

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

**Calgary Roman Catholic Separate School District No. 1**

Legal Name of School Jurisdiction

**1000 - 5 Avenue S.W. Calgary, Alberta T2P 4T9**

Mailing Address

**Telephone: (403) 298-1411 Fax: (403) 265-5710**

Telephone and Fax Numbers

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

The financial statements and supporting schedules Calgary Roman Catholic Separate School District No. 1

(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**

**Cathie Williams**

Name

**"ORIGINAL SIGNED"**

Signature

**SUPERINTENDENT**

**Dr. Jeremy J. Simms**

Name

**"ORIGINAL SIGNED"**

Signature

**SECRETARY TREASURER OR TREASURER**

**Deborah Achen**

Name

**"ORIGINAL SIGNED"**

Signature

**29-Nov-04**

Board-approved Release Date

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## AUDITORS' REPORT

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To the Board of Trustees of the  
**Calgary Roman Catholic Separate School District No. 1**

We have audited the Statement of Financial Position of the **Calgary Roman Catholic Separate School District No. 1** as at August 31, 2004 and the statements of Revenue and Expenses, Cash Flows, Changes in Net Assets and Capital Allocations for the year then ended. This financial statement has been prepared to comply with Section 149(1) of the School Act and is to be used primarily for financial monitoring purposes by Alberta Learning. 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 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 jurisdiction as at August 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with the basis of accounting described in Note 2 to the financial statements.

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.

This financial information, which has not been, and was not intended to be, prepared in accordance with Canadian generally accepted accounting principles, is solely for the information and use of Alberta Learning to comply with Section 149(1) of the School Act and is to be used primarily for financial monitoring purposes. The financial information is not intended to be and should not be used by anyone other than the specified users or for any other purpose.

*Ernst & Young LLP*

Calgary, Canada  
November 3, 2004

Chartered Accountants

**STATEMENT OF FINANCIAL POSITION**

as at August 31

(in dollars)

	2004	2003 Restated
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	\$21,568,707	\$42,975,465
Accounts receivable (net after allowances)	\$31,152,764	\$25,084,786
Prepaid expenses	\$540,177	\$802,091
Other current assets	\$373,444	\$385,232
<b>Total current assets</b>	<b>\$53,635,092</b>	<b>\$69,247,574</b>
School generated assets	\$2,987,806	\$3,152,698
Trust assets	\$0	\$0
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$4,002,888	\$4,000,860
Buildings	\$345,611,718	
Less: accumulated amortization	(\$129,107,229)	\$203,367,245
Equipment	\$28,823,853	
Less: accumulated amortization	(\$16,333,259)	\$13,484,144
Vehicles	\$1,392,351	
Less: accumulated amortization	(\$835,983)	\$614,802
<b>Total capital assets</b>	<b>\$233,554,339</b>	<b>\$221,467,051</b>
<b>TOTAL ASSETS</b>	<b>\$290,177,237</b>	<b>\$293,867,323</b>
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$37,879,114	\$30,236,387
Deferred revenue	\$1,913,243	\$5,940,301
Deferred capital allocations	\$6,678,142	\$24,373,298
Current portion of all long term debt	\$5,872,642	\$6,117,326
<b>Total current liabilities</b>	<b>\$52,343,141</b>	<b>\$66,667,312</b>
School generated liabilities	\$2,987,806	\$3,152,698
Trust liabilities	\$0	\$0
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$26,242,717	\$32,360,043
Less: Current portion of supported debt	(\$5,872,642)	(\$6,117,326)
Unsupported: Debentures and Capital Loans	\$0	
Capital Leases	\$0	\$0
Mortgages	\$0	\$0
Less: Current portion of unsupported debt	\$0	\$0
Unamortized capital allocations	\$176,561,921	\$157,864,347
<b>Total long term liabilities</b>	<b>\$199,919,802</b>	<b>\$187,259,762</b>
<b>TOTAL LIABILITIES</b>	<b>\$252,262,943</b>	<b>\$253,927,074</b>
<b>NET ASSETS</b>		
Unrestricted net assets	\$2,732,285	\$2,732,284
Operating Reserves	\$4,402,374	\$5,340,800
Accumulated Operating Surplus (Deficit)	\$7,134,659	\$8,073,084
Investment in capital assets	\$30,749,700	\$31,242,660
Capital Reserves	\$29,935	\$624,505
Total Capital Funds	\$30,779,635	\$31,867,165
<b>Total net assets</b>	<b>\$37,914,294</b>	<b>\$39,940,249</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$290,177,237</b>	<b>\$293,867,323</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	\$250,610,384	\$243,397,277	\$239,290,975
Alberta Infrastructure	\$32,113,480	\$29,598,186	\$26,673,374
Alberta Finance	\$2,704,411	\$2,704,411	\$3,303,407
Other Government of Alberta	\$0	\$28,600	\$0
Federal Government and/or First Nations	\$837,392	\$837,194	\$811,420
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$412,930	\$275,000	\$303,129
Transportation fees	\$0	\$0	\$0
Other sales and services	\$2,763,016	\$2,999,000	\$2,399,085
Investment income	\$731,878	\$60,000	\$873,970
Gifts and donations	\$1,743	\$0	\$10,807
Rentals of facilities	\$1,787,062	\$1,698,750	\$1,599,737
Net school generated funds	\$2,610,097	\$2,900,000	\$2,291,854
Gains on disposal of capital assets	\$0	\$0	\$1,768,108
Amortization of capital allocations	\$9,468,596	\$9,490,893	\$9,094,628
<b>Total Revenues</b>	<b>\$304,040,989</b>	<b>\$293,989,311</b>	<b>\$288,420,494</b>
<b>EXPENSES</b>			
Certificated salaries	\$168,447,660	\$162,556,886	\$160,147,025
Certificated benefits	\$19,855,738	\$21,428,760	\$21,577,606
Uncertificated salaries and wages	\$38,483,133	\$37,728,038	\$35,542,259
Uncertificated benefits	\$8,932,671	\$8,241,511	\$8,328,517
Services, contracts and supplies	\$52,983,677	\$52,399,074	\$44,019,735
Net school generated funds	\$2,610,097	\$2,900,000	\$2,291,854
Capital and debt services			
Amortization of capital assets			
Supported	\$9,468,596	\$9,490,893	\$9,094,628
Unsupported	\$2,576,204	\$2,592,741	\$2,713,968
Total Amortization of capital assets	\$12,044,800	\$12,083,634	\$11,808,596
Interest on capital debt			
Supported	\$2,704,411	\$2,704,411	\$3,303,407
Unsupported	\$0	\$39,020	\$0
Total Interest on capital debt	\$2,704,411	\$2,743,431	\$3,303,407
Other interest charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$4,757	\$0	\$0
<b>Total Expenses</b>	<b>\$306,066,944</b>	<b>\$300,081,334</b>	<b>\$287,018,999</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM</b>	<b>(\$2,025,955)</b>	<b>(\$6,092,023)</b>	<b>\$1,401,495</b>
Unrestricted revenues used for capital purposes	\$0	\$0	\$1,090,710
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>(\$2,025,955)</b>	<b>(\$6,092,023)</b>	<b>\$2,492,205</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	(\$2,025,955)	\$2,492,205
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$9,468,596)	(\$9,094,628)
Total amortization expense	\$12,044,800	\$11,808,596
Gains on disposal of capital assets	\$0	(\$1,768,108)
Losses on sale of capital assets	\$4,757	\$0
Changes in accrued accounts:		
Accounts receivable	(\$6,067,978)	(\$1,635,839)
Prepays and other current assets	\$273,702	\$398,791
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	\$7,642,727	(\$9,395,399)
Deferred revenue	(\$4,027,058)	\$955,704
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>(\$1,623,601)</b>	<b>(\$6,238,678)</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	(\$2,028)	(\$682,590)
Buildings	(\$22,177,105)	(\$16,079,609)
Equipment	(\$1,904,899)	(\$2,425,747)
Vehicles	(\$118,061)	(\$415,904)
Net proceeds from disposal of capital assets	\$68,945	\$1,497,900
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$24,133,148)</b>	<b>(\$18,105,950)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations received	\$4,389,001	\$1,885,364
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$6,117,326)	(\$6,499,754)
Add back: supported portion	\$6,117,326	\$6,499,754
Other (describe) Proceeds on Disposal Supported Assets	(\$39,010)	\$0
<b>Total sources (uses) from Financing activities</b>	<b>\$4,349,991</b>	<b>\$1,885,364</b>
<b>Net sources (uses) of cash equivalents* during year</b>	<b>(\$21,406,758)</b>	<b>(\$22,459,264)</b>
<b>Cash Equivalents at the beginning of the year</b>	<b>\$42,975,465</b>	<b>\$65,434,729</b>
<b>Cash Equivalents at the end of the year</b>	<b>\$21,568,707</b>	<b>\$42,975,465</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: 4010

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL NET ASSETS <small>(Columns 2+3+4)</small>	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL RESTRICTED NET ASSETS <small>(Columns 5 to 14)</small>	RESTRICTED NET ASSETS									
					School Based		Infrastructure		Board & System Admin.		Transportation		External Services	
					Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported O & M Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves
<b>Balance at August 31, 2003</b>	\$39,940,249	\$31,242,660	\$2,732,284	\$5,965,305	\$2,724,640	\$0	\$928,822	\$0	\$1,687,338	\$624,505	\$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>	\$39,940,249	\$31,242,660	\$2,732,284	\$5,965,305	\$2,724,640	\$0	\$928,822	\$0	\$1,687,338	\$624,505	\$0	\$0	\$0	\$0
Surplus(def) of revenue over expenses	(\$2,025,955)		(\$2,025,955)											
Board funded capital transactions		\$2,117,936	(\$1,493,431)	(\$624,505)	\$0	\$0	\$0	\$0	\$0	(\$624,505)	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$12,044,800)	\$12,044,800											
Amortization of capital allocations		\$9,468,596	(\$9,468,596)											
Disposal of unsupported capital assets		(\$34,692)	\$4,757	\$29,935		\$29,935		\$0		\$0		\$0		\$0
Disposal of supported capital assets-unsupported portion	\$0	\$0	\$0			\$0		\$0		\$0		\$0		\$0
Debt principal payments (unsupported)		\$0	\$0											
Net transfers to operating reserves			(\$33,016)	\$33,016	\$33,016		\$0		\$0		\$0		\$0	
Net transfers from operating reserves			\$971,442	(\$971,442)	\$0		\$0		(\$971,442)		\$0		\$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>	\$37,914,294	\$30,749,700	\$2,732,285	\$4,432,309	\$2,757,656	\$29,935	\$928,822	\$0	\$715,896	\$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>	Restated	\$24,373,298	\$157,864,347
<b>Add:</b>			
<b>Capital allocations from:</b>			
	AB Infrastructure - New/Modernization Projects	\$4,036,800	
	Other Government of Alberta	\$0	
	Federal Government and/or First Nations	\$0	
	Other sources	\$0	
	<b>Interest earned on provincial government capital allocations</b>	\$313,191	
	<b>Other capital grants and donations</b>	\$0	
	<b>Proceeds on disposal of supported capital assets</b>	\$39,010	
	<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>		\$6,117,326
	<b>Expended capital allocations - current year</b>	(\$22,084,157)	\$22,084,157
<b>Less:</b>			
	<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$35,313
	<b>Capital allocations amortized to revenue</b>		\$9,468,596
<b>Balance at August 31, 2004</b>		\$6,678,142	\$176,561,921

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



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# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

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August 31, 2004

### 1. AUTHORITY AND PURPOSE

Calgary Roman Catholic Separate School District No. 1 ("the District") was established under the authority of the School Act, Revised Statutes of Alberta, Chapter S-3, to provide education programs to The City of Calgary and surrounding areas.

The District receives block funding allocations for instruction and support from the Province of Alberta and by way of municipal supplementary requisitions. Funding regulations limit funding and expenses for administration and permit the District, within specified limits, to reallocate funding between the instruction and support blocks, with the exception of plant operations and maintenance funding.

The District is considered a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

These financial statements have been prepared to comply with the accounting requirements prescribed by Alberta Learning for financial statements under Section 149(1) of the Province of Alberta School Act. The basis of accounting used in these financial statements could materially differ from Canadian generally accepted accounting principles because of the prescribed financial statement presentations as required by Alberta Learning for Alberta school jurisdictions.

The precise determination of many assets and liabilities is dependent upon future events. As a result, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. Actual results could differ from these 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.

#### Inventory

Inventory of supplies is carried at the lower of cost, determined on a first in, first out basis, and replacement cost.

#### School generated funds

Funds generated at the schools are included as assets, liabilities, revenue and expenditures of the District when the accountability, control and ownership of these funds rests with the District. Funds are raised through registration and other fees and fundraising activities and are expended for the stated purposes for which they were raised. School generated funds reflected as revenues are net of direct costs incurred to earn such revenues and represent funds available for discretionary purposes at the school level.

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# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

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August 31, 2004

### Capital assets

Capital assets are recorded at cost and depreciated on a straight-line basis over their estimated useful lives, commencing in the year following acquisition, as follows:

Buildings	10 to 40 years
Furniture, equipment and vehicles	5 to 10 years
Site development	20 years
Leasehold improvements	amortized over term of leases

Any capital allocations received for asset purchases as designated by the contributor are amortized over the same period as the related asset.

### 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.

Donations are recognized as revenue when received or receivable. Donated materials are recorded at fair market value when reasonably determinable, when they are used in the normal course of the District's operations and would otherwise have been purchased.

Capital allocations from the Province for the acquisition of capital assets or the repayment of debt originally incurred for the purpose of acquiring capital assets are recorded as unamortized capital allocations and amortized to revenue on the same basis as the capital assets acquired. Capital allocations received in advance of the investment in capital assets are recorded as deferred capital allocations and transferred to unamortized capital allocations when the capital assets are acquired.

As recommended by Alberta Learning, all Infrastructure Maintenance Program (IMP) contributions, are recorded in revenue and the annual operating surplus/deficit when spent on the particular IMP project, regardless of the fact that some of the projects may be capital in nature and the costs included in capital assets.

### Contributed services

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

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# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

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August 31, 2004

### Financial instruments

The District has financial instruments consisting of cash and short-term investments, accounts receivable, accounts payable and accrued liabilities and long-term debt. The carrying values of these instruments approximates fair value.

### Pensions

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

The current service and past service costs of the Alberta Teacher Retirement Fund are met by contributions by active members and the Province of Alberta. Under the terms of the Teachers Pension Plan Act, the District does not make pension contributions for certificated staff.

The District participates in the multi-employer Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contributions of \$2,266,883 for the year ended August 31, 2004. At December 31, 2003, the Local Authorities Pension Plan reported a deficit of \$1,410,987,000 (2002 - \$444,980,000 deficit).

### 3. CASH AND SHORT-TERM INVESTMENTS

The short-term investments have maturity dates of 90 days or less. Short-term investments consist of bankers acceptances and a bearer deposit note, bearing interest at 2.00% to 2.10%. Cash and short-term investments include \$6,708,077 restricted for capital purposes.

### 4. ACCOUNTS RECEIVABLE

	2004	2003
	\$	\$
Municipalities-supplementary requisitions	12,363,046	11,835,849
Province of Alberta	15,286,391	10,274,082
Federal Government	740,029	665,974
Other	2,763,298	2,308,881
	<u>31,152,764</u>	<u>25,084,786</u>

Other accounts receivable include \$1,285,875 (2003 - \$1,471,101) owing from the schools relating to funding provided by the District by way of loans to fund the purchase of textbooks for rental to students.

# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

August 31, 2004

### 5. CAPITAL ASSETS

	2004		
	Cost \$	Accumulated Depreciation \$	Net Book Value \$
Buildings	309,973,727	122,338,336	187,635,391
Furniture, equipment and vehicles	29,640,420	17,169,242	12,471,178
Site development	15,146,446	6,101,449	9,044,997
Capital asset construction in progress	20,354,759	—	20,354,759
Land	4,002,888	—	4,002,888
Leasehold improvements	712,570	667,444	45,126
	379,830,810	146,276,471	233,554,339
	2003		
	Cost \$	Accumulated Depreciation \$	Net Book Value \$
	<i>Restated – see note 15</i>		
Buildings	297,870,560	114,004,717	183,865,843
Furniture, equipment and vehicles	27,875,333	14,597,151	13,278,182
Site development	14,741,604	5,496,096	9,245,508
Capital asset construction in progress	11,008,969	—	11,008,969
Land	4,000,860	—	4,000,860
Leasehold improvements	712,570	644,881	67,689
	356,209,896	134,742,845	221,467,051

The District is committed to further capital expenditures of approximately \$20,964,000. It is anticipated that \$20,405,000 of these costs will be funded by capital grants from Alberta Infrastructure.

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# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

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August 31, 2004

### 6. CREDIT FACILITY

The District has a \$3,350,000 revolving credit facility with interest at prime less 0.25% comprised of a \$3,000,000 demand credit facility, and a \$350,000 purchasing card facility. A borrowing bylaw to a maximum of \$10,000,000, covering all revenue of the District, has been provided as collateral for this facility. None of the demand facility was outstanding at year end, and \$90,838 was outstanding on the purchasing card facility.

### 7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2004 \$	2003 \$
Province of Alberta	15,219,774	14,963,901
Federal Government	728,793	46,073
Alberta Municipalities	257,167	181,228
Other trade payables and accrued liabilities	21,673,380	15,045,185
	<u>37,879,114</u>	<u>30,236,387</u>

### 8. LONG-TERM DEBT

Long-term debt is comprised of debentures issued to the Alberta Capital Finance Authority at interest rates ranging from 7.25% to 12% per annum which mature at various dates to 2020. All debenture principal and interest payments are fully supported (funded) by the Province of Alberta.

	2004 \$	2003 \$
Debentures	26,242,717	32,360,043
Less current portion	(5,872,642)	(6,117,326)
	<u>20,370,075</u>	<u>26,242,717</u>

Principal repayments required over each of the next five years and thereafter are as follows:

	\$
2005	5,872,642
2006	5,537,281
2007	5,211,654
2008	4,264,516
2009	2,097,143
Thereafter	3,259,481
	<u>26,242,717</u>

# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

August 31, 2004

### 9. RESERVES

Reserves are established at the discretion of the Board of Trustees of the District or externally and represent restricted net assets held for future operating and capital expenditures. These internally restricted net assets are not available for use without approval of the Board of Trustees.

		2004			
		Balance, beginning of year \$	Appropriated \$	Utilized \$	Balance, end of year \$
<b>Operating</b>					
Instructional		2,724,640	33,016	—	2,757,656
Building operation and maintenance		928,822	—	—	928,822
Administration		1,687,338	—	(971,442)	715,896
		5,340,800	33,016	(971,442)	4,402,374
<b>Capital</b>		624,505	29,935	(624,505)	29,935
		5,965,305	62,951	(1,595,947)	4,432,309
		2003			
		Balance, beginning of year \$	Appropriated \$	Utilized \$	Balance, end of year \$
<b>Operating</b>					
Instructional		2,724,640	—	—	2,724,640
Building operation and maintenance		—	928,822	—	928,822
Administration		1,149,890	537,448	—	1,687,338
		3,874,530	1,466,270	—	5,340,800
<b>Capital</b>		—	624,505	—	624,505
		3,874,530	2,090,775	—	5,965,305

### 10. SCHOOL GENERATED FUNDS

School generated funds included in the statement of revenue and expenditures are net of the costs of generating such funds and represent school generated funds available for discretionary spending purposes. Total revenues generated from these school activities amounted to \$13,327,000 (2003 - \$12,740,000).

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# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

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August 31, 2004

### 11. CONTINGENT LIABILITIES

In the ordinary course of operations various claims and lawsuits are brought against the District. The ultimate settlement of such matters is not expected to be significant to the overall financial position of the District.

The District is currently negotiating with the Alberta Teachers' Association on a collective agreement for the 2004 fiscal year. The District has accrued an estimated settlement. If the actual settlement is different from the estimate, the financial statements may be impacted.

### 12. STATEMENT OF CASH FLOWS

#### (a) Net change in non-cash working capital

	2004	2003
	\$	\$
<b>Operating activities</b>		
Accounts receivable	(5,550,880)	(2,876,735)
Inventory	11,788	28,279
Prepaid expenses	274,372	370,512
Accounts payable and accrued liabilities	5,399,393	(8,937,572)
Unearned grants	(4,027,058)	955,704
Cash provided by (used in) operating activities	<u>(3,892,385)</u>	<u>(10,459,812)</u>
<b>Investing activities</b>		
Accounts receivable	(130,586)	193,124
Prepaid expenses	(12,458)	—
Accounts payable and accrued liabilities	2,556,806	(120,716)
Cash provided by (used in) investing activities	<u>2,413,762</u>	<u>72,408</u>
<b>Financing activities</b>		
Accounts receivable	(386,512)	1,047,772
Accounts payable and accrued liabilities	(313,472)	(337,111)
Cash provided by (used in) financing activities	<u>(699,984)</u>	<u>710,661</u>

#### (b) Non-cash transaction

An exchange of property took place during in 2003 between the District and an arm's-length third party for \$1,853,617 and is not reflected in the Statement of Cash Flows as it was a non-cash transaction.

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# Calgary Roman Catholic Separate School District No. 1

## NOTES TO FINANCIAL STATEMENTS

---

August 31, 2004

### 13. SALARIES AND BENEFITS

	2004			2003	
	Number	Salaries, Wages, and Accrued Vacation \$	Benefits and Allowances \$	Total \$	
Chair of Board	1	14,879	8,802	23,681	19,682
Other Board Members	6	72,093	51,776	123,869	108,424
Superintendent	1	142,713	28,307	171,020	170,877
Secretary-Treasurer	1	142,260	19,707	161,967	138,800
Salaries - Certificated	2,681	168,304,947	19,827,431	188,132,378	181,553,754
Salaries - Uncertificated	1,397	38,212,349	8,893,938	47,106,287	43,603,870
	<b>4,087</b>	<b>206,889,241</b>	<b>28,829,961</b>	<b>235,719,202</b>	<b>225,595,407</b>

### 14. ECONOMIC DEPENDENCE ON RELATED THIRD PARTY

The District's primary source of revenue is from the Province of Alberta. The District's ability to continue its operations is dependent on this funding.

### 15. COMPARATIVE FIGURES

Upon adoption of capital asset accounting in 1996, certain portable classrooms were depreciated over ten years as opposed to twenty years as required by the District's accounting policy. The 2003 comparative figures have been restated to reflect the appropriate depreciation period. This adjustment resulted in an increase in depreciation expense of \$353,113 in 2003 and the same increase in amortization of capital allocations included in revenue resulting in no change to the excess of expenditures over revenues on operations for the year. Accumulated depreciation was decreased by \$1,681,294 and unamortized capital allocations was increased by the same amount resulting in no change to the net assets of the District.

Certain 2003 figures have been reclassified to conform to 2004 presentation.



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

School Jurisdiction Code: \_\_\_\_\_ 4010

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	\$213,612,320	\$8,238,088	\$205,374,232						
(2) Support block	\$19,452,661				\$9,770,379			\$9,682,282	
(3) Instruction & support block reallocations	\$0	\$0	\$117,031		(\$117,031)			\$0	\$0
(4) Alberta Initiative for School Improvement (AISi)	\$4,960,425	\$0	\$4,960,425						
(5) Student Health Initiative (SHI)	\$1,471,418	\$0	\$1,177,001						\$294,417
(6) Supernet Access	\$11,555		\$11,555					\$0	
(7) Teacher Salary Enhancement (TSE)	\$9,561,000	\$348,864	\$9,138,476					\$73,660	\$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	\$1,541,005	\$0	\$1,541,005	\$0	\$0			\$0	\$0
<b>(11) Total Alberta Learning Revenue</b>	<b>\$250,610,384</b>	<b>\$8,586,952</b>	<b>\$222,319,725</b>	<b>\$0</b>	<b>\$9,653,348</b>			<b>\$9,755,942</b>	<b>\$294,417</b>
<b>Alberta Infrastructure</b>									
(12) Expensed IMP (BQRP) support & portable relocations	\$5,423,542			\$5,423,542					
(13) Operations & Maintenance support	\$24,560,240			\$24,560,240					
(14) Operations & Maintenance support (One-Time)	\$2,129,698			\$2,129,698					
<b>(15) Total Alberta Infrastructure Revenue</b>	<b>\$32,113,480</b>			<b>\$32,113,480</b>					
<b>Alberta Finance</b>	<b>\$2,704,411</b>			<b>\$2,704,411</b>					<b>\$0</b>
(17) Other - Government of Alberta	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(18) Federal Government and/or First Nations	\$837,392	\$0	\$803,896	\$0	\$0			\$33,496	\$0
(19) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(20) Out of province authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(21) Alberta municipalities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(22) Instruction resource fees	\$412,930	\$0	\$412,930						
(23) Transportation fees	\$0				\$0				
(24) Other sales and services	\$2,763,016	\$95,000	\$563,054	\$49,473	\$2,026,009			\$29,480	\$0
(25) Investment income	\$731,878	\$150,000	\$502,603	\$50,000	\$0			\$29,275	\$0
(26) Gifts and donations	\$1,743	\$0	\$1,743	\$0	\$0				\$0
(27) Rentals of facilities	\$1,787,062		\$421,270	\$400,002	\$0			\$71,480	\$894,310
(28) Net school generated funds	\$2,610,097	\$0	\$2,610,097	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$9,468,596		\$0	\$9,468,596	\$0				\$0
<b>(31) TOTAL REVENUES</b>	<b>\$304,040,989</b>	<b>\$8,831,952</b>	<b>\$227,635,318</b>	<b>\$44,785,962</b>	<b>\$11,679,357</b>			<b>\$9,919,673</b>	<b>\$1,188,727</b>
<b>EXPENSES</b>									
(32) Certificated salaries	\$168,447,660	\$6,151,362	\$161,172,305				\$1,123,993	\$1,123,993	\$0
(33) Certificated benefits	\$19,855,738	\$871,252	\$18,656,550				\$327,936	\$327,936	\$0
(34) Uncertificated salaries and wages	\$38,483,133	\$422,827	\$22,110,576	\$10,599,437	\$142,440	\$181,071	\$4,676,386	\$4,857,457	\$350,396
(35) Uncertificated benefits	\$8,932,671	\$84,565	\$5,481,669	\$2,439,211	\$49,700	\$30,460	\$830,627	\$861,087	\$16,439
<b>(36) SUB - TOTAL</b>	<b>\$235,719,202</b>	<b>\$7,530,006</b>	<b>\$207,421,100</b>	<b>\$13,038,648</b>	<b>\$192,140</b>	<b>\$211,531</b>	<b>\$6,958,942</b>	<b>\$7,170,473</b>	<b>\$366,835</b>
(37) Services, contracts & supplies	\$52,983,677	\$1,133,161	\$17,150,388	\$18,974,177	\$11,656,461	\$513,960	\$3,031,985	\$3,545,945	\$523,545
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$170,596	\$0	\$0	(\$170,596)	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$2,610,097	\$0	\$2,610,097	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital and debt services</b>									
Amortization of capital assets									
(40) Supported	\$9,468,596	\$0	\$0	\$9,468,596	\$0		\$0	\$0	\$0
(41) Unsupported	\$2,576,204	\$0	\$1,251,545	\$600,130	\$1,352	\$0	\$424,830	\$424,830	\$298,347
(42) Total Amortization	\$12,044,800	\$0	\$1,251,545	\$10,068,726	\$1,352	\$0	\$424,830	\$424,830	\$298,347
Interest on capital debt									
(43) Supported	\$2,704,411	\$0	\$0	\$2,704,411	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(46) Losses on disposal of capital assets	\$4,757	\$0	\$4,757	\$0	\$0	\$0	\$0	\$0	\$0
<b>(47) TOTAL EXPENSES</b>	<b>\$306,066,944</b>	<b>\$8,833,763</b>	<b>\$228,437,887</b>	<b>\$44,785,962</b>	<b>\$11,679,357</b>	<b>\$725,491</b>	<b>\$10,415,757</b>	<b>\$11,141,248</b>	<b>\$1,188,727</b>
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	(\$2,025,955)	(\$1,811)	(\$802,569)	\$0	\$0			(\$1,221,575)	\$0

**SCHEDULE B to the AFS  
INSTRUCTION Grades 1 to 12 Program 2003-2004 Expenses**

EXPENSES	INSTRUCTION (Grades 1 to 12)							
	All Student Instruction	School Admin. & Instruction Support	System Instruction Support	Mildly & Moderately Disabled and Gifted & Talented	Severely Disabled	Alberta Initiative for School Improvement	Student Health Initiative	Total Instruction (Grades 1 to 12)
Certificated salaries	\$125,009,499	\$15,380,895	\$3,750,495	\$9,015,423	\$3,863,752	\$4,003,406	\$148,835	\$161,172,305
Certificated benefits	\$14,375,024	\$1,995,516	\$412,554	\$991,696	\$425,013	\$440,375	\$16,372	\$18,656,550
Uncertificated salaries and wages	\$5,713,519	\$6,647,610	\$994,220	\$5,837,061	\$2,501,597	\$175,913	\$240,656	\$22,110,576
Uncertificated benefits	\$2,272,814	\$868,189	\$138,663	\$1,474,114	\$631,764	\$52,115	\$44,010	\$5,481,669
<b>SUB - TOTAL REMUNERATION</b>	\$147,370,856	\$24,892,210	\$5,295,932	\$17,318,294	\$7,422,126	\$4,671,809	\$449,873	\$207,421,100
Services, contracts & supplies	\$10,189,633	\$1,515,878	\$1,309,572	\$2,268,394	\$972,169	\$167,613	\$727,129	\$17,150,388
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$2,610,097							\$2,610,097
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$1,149,836	\$0	\$101,709					\$1,251,545
<b>Total Amortization</b>	\$1,149,836	\$0	\$101,709					\$1,251,545
Interest on capital debt								
Supported	\$0	\$0						\$0
Unsupported	\$0	\$0						\$0
Other interest charges	\$0	\$0						\$0
Losses on disposal of capital assets	\$4,757	\$0						\$4,757
<b>TOTAL EXPENSES</b>	\$161,325,179	\$26,408,088	\$6,707,213	\$19,586,688	\$8,394,295	\$4,839,422	\$1,177,002	\$228,437,887
FTE Certificated				127.7	54.7			
FTE Uncertificated				272.6	116.8			

**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>	\$187,052,925	\$15,328,225	\$4,902,663	\$117,031	\$207,400,844	\$167,631,177	\$39,769,667
School Admin & Instruction Support Expenses						\$26,408,088	(\$26,408,088)
System Instruction Support Expenses						\$6,707,213	(\$6,707,213)
<b>Total Basic Instruction</b>	\$187,052,925	\$15,328,225	\$4,902,663	\$117,031	\$207,400,844	\$200,746,478	\$6,654,366
<b>Sub-Programs &amp; Initiatives</b>							
Severely Disabled	\$7,379,784	\$361,703	\$0		\$7,741,487	\$8,394,295	(\$652,808)
English as a Second Language	\$2,668,000				\$2,668,000	\$2,823,793	(\$155,793)
Enhanced Opportunities	\$469,462				\$469,462	\$586,568	(\$117,106)
First Nations, Metis, and Inuit Education	\$221,193		\$0		\$221,193	\$259,454	(\$38,261)
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$4,789				\$4,789		\$4,789
Growth & Density	\$921,702				\$921,702		\$921,702
Teacher Assistants Program	\$868,849				\$868,849	\$623,625	\$245,224
Early Literacy Initiative (K-2)	\$1,565,875				\$1,565,875	\$1,856,400	(\$290,525)
Learning Resources Credit & Resources for the Classroom	\$290,658	\$1,138,534	\$412,930		\$1,842,122	\$3,674,868	(\$1,832,746)
Technology Integration	\$3,475,613		\$0		\$3,475,613	\$918,015	\$2,557,598
French Language Program & Francisation (all jurisdictions)	\$377,423		\$0		\$377,423	\$8,443,866	(\$8,066,443)
Home Education	\$77,959		\$0		\$77,959	\$110,525	(\$32,566)
<b>Total Sub-Programs &amp; Initiatives</b>	\$18,321,307		\$412,930		\$20,234,474	\$27,691,409	(\$7,456,935)
<b>INSTRUCTION, GRADES 1-12</b>	\$205,374,232	\$16,828,462	\$5,315,593	\$117,031	\$227,635,318	\$228,437,887	(\$802,569)

**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)	\$210,136,707
Support Block - Transportation	\$9,770,379
<b>SUBTOTAL</b>	<b>\$219,907,086</b>
<b>Other Revenues</b>	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$24,560,240
Teacher Salary Enhancement	\$9,561,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$0
Federal government/First Nations	\$837,392
Other Alberta school authorities	\$0
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$2,763,016
Interest on investments	\$731,878
Rentals of facilities	\$1,787,062
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$9,468,596
<b>School generated funds (Schedule E)</b>	<b>\$11,665,355</b>
<b>BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT</b>	<b>\$281,281,625</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>4.00%</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)	\$11,251,265
<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>\$11,251,265</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	\$11,141,248
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$0
LESS: transfers from Restricted - Operating (Board/System Administration)	-\$971,442
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>	<b>\$10,169,806</b>
Maximum Expense Limit for Board & System Administration (Step 3)	\$11,251,265
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$1,081,459</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)	\$3,152,698
<b>Source of School Generated Funds:</b>	
Total School Generated Funds for the year (Note 2)	\$11,665,355
Less: SGF - related cost recoveries (Note 3)	\$10,881,914
- capitalized at the District level (Note 4)	\$0
<b>Net Total</b>	<b>\$783,441</b>
Plus: Donations Received (Note 5)	\$1,661,764
<b>Equals: Net Additions to SGF</b>	<b>\$2,445,205</b>
<b>Net SGF Available for discretionary spending</b>	<b>\$5,597,903</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)	\$2,610,097
<b>Unexpended SGF - Closing Balance August 31, 2004</b>	<b>\$2,987,806</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	\$8,970,919	\$1,256,033	\$0	\$0	\$372,485	\$10,599,437		\$10,599,437
Uncertificated benefits	\$2,150,353	\$227,385	\$0	\$0	\$61,473	\$2,439,211		\$2,439,211
<b>Sub-total Remuneration</b>	\$11,121,272	\$1,483,418	\$0	\$0	\$433,958	\$13,038,648		\$13,038,648
Contracted Services	\$290,794	\$5,201,019	\$0	\$5,430,070	\$38,399	\$10,960,282		\$10,960,282
Supplies	\$486,813	\$1,052,875	\$0	\$0	\$85,142	\$1,624,830		\$1,624,830
Electricity			\$3,341,694			\$3,341,694		\$3,341,694
Natural Gas/Heating Fuel			\$2,131,631			\$2,131,631		\$2,131,631
Sewer and Water			\$486,045			\$486,045		\$486,045
Telecommunications			\$154,501			\$154,501		\$154,501
Insurance					\$275,194	\$275,194		\$275,194
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$9,468,596	\$9,468,596
Unsupported						\$600,130		\$600,130
<b>Total Amortization</b>						\$600,130	\$9,468,596	\$10,068,726
Interest on capital debt								
Supported							\$2,704,411	\$2,704,411
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>	\$11,898,879	\$7,737,312	\$6,113,871	\$5,430,070	\$832,693	\$32,612,955	\$12,173,007	\$44,785,962
<b>SQUARE METRES</b>								
School Buildings								445,044.6
Non School Buildings								22,152.0
<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	Mrs. Lois Burke-Gaffney	1.0	\$14,879	\$1,693	\$7,109			\$23,681	\$5,224
Name		0.0	\$0	\$0	\$0			\$0	\$0
<b>Other Board Members:</b>									
Name	Mrs. Margaret Belcourt	1.0	\$12,626	\$4,295	\$6,032			\$22,953	\$3,559
Name	Mrs. Linda Blasetti	1.0	\$12,079	\$3,166	\$5,771			\$21,016	\$2,710
Name	Mrs. Maureen Emond	1.0	\$12,378	\$424	\$5,914			\$18,716	\$2,784
Name	Mr. Gerald Adam Heighes	1.0	\$11,958	\$3,158	\$5,713			\$20,829	\$1,670
Name	Ms. Linda Wellman	1.0	\$11,618	\$3,156	\$5,550			\$20,324	\$2,095
Name	Ms. Catherine Williams	1.0	\$11,434	\$3,134	\$5,463			\$20,031	\$1,068
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>7.0</b>	<b>\$86,972</b>	<b>\$19,026</b>	<b>\$41,552</b>			<b>\$147,550</b>	<b>\$19,110</b>
Superintendent	Dr. Jeremy Simms	1.0	\$142,713	\$28,307	\$0	\$0	\$0	\$171,020	\$11,064
Superintendent	Ms. Deborah Achen	1.0	\$142,260	\$19,707	\$0	\$0	\$0	\$161,967	\$9,173
Secretary/Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Certificated Salaries		2,681.0	\$168,304,947	\$18,715,389	\$0	\$0	\$1,112,042	\$188,132,378	
Uncertificated Salaries & Wages		1,397.0	\$38,212,349	\$8,893,938	\$0	\$0	\$0	\$47,106,287	
<b>TOTALS</b>			<b>\$206,889,241</b>	<b>\$27,676,367</b>	<b>\$41,552</b>	<b>\$0</b>	<b>\$1,112,042</b>	<b>\$235,719,202</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.