end, and are accordingly recorded as prepaid expenses. Prepaid expenses also include the unexpired insurance premiums at year end.

h) Operating and capital reserves

Reserves are established at the discretion of the school district trustees or externally, to set aside funds for operating and for capital expenditures. Such reserves are appropriations of unrestricted net assets.

i) Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectibility and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets. Prepaid expenses and gain on disposal of capital assets include amounts based on estimates of the fair value of future rent payments.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the periods in which they become known.

2. Temporary investments:

Temporary investments consist of guaranteed investment certificates earning variable rate interest based on bank prime minus 2.1% and maturing within the next 12 months.

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
Notes to Financial Statements

August 31, 2004

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3. Accounts receivable:

	2004 (\$000)	2003 (\$000)
Provincial government	2,233	592
Federal government	226	193
Other	355	562
	<b>2,814</b>	<b>1,347</b>

4. Trust assets and liabilities:

	2004 (\$000)	2003 (\$000)
Scholarships	68	68
Music	18	20
Deferred leave	31	31
Student Health Initiative	520	334
Other	10	9
	<b>647</b>	<b>462</b>

5. Long term accounts receivable:

Long term accounts receivable consists of a mortgage receivable from The YMCA of Wood Buffalo, A Society. The amount is repayable in four yearly payments of \$100,000 commencing on June 30, 2005 through June 30, 2008. The amount is non-interest bearing and is secured by the Birchwood School building.

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
**Notes to Financial Statements**

August 31, 2004

**6. Capital assets:**

	2004 (\$000)		2003 (\$000)	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	4,093		4,093	4,372
Buildings	63,407	29,218	34,189	30,341
Equipment	6,608	6,060	548	395
Vehicles	338	288	50	71
	<b>74,446</b>	<b>35,566</b>	<b>38,880</b>	<b>35,179</b>

**7. Sale of Birchwood School:**

On June 30, 2004, the school district sold the Birchwood School building and assigned the head lease for the land on which it sits to The YMCA of Wood Buffalo, A Society for \$500,000. The school district secured a mortgage for \$400,000 as described in Note 5. As part of the agreement, the school district is renting back specified space in the Birchwood School building and the Westwood YMCA building at a rate of \$1 per year. The fair value of the rent to be paid over the next two years at Birchwood School and the next five years at Westwood YMCA has been established at \$100,301 of which \$5,367 has been recorded as an expense in the current year and \$94,934 has been included in prepaid expenses.

**8. Energy retrofit project:**

During the year, the school district undertook an energy retrofit project to increase the energy efficiency of school district buildings. The costs incurred in the current year were \$2,365,675. An additional \$383,809 will be incurred in the coming year to complete the project. These amounts have been added to the cost of the buildings included in Note 6. The school district expects to recover the cost of this project over the next 10 years in the form of lower utility and maintenance costs.

The school district funded this capital project by using operating monies. As a direct result unrestricted net assets has been reduced to \$0 and restricted net assets has been reduced by \$1,267,267.

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
**Notes to Financial Statements**

August 31, 2004

**9. Bank indebtedness:**

At August 31, 2004, the school district had a line of credit totaling \$2,000,000, none of which was drawn. Interest is charged at the prime rate.

**10. Deferred revenue:**

	2004 (\$000)	2003 (\$000)
B.Q.R.P. (I.M.P.) and modernization block funding	731	685
Alberta Learning one-time funding 1999	812	909
Alberta Learning – Ecole Boreal	588	588
Alberta initiative for school improvement (AISI)	145	49
Native education project	114	204
	2,390	2,435

**11. Deferred capital allocations:**

Deferred capital allocations show the cumulative amount of capital funding received for projects which the school district had not completed as of the year end. These projects and deferred capital allocations may be summarized as follows:

	2004 (\$000)	2003 (\$000)
School capital funding		3,156
Unspent capital modernization funding	1,090	609
Unspent proceeds from disposal of supported assets	710	210
Interest earned on funding balances	247	182
	2,047	4,157

Included in unspent proceeds from disposal of supported assets is the \$400,000 mortgage receivable from The YMCA of Wood Buffalo, A Society. This amount will be received over the next four years in yearly installments of \$100,000. As such, this amount does not represent cash currently available for capital expenditures.

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
**Notes to Financial Statements**

August 31, 2004

**12. Long-term debt:**

	2004 (\$000)	2003 (\$000)
<b>Alberta Municipal Finance Corporation debentures, interest rates vary from 9.38% to 12.0%. Repayment terms vary from 7 years to 25 years</b>	2,294	3,396
<b>Less current portion</b>	(896)	(1,102)
	<b>1,398</b>	<b>2,294</b>

Principal repayments of long-term debt are required as follows:

	(\$000)
Year ended August 31, 2005	896
2006	896
2007	377
2008	114
2009 to maturity	11
	<b>2,294</b>

The debentures are secured against district school buildings having a net book value of \$32,813,267.

**13. Restricted operating reserves:**

	2004 (\$000)	2003 (\$000)
<b>Board and system administration</b>	164	586
<b>System instruction support</b>	441	775
	<b>605</b>	<b>1,361</b>

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
Notes to Financial Statements

August 31, 2004

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**14. Unamortized capital allocations:**

Unamortized capital allocations (UCA) represent the district's net investment in supported capital assets. Capital allocations are increased by the principal portion of debenture debt repayments and by expenditures made from the deferred capital allocations account. Capital allocations are amortized over the same period of time as the related assets.

Changes in unamortized capital allocations may be summarized as follows:

	2004	2003
	(\$000)	(\$000)
Balance, beginning of year	25,402	20,386
Debenture support received	1,102	1,196
Capital asset expenditures	4,136	5,271
Less amortization of capital allocations	(1,655)	(1,451)
Unamortized capital allocations affected by a disposal	(935)	
Balance, end of year	28,050	25,402

**15. Budget amounts:**

The budget was prepared by the school jurisdiction management with Board of Trustees' approval given on June 24, 2003. It is presented for information purposes only and has not been audited.

**16. Contingent assets:**

The school district is a member of The Urban Schools Insurance Consortium (USIC) which facilitates the placement of property and liability insurance coverage for thirteen jurisdictions throughout the province of Alberta. Premium rebates are received from favorable claims experience and accumulated by the consortium to self-insure a portion of the members' risk. The district's share of the accumulated consortium funds as at August 31, 2004 was \$184,465 (2003 - \$218,041). This contingent asset is not recorded in the accounts of the school district. Amounts paid to USIC are recorded as insurance expense in the year paid.



# **FORT MCMURRAY SCHOOL DISTRICT NO. 2833**

## **Notes to Financial Statements**

**August 31, 2004**

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### **17. Contingent liabilities:**

The school district is currently negotiating a collective bargaining agreement with the Alberta Teachers' Association. The previous collective bargaining agreement ended August 31, 2003. The school district is unable to determine at this point what amounts, if any, relating to the current fiscal period may become payable as a result of the final collective bargaining agreement.

### **18. Financial instruments:**

The school district's financial instruments consist of cash and temporary investments, accounts receivable, loan receivable, accounts payable, accrued liabilities and long term debt.

The carrying amount of cash and temporary investments, accounts receivable, accounts payable and accrued liabilities approximates their fair value due to the short-term maturities of these items.

The fair value of the school district's long term accounts receivable described in Note 5 has been estimated at \$358,752 using expected future cash flows, discounted at rates which factor in the risk associated with the investment. The school district has not written down the value of the long term accounts receivable to fair value as at August 31, 2004 as it believes the carrying amount reflects the face value as shown in the legal contract.

The fair value of the school district's fixed rate long-term debt is also approximated by its carrying value, as there have been no significant changes in lending rates or other conditions.

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the school district manages exposure through its normal operating and financing activities. The school district is not exposed to interest rate risk primarily because debt is support by government agencies.

Unless otherwise noted, it is management's opinion that the school district is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**FORT MCMURRAY SCHOOL DISTRICT NO. 2833**  
**Notes to Financial Statements**

**August 31, 2004**

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**19. Operating lease commitments:**

The following operating lease payments are required under the terms of leases expiring through 2009:

<b>2005</b>	<b>156,062</b>
<b>2006</b>	<b>156,062</b>
<b>2007</b>	<b>156,062</b>
<b>2008</b>	<b>156,062</b>
<b>2009</b>	<b>146,802</b>

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

School Jurisdiction Code: \_\_\_\_\_ 3260

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	\$27,987,045	\$2,421,733	\$25,565,312						
(2) Support block	\$2,558,732				\$1,000,896			\$1,557,836	
(3) Instruction & support block reallocations	\$0	\$0	(\$100,000)		\$100,000			\$0	\$0
(4) Alberta Initiative for School Improvement (AISI)	\$482,887	\$0	\$482,887						
(5) Student Health Initiative (SHI)	\$7,517	\$0	\$7,517						\$0
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$1,027,000	\$0	\$1,027,000					\$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	\$337,091	\$0	\$337,091	\$0	\$0			\$0	\$0
<b>(11) Total Alberta Learning Revenue</b>	<b>\$32,400,272</b>	<b>\$2,421,733</b>	<b>\$27,319,807</b>	<b>\$0</b>	<b>\$1,100,896</b>			<b>\$1,557,836</b>	<b>\$0</b>
<b>Alberta Infrastructure</b>									
(12) Expensed IMP (BQRP) support & portable relocations	\$136,727			\$136,727					
(13) Operations & Maintenance support	\$3,388,290			\$3,388,290					
(14) Operations & Maintenance support (One-Time)	\$0			\$0					
<b>(15) Total Alberta Infrastructure Revenue</b>	<b>\$3,525,017</b>			<b>\$3,525,017</b>					
<b>(16) Alberta Finance</b>	<b>\$315,220</b>			<b>\$315,220</b>					<b>\$0</b>
<b>(17) Other - Government of Alberta</b>	<b>\$27,511</b>	<b>\$0</b>	<b>\$27,511</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(18) Federal Government and/or First Nations</b>	<b>\$528,725</b>	<b>\$0</b>	<b>\$370,887</b>	<b>\$157,838</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(19) Other Alberta school authorities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(20) Out of province authorities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(21) Alberta municipalities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(22) Instruction resource fees</b>	<b>\$220,647</b>	<b>\$0</b>	<b>\$220,647</b>						
<b>(23) Transportation fees</b>	<b>\$175,548</b>				<b>\$175,548</b>				
<b>(24) Other sales and services</b>	<b>\$101</b>	<b>\$0</b>	<b>\$101</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(25) Investment income</b>	<b>\$95,352</b>	<b>\$0</b>	<b>\$95,352</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(26) Gifts and donations</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(27) Rentals of facilities</b>	<b>\$65,020</b>		<b>\$65,020</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(28) Net school generated funds</b>	<b>\$497,173</b>	<b>\$0</b>	<b>\$497,173</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(29) Gains on disposal of capital assets</b>	<b>\$81,767</b>		<b>\$0</b>	<b>\$81,767</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(30) Amortization of capital allocations</b>	<b>\$1,654,957</b>		<b>\$0</b>	<b>\$1,654,957</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(31) TOTAL REVENUES</b>	<b>\$39,717,310</b>	<b>\$2,421,733</b>	<b>\$28,726,498</b>	<b>\$5,734,799</b>	<b>\$1,276,444</b>			<b>\$1,557,836</b>	<b>\$0</b>
<b>EXPENSES</b>									
<b>(32) Certificated salaries</b>	<b>\$16,017,208</b>	<b>\$509,918</b>	<b>\$15,507,290</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>(33) Certificated benefits</b>	<b>\$2,776,709</b>	<b>\$93,339</b>	<b>\$2,683,370</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>(34) Uncertificated salaries and wages</b>	<b>\$7,355,020</b>	<b>\$1,001,636</b>	<b>\$3,925,448</b>	<b>\$1,618,350</b>	<b>\$39,992</b>	<b>\$76,013</b>	<b>\$693,581</b>	<b>\$769,594</b>	<b>\$0</b>
<b>(35) Uncertificated benefits</b>	<b>\$1,781,806</b>	<b>\$243,177</b>	<b>\$1,019,365</b>	<b>\$372,380</b>	<b>\$9,850</b>	<b>\$1,752</b>	<b>\$135,282</b>	<b>\$137,034</b>	<b>\$0</b>
<b>(36) SUB - TOTAL</b>	<b>\$27,930,743</b>	<b>\$1,848,070</b>	<b>\$23,135,473</b>	<b>\$1,990,730</b>	<b>\$49,842</b>	<b>\$77,765</b>	<b>\$828,863</b>	<b>\$906,628</b>	<b>\$0</b>
<b>(37) Services, contracts &amp; supplies</b>	<b>\$7,858,109</b>	<b>\$449,391</b>	<b>\$3,586,801</b>	<b>\$2,185,402</b>	<b>\$1,163,150</b>	<b>\$90,708</b>	<b>\$382,657</b>	<b>\$473,365</b>	<b>\$0</b>
<b>(38) Cost recoveries &amp; transfers (must balance to zero)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>(39) Net school generated funds</b>	<b>\$497,173</b>	<b>\$0</b>	<b>\$497,173</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital and debt services</b>									
Amortization of capital assets									
(40) Supported	\$1,654,957	\$0	\$0	\$1,645,704	\$0		\$9,253	\$9,253	\$0
(41) Unsupported	\$78,137	\$0	\$37,638	\$5,789	\$0	\$0	\$34,710	\$34,710	\$0
(42) Total Amortization	\$1,733,094	\$0	\$37,638	\$1,651,493	\$0	\$0	\$43,963	\$43,963	\$0
Interest on capital debt									
(43) Supported	\$315,220	\$0	\$0	\$315,220	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$9,330	\$0	\$0	\$9,330	\$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>\$38,343,869</b>	<b>\$2,297,461</b>	<b>\$27,257,085</b>	<b>\$6,152,175</b>	<b>\$1,212,992</b>	<b>\$168,473</b>	<b>\$1,255,483</b>	<b>\$1,423,956</b>	<b>\$0</b>
<b>(48) Surplus(deficit) before unrestricted revenues used for capital purposes</b>	<b>\$1,373,641</b>	<b>\$124,272</b>	<b>\$1,469,413</b>	<b>(\$417,376)</b>	<b>\$63,452</b>			<b>\$133,880</b>	<b>\$0</b>

**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	\$12,014,728	\$2,752,765	\$3,572	\$507,743	\$0	\$228,482	\$0	\$15,507,290
Certificated benefits	\$2,005,092	\$545,283	\$760	\$92,291	\$0	\$39,944	\$0	\$2,683,370
Uncertificated salaries and wages	\$1,036,310	\$1,021,360	\$57,855	\$0	\$1,767,518	\$42,405	\$0	\$3,925,448
Uncertificated benefits	\$288,585	\$234,448	\$14,741	\$0	\$472,728	\$8,863	\$0	\$1,019,365
<b>SUB - TOTAL REMUNERATION</b>	\$15,344,715	\$4,553,856	\$76,928	\$600,034	\$2,240,246	\$319,694	\$0	\$23,135,473
Services, contracts & supplies	\$2,379,479	\$973,421	\$57,283	\$5,600	\$308	\$163,193	\$7,517	\$3,586,801
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$497,173							\$497,173
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$0	\$37,638	\$0					\$37,638
<b>Total Amortization</b>	\$0	\$37,638	\$0					\$37,638
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>	\$18,221,367	\$5,564,915	\$134,211	\$605,634	\$2,240,554	\$482,887	\$7,517	\$27,257,085
FTE Certificated				8.5	0.0			
FTE Uncertificated				0.0	63.5			

**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>	\$19,252,584	\$1,734,886	\$1,186,044	(\$100,000)	\$22,073,514	\$17,387,346	\$4,686,168
School Admin & Instruction Support Expenses						\$5,564,915	(\$5,564,915)
System Instruction Support Expenses						\$134,211	(\$134,211)
<b>Total Basic Instruction</b>	\$19,252,584	\$1,734,886	\$1,186,044	(\$100,000)	\$22,073,514	\$23,086,472	(\$1,012,958)
<b>Sub-Programs &amp; Initiatives</b>							
Severely Disabled	\$3,084,550	\$0	\$0		\$3,084,550	\$2,240,554	\$843,996
English as a Second Language	\$180,320				\$180,320	\$180,320	\$0
Enhanced Opportunities	\$68,340				\$68,340	\$68,340	\$0
First Nations, Metis, and Inuit Education	\$102,130		\$0		\$102,130	\$102,130	\$0
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$2,274,858				\$2,274,858		\$2,274,858
Growth & Density	\$78,975				\$78,975		\$78,975
Teacher Assistants Program	\$80,074				\$80,074	\$80,180	(\$106)
Early Literacy Initiative (K-2)	\$149,895				\$149,895	\$220,543	(\$70,648)
Learning Resources Credit & Resources for the Classroom	\$45,633	\$119,609	\$220,647		\$385,889	\$355,552	\$30,337
Technology Integration	\$191,004		\$0		\$191,004	\$866,045	(\$675,041)
French Language Program & Francisation (all jurisdictions)	\$32,318		\$0		\$32,318	\$32,318	\$0
Home Education	\$24,631		\$0		\$24,631	\$24,631	\$0
<b>Total Sub-Programs &amp; Initiatives</b>	\$6,312,728		\$220,647		\$6,652,984	\$4,170,613	\$2,482,371
<b>INSTRUCTION, GRADES 1-12</b>	\$25,565,312	\$1,854,495	\$1,406,691	(\$100,000)	\$28,726,498	\$27,257,085	\$1,469,413

**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)	\$27,796,041
Support Block - Transportation	\$1,000,896
<b>SUBTOTAL</b>	<b>\$28,796,937</b>
<b>Other Revenues</b>	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$3,388,290
Teacher Salary Enhancement	\$1,027,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$27,511
Federal government/First Nations	\$528,725
Other Alberta school authorities	\$0
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$101
Interest on investments	\$95,352
Rentals of facilities	\$65,020
Gains on disposal of capital assets	\$81,767
Amortization of capital allocations	\$1,654,957
<b>School generated funds (Schedule E)</b>	<b>\$920,328</b>
<b>BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT</b>	<b>\$36,585,988</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>4.87%</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)	\$1,781,664
<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>\$1,781,664</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	\$1,423,956
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$133,880
LESS: transfers from Restricted - Operating (Board/System Administration)	-\$555,740
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>	<b>\$1,002,096</b>
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,781,664
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$779,568</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)	\$635,958
<b>Source of School Generated Funds:</b>	
Total School Generated Funds for the year (Note 2)	\$920,328
Less: SGF - related cost recoveries (Note 3)	\$350,087
- capitalized at the District level (Note 4)	\$0
<b>Net Total</b>	<b>\$570,241</b>
Plus: Donations Received (Note 5)	\$55,117
<b>Equals: Net Additions to SGF</b>	<b>\$625,358</b>
<b>Net SGF Available for discretionary spending</b>	<b>\$1,261,316</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)	\$497,173
<b>Unexpended SGF - Closing Balance August 31, 2004</b>	<b>\$764,143</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	\$1,219,670	\$346,540	\$0	\$0	\$52,140	\$1,618,350		\$1,618,350
Uncertificated benefits	\$284,603	\$78,648	\$0	\$0	\$9,129	\$372,380		\$372,380
<b>Sub-total Remuneration</b>	<b>\$1,504,273</b>	<b>\$425,188</b>	<b>\$0</b>	<b>\$0</b>	<b>\$61,269</b>	<b>\$1,990,730</b>		<b>\$1,990,730</b>
Contracted Services	\$0	\$267,069	\$16,534	\$136,727	\$3,006	\$423,336		\$423,336
Supplies	\$115,054	\$89,437	\$0	\$0	\$0	\$204,491		\$204,491
Electricity			\$801,943			\$801,943		\$801,943
Natural Gas/Heating Fuel			\$601,148			\$601,148		\$601,148
Sewer and Water			\$66,749			\$66,749		\$66,749
Telecommunications			\$16,534			\$16,534		\$16,534
Insurance					\$71,201	\$71,201		\$71,201
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$1,645,704	\$1,645,704
Unsupported						\$5,789		\$5,789
<b>Total Amortization</b>						<b>\$5,789</b>	<b>\$1,645,704</b>	<b>\$1,651,493</b>
Interest on capital debt								
Supported							\$315,220	\$315,220
Unsupported				\$0				\$0
Other interest charges						\$9,330		\$9,330
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$1,619,327</b>	<b>\$781,694</b>	<b>\$1,502,908</b>	<b>\$136,727</b>	<b>\$135,476</b>	<b>\$4,191,251</b>	<b>\$1,960,924</b>	<b>\$6,152,175</b>
<b>SQUARE METRES</b>								
School Buildings								55,938.5
Non School Buildings								5,916.8
<b>STAFF FTE'S</b> (Completion Optional for 2003/2004)								
Board Employed	34.0	6.0						
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 Sharon Clarkson	1.0	\$17,480	\$404	\$0			\$17,884	\$6,504
Name	0.0	\$0	\$0	\$0			\$0	\$0
<b>Other Board Members:</b>								
Name Tami Weber	1.0	\$16,520	\$372	\$0			\$16,892	\$4,955
Name Rhonda Reich	1.0	\$17,000	\$388	\$0			\$17,388	\$4,801
Name Jeffrey Thompson	1.0	\$16,520	\$372	\$0			\$16,892	\$4,650
Name Lyn Gorman	0.7	\$11,013	\$248	\$0			\$11,261	\$1,164
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
<b>Subtotal</b>	<b>4.7</b>	<b>\$78,533</b>	<b>\$1,784</b>	<b>\$0</b>			<b>\$80,317</b>	<b>\$22,074</b>
Superintendent Kath Rhyason	1.0	\$133,527	\$20,495	\$7,800	\$0	\$0	\$161,822	\$15,900
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer Allan Kallal	0.1	\$8,571	\$1,932	\$500	\$0	\$0	\$11,003	\$2,778
Secretary/Treasurer Karel Meulenbroek	0.5	\$92,539	\$13,104	\$3,000	\$0	\$0	\$108,643	\$5,334
Board Secretary Bill Potvin (Acting Secretary Treasurer)	0.4	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$5,592
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	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uncertificated Salaries & Wages	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$353,170</b>	<b>\$37,315</b>	<b>\$11,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$401,785</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.